

**SWANTON PLANNING COMMISSION MEETING  
DRAFT MINUTES**

**Tuesday, September 9, 2025**

**Town Office Building**

**1 Academy Street, Swanton, VT**

**5:00 p.m.**

Present: Ross Lavoie-Chair, Oliver Manning, Heather Buczkowski-Members, Christina Candels-Assistant Town Administrator, Greta Brunswick

Absent: Amy Giroux-Zoning Administrator

Zoom: No Attendance

1. Call to Order

Mr. Lavoie called the meeting to order at 5:03 pm.

2. Agenda Review

Mr. Lavoie reviewed the agenda, requested to add discussion on moving forward with interviews with two applicants for open Planning Commission positions.

3. Review minutes of May 7, 2025

**Ms. Buczkowski made a motion to approve the minutes from May 7, 2025, as written, seconded by Mr. Manning. Motion carried.**

4. Land Use & Development Regulations Review

a) Northwest Regional Planning-Greta Brunswick

Ms. Brunswick came before the board to discuss projects similar to what Habitat for Humanity would like to do on the Old Hotel Riviera property (6 So. River Street). This property is .36 of an acre and the current bylaws require a PUD to be on minimum of 10-acres.

Mr. Lavoie said previously this project was describes as more a "cottage court" concept.

Ms. Brunswick said they could adjust the PUD requirements but that would not be for just Village properties.

The proposed plans for this included 8 privately owned homes, mixed single-family and duplexes on commonly owned land.

The board reviewed PUD and Mobile Home Park regulations in the Bylaws.

Mr. Lavoie suggested different PUD regulations where municipal water & sewer is available.

Ms. Brunswick shared an example from the Town of Jerico who have added Cottage Courts to their bylaws.

The board decided with Ms. Brunswick they would move forward with drafting changes to the "Specific Use Standards" for "Mobile Home

Park" Section 5.14 to include Cottage Court standards. These changes would work to include the options discussed then could be used anywhere municipal water & sewer is available.

This will require two Public Hearings with the Selectboard for approval. Ms. Brunswick is part of the team working on the brownfield clean up of the site. They cannot finalize the corrective action plan until they know what the site will be used for and where their structures will be. Swanton Village needs this in order to have a purchase and sales agreement with Habitat for Humanity.

Ms. Brunswick will draft the changes and bring them back to the Planning Commission in November.

Mr. Lavoie asked Ms. Brunswick if NRPC has a checklist example for the DRB to follow when reviewing projects similar to this.

Ms. Brunswick said they do have a template, it would need to be specific to the bylaws, and it is completed by staff prior.

Ms. Brunswick said Emily is coming to the Selectboard meeting 9-16-25 to discuss the Town of Swanton opting into Tier 1B, Act 250 housing exemption. The Town needs to sign and adopt a resolution to do this. Mr. Manning will attend the Selectboard meeting representing the Planning Commission in support of this program.

b) Applications for open Planning Commission positions

They received two letters of interest for two open positions.

Desireah Ladieu & Shawn Cheney.

The board reviewed both letters of interest. Both applicants are known to the members and the members felt comfortable sending the names to the Selectboard for approval.

**Mr. Manning made a motion to support the Selectboard's appointment of Desireah Ladieu and Shawn Cheney to the open vacancies on the Planning Commission, seconded by Ms. Buczkowski. Motion carried.**

5. Set next Planning Commission Meeting date & time change

Meetings will be held on the 2<sup>nd</sup> Tuesday of the month at 5:00 pm.

Next Meeting:

October 14, 2025, at 5 pm.

6. Public Comment

None

7. Any Other Necessary Business

a) Discussion on enforcement & contracting services.

Mr. Lavoie said they need to have a conversation regarding staffing and enforcement for the future.

Mr. Lavoie said they need to be more proactive to bring business into the Town.

Mr. Lavoie thinks working with an outside contractor for this. Building housing will not offset taxes.

Mr. Lavoie has spoken with Corey Parent regarding helping project reviewing of developments prior to the DRB.

Mr. Lavoie also discussed the use of a different letter for the DRB vs a "P". This is interpreted by the public and they already have a permit. The board discussed how this process works in other towns.

Mr. Manning said there needs to be clear enforcement and someone doing the enforcements. The board agreed that spending time to create bylaws if they're not going to be enforced is not worth their time.

Contracting with someone for planning will be beneficial to the Town. This person can advocate bringing businesses to Swanton. Contracting with someone who can help developers navigate the new State CHIP program.

The group discussed the pros and cons of Local Option Tax and how it would work if the State Legislature made changes, allowing the Town & Village to present the option to voters.

#### 8. Adjournment

**Mr. Manning made a motion to adjourn the meeting at 6:35 pm, seconded by Ms. Buczkowski. Motion carried.**

Respectfully Submitted by  
Christina Candels-Assistant Town Administrator