

**DRAFT MINUTES
TOWN OF SWANTON
DEVELOPMENT REVIEW BOARD (DRB)
TOWN OFFICE BUILDING
1 Academy Street
Swanton, VT 05488
In Person & By ZOOM
Thursday, September 24, 2026 @ 6:00 p.m.**

PRESENT: Board: Reg Beliveau- Vice Chair, Jim Pratt, Jen Yandow, Kiersten Bourgeois-
Members *Absent: Spencer LaBarge*; Staff: Carolyn Towsley, Zoning Administrator; Public: Mike Johnston, Matt Swann, Trista Shappy, Max Boulерice, Allen Boulерice

A. CALL TO ORDER

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

B. AGENDA REVIEW

Mr. Beliveau reviewed the meeting topics, rules of procedure, conflict of interest policies, and verified with board members they had no conflict of interest or ex parte communications. Mr. Pratt was spoken to regarding the subdivision since he was knowledgeable of the property and was part of a former subdivision involving the property, but the context was only regarding potential future uses of the subdivided lots according to Town of Swanton Development Regulations. He asked the Applicant and Board if there were any concerns regarding his involvement in deliberations regarding these 2 subdivisions, and nobody had any concerns. No other Board members had any ex parte communications or conflicts of interest to report.

Mr. Beliveau reviewed the definition of Interested Persons and that is available on the sign in sheet, swore in applicants, community members and board members.

Mr. Beliveau reminded the public if anyone has any questions regarding the application please direct to the Board- Chair in order to conduct the hearing in an orderly fashion.

C. MEETING TOPICS

DRB-25-2026: Arthur Boulерice

DRB-26-2026: Arthur Boulерice

DRB-27-2026: Matthew Swann

1. #DRB-25-2026: Arthur Boulерice request for Sketch Plan approval for a 2-lot subdivision located at 297 County Rd in the R1/Rural district.

Mike Johnston, from Barnard and Gervais is representing the Applicant, Allen Boulерice, who has POA for his father Arthur Boulерice. Mr. Johnston explained the subdivision mirrors the existing Lot 3 which was a prior subdivision and shown on the survey plat, with no development planned at this time. The lot will be 1.52 acres and abut the existing lot, which contains a home at 294 Comstock Rd. Mr. Johnston clarified that although the main farmhouse is located at 297 County Rd, this subdivision is actually located on Comstock Rd. Mylar title will be changed to 2-Lot instead of 3-Lot. The current home at 294 Comstock belongs to Allen's nephew.

2. #DRB-26-2026: Arthur Boulерice request for Sketch Plan approval for a 4-lot subdivision located at 410 County Rd in the R1/Rural district.

Mr. Johnston shared that there were 2 lots previously subdivided in 2024 (Mylar 431A). This divides the remaining lands of Lot 1 into 4 new lots. There are some easements

existing that the lots are subject to that are indicated on the plat, including the access over lot 3 to get to lot 4, and the existing 50 ft easement created during the previous subdivision. Access to lot 4 will be over lot 3.

Mr. Johnston stated that they are only seeking to subdivide the land at this time, and there are no immediate plans for development. Mr. Pratt brought up a potential issue with not showing finished access road and cul-de-sac location as required in newly subdivided lots on the plat, even if land is not being developed or built on now, it is important to get it done correctly the first time on the Plat.

The proposed lots are Lot 3, 1.07 Acres, Lot 4, 1.00 Acres, Lot 5, 1.40 Acres. And the remaining lands of Lot 1 which will be 40.44 Acres Mr. Pratt shared the backstory which clarified that the Lots in front of the red line are part of the land Excluded from Land Trust. There will be a small area of exclusion land remaining from Lot 1 that contains the wastewater area for previously created Lot 2 (410 County Rd), but the remainder of Lot 1 behind the red line is in VT Land Trust. Ms. Bourgeois had questions about agricultural land taken out of ag use. Ms. Yandow commented about the width of the road being clarified to meet minimum standards if they begin building the road, to not have to re-do it if it isn't the correct width if the lots are ever developed. Ms. Towsley clarified that a newly subdivided lot needs an access indicated on the Mylar, even if it is not going to be developed at this time and it will remain used for agricultural purposes for now. The easement is fine, but a mylar should indicate standards for potential future building lots regardless of their immediate plans, including required road, cul-de-sac and building envelopes. Mr. Boulerville had questions about tax value of an unimproved lot or a lot that has a finished wastewater plan etc which Mr. Pratt was able to explain from his experience as a Lister. Mr. Boulerville also explained that there was some perk testing done in the area years ago, and Mr. Johnson also said that their office was involved in some perk testing a few years ago in the area as well as part of the previous project. Mr. Boulerville mentioned seeking to purchasing a small area back from Land Trust but wasn't sure of the difficulty involved. He will need to have that conversation with Land Trust.

3. #DRB-27-2026: Matthew Swann request for amendment to existing Conditional Use for demolition of existing 40' x 40' workshop to rebuild an 80' x 60' building, located at 2167 Highgate Rd in the R1/Rural district.

Matt Swann explained their plans and which building they plan to remove for the larger structure. Mr. Beliveau asked if they are proposing any new uses? Mr. Swann explained they have 3 businesses, First Response Labor, Tuttle's garbage removal, and their Landscaping, Snow Plowing and Excavation business. They outgrew their current building and need more space, but no additional uses are being proposed. Nobody had any further questions.

D. Executive Session to review applications

- Ms. Bourgeois made a motion to enter executive session at 6:23 PM, seconded by Ms. Yandow. Motion carried.

- Mr. Pratt made a motion to exit executive session at 6:42 PM, seconded by Ms. Bourgeois. Motion carried.

Executive Session Action Taken

- 1) Ms. Yandow made a motion for DRB-25-2026: Arthur Boulerville request for SKETCH PLAN approval for a 2-lot subdivision located at 297 County Rd in the R1/Rural district be approved as SKETCH only, with the following condition: Applicant may return for FINAL Plan review, Final Plat must include building envelope and potential driveway access. The subdivision otherwise meets the standards. Seconded by Ms. Bourgeois. Motion carried.**
- 4. Ms. Yandow made a motion for DRB-26-2026: Arthur Boulerville request for Sketch Plan approval for a 4-lot subdivision located at 410 County Rd in the R1/Rural district be approved as SKETCH only, with the following condition: Applicant may**

return for PRELIMINARY Plan review, Plat must include building envelopes and show finished road widths and required cul-de-sac to meet standards. The subdivision otherwise meets the standards. Seconded by Jim. Motion carried.

5. **Ms. Bourgeois made a motion for DRB-27-2026: Matthew Swann request for amendment to existing Conditional Use for demolition of existing 40' x 40' workshop to rebuild an 80' x 60' building, located at 2167 Highgate Rd in the R1/Rural district be approved as warned, seconded by Mr. Pratt. Motion carried.**

E. Minutes DRB August 27, 2026 meeting

- **Ms. Yadow made a motion to approve the August 27, 2026 DRB minutes as written, seconded by Mr. Pratt. Motion carried.**

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F. Any Other Necessary Business

- None

G. Public Comment

- None

H. Next DRB Meeting Date was set for **October 22, 2026**

I. Adjournment

- Ms. Yadow made a motion to adjourn at 6:46 PM, seconded by Mr. Pratt. Motion carried.**

Respectfully Submitted by
Carolyn Towsley- Zoning Administrator