

**DRAFT MINUTES
TOWN OF SWANTON
DEVELOPMENT REVIEW BOARD (DRB)
TOWN OFFICE BUILDING
1 Academy Street
Swanton, VT 05488
In Person & By ZOOM
Thursday, July 23, 2026 @ 6:00 p.m.**

Present: Spencer LaBarge-Chair, Reg Beliveau, Jim Pratt, Jen Yandow, Kiersten Bourgeois-Members, Amy Giroux-Zoning Administrator, Christina Candels-Assistant Town Administrator, Patricia Lafar, Brooke Rocheleau, Eric Bourbeau, Tom Critchlow, Aaron Bartemy, Herbert Bartemy, Corey Bertrand
Zoom: No Attendance

- A. Call to Order
Mr. LaBarge called the meeting to order at 6:00 pm.
 - B. Agenda Review
Mr. LaBarge reviewed the agenda, swore in applicants, community members and board members.
Mr. LaBarge read the definition of Interested Persons and verified with board members they had no conflict of interest or ex parte communications for any applications.
 - C. Meeting Topics:
 - DRB-11-2026: Critchlow Investment Properties**
 - DRB-19-2026: Corey Bertrand**
 - DRB-20-2026: Aaron Bartemy**
 - DRB-21-2026: TDI Repair Facility LLC**
 - DRB-22-2026: Eric Bourbeau / Bourbeau Aggregate LLC**
 - DRB-23-2026: Patricia Lafar**
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- 1. **#DRB-11-2026: Critchlow Investment Properties** continued request for preliminary plat approval for a 9-lot subdivision located at Lydia's Ridge in the SG/Southern Growth district. Mr. Critchlow came before the board to review his application. Mr. Critchlow asked the board if the letter from Town Administrator stating there are no restrictions from the Town to have access on State Drive. This letter was issued to Richard Cummings in 2025. Having access to State drive will eliminate the need for a cul-de-sac. Mr. Critchlow shared the map from Day Surveying shows where Lydias Ridge will connect to State Drive. This will leave roughly 80' from the edge of the pavement that Mr. Critchlow will need to pave for access.
 - 2. **#DRB-19-2026: Corey Bertrand** request for conditional use approval for mixed use located at 580 St. Albans Road in the R1/Rural district. Mr. Bertrand came before the board to request approval to add two efficiency 20'x26' apartments 1-bedroom above the office in his shop currently under construction. (The shop was previously approved. The septic design is under review to add additional septic use for the dance studio. Mr. Bertrand shared the State Fire Marshal, said the apartments will need their own exits and he cannot keep vehicles in the garage overnight due to the living space without sprinklers. The board shared the apartments will need a minimum of 3 parking spaces designated for the apartments. Mr. Bertrand will need to provide the Zoning Administrator with the updated septic permit.
 - 3. **#DRB-20-2026: Aaron Bartemy** request for conditional use approval to sell sheds located at 2058 Sheldon Road in the R1/Rural district. Mr. Aaron Bartemy came before the board to request conditional use to sell shed at his home on Sheldon Road. Mr. Bartemy will place the sheds on his property along the driveway. They will be for sale by appointment only. Ms. Giroux said the sheds will need to stay out of the road right-of-way; 50' back from the center of the road.

4. **#DRB-21-2026: TDI Repair Facility LLC** request for conditional use approval for mixed use located at 10 Canada Street in the CB/Central Business district.
Mr. Herbert Bartemy came before the board to request mixed use approval to operate an auto repair shop, auto reconditioning, showroom/classroom, office space and sell ply furniture and Amish sheds. The building will house two offices that will hold TDI employees.
TDI holds an ultra-heavy duty training class annually that is held at the fire station with this classroom space and hands on at the TDI facility. These classes last year brought in \$230,000 to Swanton/St. Albans communities for lodging and food establishments.
Mr. Bartemy shared they currently dispatch remotely for 20-hour towing and are considering bringing this service to this building. The board reviewed the hours, and Mr. Bartemy requested to amend the hours to be 24/7, that will cover them if they choose to use the building for this in the future.
Ms. Giroux said they would need to keep all displays 50' back from the center of the road, staying out of the road right-of-way.
5. **#DRB-22-2026: Eric Bourbeau / Bourbeau Aggregate LLC** request for conditional use approval to build a shop for quarry equipment located at 69 Pond Road in the R1/Rural district.
Mr. Bourbeau came before the board to share his plans to build a shed for the loader, storage and some summer oil changes if the weather is bad. The board had no further questions.
6. **#DRB-23-2026: Patricia Lafar** request for sketch plan approval for a 2-lot subdivision located at 2485 Frontage Road in the CLI/Commercial Light Industrial district.
Ms. Lafar came before the board to share plans to subdivide out a lot for her grandson. The proposed parcel has a single wide trailer on it, and they are going to remove it and place a new double wide on the lot. The lot has its own existing septic system. The driveway access will stay the same.
Ms. Lafar said she intends to give lots to her other grandsons in the future. Mr. Pratt said any future lots will need to come back before the lots.
- D. Minutes from DRB June 25, 2026, meeting.
Mr. Beliveau made a motion to approve June 25, 2026, DRB Meeting minutes as written, seconded by Ms. Bourgeois. Motion carried.
- E. Any Other Necessary Business
Mr. LaBarge and the rest of the board expressed their thanks, and appreciation Ms. Giroux has given them as the Zoning Administrator as a wealth of knowledge and appreciated all she has done. Mr. LaBarge would like to have her back at some capacity that she desires.
- F. Public Comment
None
- G. Next DRB Meeting Date August 27, 2026
- H. Executive Session to review applications
Mr. Pratt made a motion to enter executive session at 6:46 pm, seconded by Ms. Yadow. Motion carried.

Mr. Pratt made a motion to exit executive session at 7:06 pm, seconded by Ms. Yadow. Motion carried.

Action Taken:

- 1) **Mr. LaBarge made a motion for DRB-11-2026: Critchlow Investment Properties continued request for preliminary plat approval for a 9-lot subdivision located at Lydia's Ridge in the SG/Southern Growth district be APPROVED to continue to Final, with an updated map showing the Town roads, entrance & exit, paved section and information on the map, seconded by Mr. Beliveau. Motion carried.**
- 2) **Mr. Beliveau made a motion for DRB-19-2026: Corey Bertrand request for conditional use approval for mixed use located at 580 St. Albans Road in the R1/Rural district be**

APPROVED AS WARNED, an updated State wastewater-septic permit must be filed with the Zoning Administrator, seconded by Mr. LaBarge. Motion carried.

- 3) Ms. Bourgeois made a motion for DRB-20-2026: Aaron Bartemy request for conditional use approval to sell sheds located at 2058 Sheldon Road in the R1/Rural district be APPROVED AS WARNED with the condition the 50' right-of-way be met in the front and other side setbacks be met, seconded by Mr. Pratt. Motion carried**
- 4) Ms. Bourgeois made a motion for DRB-21-2026: TDI Repair Facility LLC request for conditional use approval for mixed use located at 10 Canada Street in the CB/Central Business district be APPROVED AS WARNED with the applicant requesting change to hour to be 24/7 with the condition the 50' right-of-way be met in the front, seconded by Ms. Yandow. Motion carried.**
- 5) Mr. Pratt made a motion for DRB-22-2026: Eric Bourbeau / Bourbeau Aggregate LLC request for conditional use approval to build a shop for quarry equipment located at 69 Pond Road in the R1/Rural district be APPROVED AS WARNED, seconded by Mr. Beliveau. Motion carried.**
- 6) Ms. Yandow made a motion for DRB-23-2026: Patricia Lafar request for sketch plan approval for a 2-lot subdivision located at 2485 Frontage Road in the CLI/Commercial Light Industrial district be APPROVED AS WARNED, seconded by Mr. Pratt. Motion carried.**

I. Adjournment

Ms. Yandow made a motion to adjourn at 7:11 pm, seconded by Mr. Pratt. Motion carried.

Respectfully Submitted by
Christina Candels-Assistant Town Administrator