

**DRAFT MINUTES
TOWN OF SWANTON
DEVELOPMENT REVIEW BOARD (DRB)
TOWN OFFICE BUILDING
1 Academy Street
Swanton, VT 05488
In Person & By ZOOM
Thursday, August 27, 2026 @ 6:00 p.m.**

PRESENT: Board: Spencer LaBarge-Chair, Reg Beliveau, Jim Pratt, Jen Yandow, Kiersten Bourgeois-Members; Staff: Carolyn Towsley, Incoming Zoning Administrator, Amy Giroux, Outgoing Zoning Administrator; Public: Norma Jean Edwards, Brooke Rocheleau, Ryan Critchlow

A. CALL TO ORDER

Mr. LaBarge called the meeting to order at 6:00 pm and introduced present staff and board members

B. AGENDA REVIEW

Mr. LaBarge read the definition of Interested Persons and verified with board members they had no conflict of interest or exparte' communications for any applications.

Mr. LaBarge swore in applicants, community members and board members, and reviewed the agenda and procedure.

C. MEETING TOPICS

DRB-11-2026: Critchlow Investment

DRB-23-2026: Patricia Lafar

DRB-24-2026: Douglas Edwards

- 1. #DRB-11-2026: Critchlow Investment Properties** request for final plat approval for a 9-lot subdivision located at Lydia's Ridge in the SG/Southern Growth district.
 - Mr. Critchlow presented 2 Final Mylars, a larger site overview, and a detail view of the development survey with building envelopes as required. Mr. Critchlow stated that his father was at the last meeting and referenced a letter from the Town Administrator (in the file) regarding no restrictions of access from State Drive. *"State Drive will remain a class IV Town Highway, however AOT will be responsible for winter maintenance on the road from their facility to Highgate Rd."*
 - As previously discussed, the remaining portion of State Drive from the AOT facility to Lydia's Ridge access (roughly 80') will be paved by the developer.
 - Mr. Pratt expressed concerns about having 2 Mylars causing potential confusion to researchers. He also expressed concerns regarding the discontinuation of Sholan Rd and the clarification of the lines to show what road will primarily be used to access the development.
 - Ms. Yandow expressed that Sholan Rd. is still open and in existence and further clarified the concern with the way that the Mylar currently presents these roads.
 - More discussion on this topic will be had during deliberative session so that the board can clearly advise the applicant with any conditions or adjustments needed.
- 2. #DRB-23-2026: Patricia Lafar** request for final plat approval for a 2-lot subdivision located at 2485 Frontage Road in the TC/Transitional Commercial district.
 - Brooke Rocheleau was present per written notice from Patricia Lafar that she would speak for her during this hearing. The hearing was approved at Sketch Plan review as warned with no conditions. Ms. Rocheleau explained the driveway as shown on the plat. There were no further concerns or questions from the board.
- 3. #DRB-24-2026: Douglas Edwards** request for conditional use approval to convert a seasonal to year-round use located at 188 Hog Island Road in the SL/Shoreland district.

- Ms. Edwards was present and explained the Year Round Residence Affidavit that was presented to the Board, which was read into the record by Mr. LaBarge. A previous owner, Mr. Nahmaish, provided a duly sworn affidavit that he occupied the residence at 188 Hog Island Rd in excess of 180 days at least 1 year between December 31, 1986 and December 31, 2006. This fulfills the State wastewater exemption for Seasonal Conversion to require a new wastewater permit since this covers the period prior to the State taking over wastewater permitting in 2007. It was noted that if the system were to fail, a new wastewater permit would be required, and they do have another wastewater application in process for their backup system they are working on with an engineer.
- None of the board members had any other questions.

D. Minutes DRB July 23, 2026 meeting

- Ms. Yandow made a motion to approve the July 23, 2026 DRB minutes as written, seconded by Mr. Pratt. Motion carried.

E. Any Other Necessary Business

- Questions about whether anything is happening with the apartment complex behind Hannaford but no further progress was reported.

F. Public Comment

- Mr. LaBarge thanked Amy Giroux on behalf of himself and the Board for all of her hard work as our Zoning Administrator and welcomed Carolyn Towsley, Swanton's new Zoning Administrator.

G. Next DRB Meeting Date was set for September 24, 2026

H. Executive Session to review applications

- Ms. Bourgeois made a motion to enter executive session at 6:20 PM, seconded by Mr. Pratt. Motion carried.

- Mr. Pratt made a motion to exit executive session at 6:35 PM, seconded by Ms. Yandow. Motion carried.

Action Taken

- 1) **Mr. Beliveau made a motion for DRB 11-2026: Critchlow Investment Properties request for FINAL plat approval for a 9-lot subdivision located at Lydia's Ridge in the SG/Southern Growth district be approved as warned, with the stipulation that the mylars be labeled 1 of 2 and 2 of 2. Seconded by Ms. Bourgeois. Motion carried.**
- 2) **Ms. Bourgeois made a motion for DRB-23-2026: Patricia Lafar request for Final Plat approval for a 2-lot subdivision located at 2485 Frontage Rd in the CLI/ Commercial Light Industrial district be approved as warned. Seconded by Mr. Pratt. Motion carried.**
- 3) **Mr. LaBarge made a motion for DRB-24-2026: Douglas Edwards request for conditional use/ seasonal conversion to year-round use located at 188 Hog Island Road in the SL/Shoreland district be approved as warned, seconded by Mr. Pratt. Motion carried.**

I. Adjournment

Ms. Yandow made a motion to adjourn at 6:42 PM, seconded by Mr. Pratt. Motion carried.

Respectfully Submitted by
Carolyn Towsley- Zoning Administrator