

**TOWN OF SWANTON  
DRAFT MINUTES  
DEVELOPMENT REVIEW BOARD (DRB)  
TOWN OFFICE BUILDING  
One Academy Street  
Swanton, VT 05488  
Thursday, June 26, 2025@ 6:00 p.m.**

Present: Spencer LaBarge-Chair, Reg Beliveau Jr, Jim Pratt, Jennifer Yandow-members, Amy Giroux-Zoning Administrator, Christina Candels-Assistant Town Administrator, Ray Melesky, Christina Lussier, Normand Lussier, Cristian Jablonski, Stephen Tetreault, Bill Dean, Paula Mayo, Heidi Britch-Valenta, Rick Cummings, Ryan Jordan, Kiersten Bourgeois  
Zoom: Lisa Newhard, Karl Taylor, Alex Delhagen

- A. Call to Order  
Mr. LaBarge called the meeting to order at 6:00 p.m.
  - B. Agenda Review
  - C. Mr. LaBarge reviewed the agenda, read the definition of an interested person, swore in applicants, board members & members of the public (in person & zoom).  
Mr. Pratt said he had a prior conversation with abutting landowners to DRB-10-2025.  
Ms. Candels said they need to add Personnel to the Executive Session, to interview an applicant for an open DRB seat.
  - D. Meeting Topics
    - DRB-09-2025: Richard Cummings**
    - DRB-10-2025: William Dean & Rachel Martel**
    - DRB-14-2025: Christine Lussier**
    - DRB-15-2025: Christopher Hatin**
    - DRB-16-2025: Andrew Gallagher**
    - DRB-17-2025: Ryan Jordan**
    - DRB-18-2025: Swanton Village**
1. **#DRB-09-2025: Richard Cummings** request for final plat approval for a 7-lot major subdivision located at 61 Lydias Ridge located in the SG/Southern Growth District.  
Mr. Cummings came before the board for final plat approval. Mr. Cummings has a letter from the Town allowing access to State Drive. The State is in the process of transferring the new access to the Town of Swanton.  
The board had no new questions.
  2. **#DRB-10-2025: William Dean & Rachel Martel:** request for preliminary plat approval for a 7-lot major subdivision located at 63 Bachand Rd. in the R1/Rural District.  
Mr. Dean & Mr. Tetreault came before the board to review a new updated plan. Mr. Tetreault said they made changes to accommodate the concerns from the last meeting, crossing the existing wastewater main. Those 2-lots have been removed and the existing lots renumbered, the land with the wastewater main will remain part of Mr. Deans land lot- 5. This removes the question of how they will protect the line.  
Mr. Beliveau asked where the wastewater lines will be on the map? Mr. Tetreault said they will all run within the road right-of-way.  
Mr. Pratt said there is a document/permit attached to the deeds of the three homes they discussed serves, done by the previous owner Ellsworth Moore. The permit should be looked at before they present it to the board. Mr. Pratt does not believe the lines or septic should be a part of any lots sold. Mr. Tetreault said the rules are part of every wastewater permit. Mr. Pratt said that land should be taken out and not used for the new lots. Mr. Pratt would like that put into an HOA or given to the landowners.  
Mr. Tetreault said Mr. Dean owns the land in question not the three landowners off Bachand.  
Ms. Yandow suggested they take the permit and review before they bring back a new plan.

Mr. Beliveau said according to the wastewater rules with the State, if there wasn't anything developed there the landowners would have access to their system to maintain or repair their system. (That presents a challenge when it is on someone else's property.) Mr. Tetreault asked Mr. Pratt if the layout of lots 11 & 12 presented tonight would you as a board member be more apt to approve if the lot line followed the septic easement line. They board reviewed the idea, taking the existing septic line and system out of new lots leaving it as part of Lot-5 owned by Mr. Dean. The board agreed that it is a good idea to consider. This would eliminate the wastewater system for the 3 homes being added to any new parcels.

Ms. Yandow asked if they planned to use the 30' access previously proposed to use as a driveway? Mr. Tetreault said no that the land will stay as part of lot-5 for now.

Mr. Melesky asked if in the future that 30' leg is to be used as a driveway, can they please add his barn to the map so they can see it is right on his property line.

Ms. Mayo asked to see the map proposed. Ms. Mayo came to the table and reviewed the newly proposed map.

Ms. Newhard asked for clarification that the two closest lots to them had been removed?

Mr. LaBarge said yes, the two lots behind them are removed and the driveways do not cross over the septic line.

3. **#DRB-14-2025: Christine Lussier** request for a boundary line adjustment located at t8 Lakeview Dr. in the R1/Rural District.  
Mr. & Ms. Lussier came before the board. Mr. Pratt asked Ms. Lussier if the only change they are planning is to move the cul-de-sac? Yes.  
Ms. Lussier originally the line went into her property (lot-3D) 248', and she would like to modify the 50' easement to get a better view of the lake and utilize the remaining land for homesteading. The cul-de-sac will remain the same, this will allow for easier placement of her home.  
Ms. Yandow asked to clarify the other lots are complete this will be for her driveway? Yes.
4. **#DRB-15-2025: Christopher Hatin** request for a boundary line adjustment located at 6 Rustic Walk in the R1/Rural District.  
Mr. Jablonski came before the board representing Mr. Hatin.  
Mr. Jablonski said Mr. Hatin is requesting to adjust the line from lot-4 and take the rest of the existing lands in exchange for the lot-1 his house sits on.  
Lot-4 will be 5.65 acres and lot-1 will be 1.89 acres.
5. **#DRB-16-2025: Andrew Gallagher** request for a variance to build a storage shed located at 4 Laroe St. in the R5/Residential District.  
To be continued due to the applicant not attending the meeting.
6. **#DRB-17-2025: Ryan Jordan** request to convert 3 garage bays into 3-1-bedroom apartments located at 128 Grand Ave in the TCD/Transitional Commercial District.  
Mr. Jordan came before the board to share he would like to turn the 3 car wash bays into 1-bedroom apartments. Mr. Jordan has a letter of approval from the Village for the water allocation.  
Mr. Jordan said he has had the current drains scoped to verify they connect to the sewer drains, and they do.  
Mr. LaBarge verified they will be 1-bedroom apartments.  
Mr. Pratt asked how many apartments will be in the building once complete? 7-units.  
Mr. Pratt said it is a good use of the building. Mr. Jordan said yes, and he is not creating anymore impervious surface. There is plenty of existing parking.  
Mr. Jordan said they have two lines of service for water.  
Ms. Yandow asked the timeline for the units to be available? Mr. Jordan said 1-2 in the fall and the 3<sup>rd</sup> this coming winter.  
Ms. Giroux asked Mr. Jordan for the sketch of the apartments? Mr. Jordan will send that to Ms. Giroux and she will share it with the board.
7. **#DRB-18-2025: Swanton Village** request for flood plain review to establish a small paddler's campsite and rebuild the river access ramp located at 1 Merchants Row in the CB/Commercial Business District.

Ms. Britch-Valenta came before the board and Mr. Delhagen attended via zoom. Ms. Britch-Valenta said the Northwest Canoe Trail approached them to see if they wanted to collaborate and do some improvements at Marble Mill Park. One of the plans is to do some improvements to the existing boat launch above the dam that needs repair. They will do the repairs and then create a rustic campsite below the dam at the park. The Village Trustees are in support of the idea. Ms. Britch-Valenta said they are here because the campsite is in the river/flood corridor. No buildings will be constructed. The intent of the campsite is to level the ground. Mr. Delhagen said they will develop one campsite. After discussion they agreed a grass site will be better than stone. They will also resurface the boat launch area to make it easier for canoe access. Mr. LaBarge asked if there will be a fire pit for campers? No, a tent pad and a picnic table that will need to be anchored down. A porta-potty is already available on the property. Mr. Delhagen has already done a site visit with Mr. Sheets & Ms. Britch-Valenta and agreed that keeping as minimally as possible will ensure it used as a paddler's campsite. The location is ideal because it is close to amenities. Mr. LaBarge asked how they manage who uses the site is there a log? Mr. Delhagen said they will have a sign in kiosk, and for this site specifically they will have the local Police keep an eye on the site. This will help eliminate unhoused people from camping and setting up a long-term encampment. Ms. Britch-Valenta said the park is heavily used by people who play pickleball and they will also keep an eye on the campsite. Mr. Delhagen said this site is out in the open unlike some other locations so this should be easily monitored. Ms. Yandow asked how many times at other sites have they had incidents of long-term tenters? Mr. Delhagen said the only other location he has scene, and issue was Enosburgh and they resolved that. Mr. Beliveau said this idea was discussed many years ago and is glad to see it move forward. Ms. Britch-Valenta said the Village has invested in better lights and cameras for the park. They will also put up a sign to call the police if you see something.

- E. Minutes DRB May 22, 2025  
**Mr. Pratt made a motion to approve the DRB Meeting Minutes from May 22, 2025, as written, seconded by Ms. Yandow. Motion carried.**
- F. Any Other Necessary Business  
 Ms. Candels reminded board members they need to complete there Ethics Training.
- G. Public Comment  
 None
- H. Set Next DRB Meeting Date  
 July 24, 2025, 6pm.
- I. Executive Session (Personnel & Deliberative Session)  
**Ms. Yandow made a motion to enter executive session at 7:00 pm, seconded by Mr. Pratt. Motion carried.**

**Mr. Pratt made a motion to exit executive session at 7:43 pm, seconded by Mr. Beliveau. Motion carried.**

Actions Taken:

**Open DRB position:**

**Ms. Yandow made a motion to move applicant Kiersten Bourgeois to the Selectboard for final selection, seconded by Mr. Pratt. Motion carried.**

- 1) **Mr. Beliveau made a motion for DRB-09-2025: Richard Cummings request for final plat approval for a 7-lot major subdivision located at 61 Lydias Ridge**

located in the SG/Southern Growth District be **APPROVED As Warned**, seconded by Ms. Yandow. Motion carried.

- 2) Ms. Yandow made a motion for DRB-10-2025: William Dean & Rachel Martel request for preliminary plat approval for a 7-lot major subdivision located at 63 Bachand Rd. in the R1/Rural District be **APPROVED** with conditions listed:

- Complete the proposed lot line adjustment for lots 11 & 12 to exclude the wastewater area.

**Seconded by Mr. Pratt. Motion carried.**

Ms. Candels said they will also check with Mr. Dean how many lots they intend to present at the next meeting to warn accordingly.

- 3) Mr. Pratt made a motion for DRB-14-2025: Christine Lussier request for a boundary line adjustment located at 8 Lakeview Dr. in the R1/Rural District be **APPROVED As Warned**, seconded by Mr. Beliveau. Motion carried.
- 4) Mr. Beliveau made a motion for DRB-15-2025: Christopher Hatin request for a boundary line adjustment located at 6 Rustic Walk in the R1/Rural District be **APPROVED As Warned**, seconded by Ms. Yandow. Motion carried.
- 5) Mr. LaBarge made a motion for DRB-16-2025: Andrew Gallagher request for a variance to build a storage shed located at 4 Laroe St. in the R5/Residential District be **CONTINUED** because the applicant was not present for the meeting, seconded by Mr. Beliveau. Motion carried.
- 6) Ms. Yandow made a motion for DRB-17-2025: Ryan Jordan request to convert 3 garage bays into 3-1-bedroom apartments located at 128 Grand Ave in the TCD/Transitional Commercial District be **APPROVED As Warned** with the condition
- Mr. Jordan provided a sketch to the Zoning Administrator.
- seconded by Mr. LaBarge. Motion carried.
- 7) Mr. LaBarge made a motion for DRB-18-2025: Swanton Village request for flood plain review to establish a small paddler's campsite and rebuild the river access ramp located at 1 Merchants Row in the CB/Commercial Business District be **APPROVED As Warned**, seconded by Mr. Pratt. Motion carried.

J. Adjournment

**Ms. Yandow made a motion to adjourn the meeting at 7:49 pm, seconded by Mr. Pratt. Motion carried.**

Respectfully Submitted by  
Christina Candels-Assistant Town Administrator