



## *Town of Panton Chartered 1761*

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### **PANTON PLANNING COMMISSION AND DEVELOPMENT REVIEW BOARD**

#### **Meeting Minutes Thursday, June 10, 2021**

In Attendance via Zoom: DRB/PC Vice-Chair, Mary Rudd: Zoning Administrator, David Martini

DRB/PC members: Annie Hopper, Brad Dewey, Kirsten De La Cruz, Bethany Brady-Farrell, Bob Hartenstein

Others Present: Matt Jerry; Maggie McCormick – Town Clerk; Robin Herbick, Asst. Town Clerk/minute taker

#### **Development Review Board Meeting Agenda:**

1. Mary Rudd called the meeting to order at 7:02 pm.
2. Proposed DRB Agenda changes:
  - a. Approve March Minutes as well as May
  - b. Informal Sketch Plan Review
  - c. Discuss Meeting Time
3. There may not be an August meeting
4. Motion to approve changes to agenda: Motion to Approve by Brad, Seconded by Kirsten, all in favor, motion passed.
5. Motion to approve the March minutes:
  - a. Bethanie moved to approve the March meeting minutes, Brad seconded. All in favor, the motion passed.
6. Motion to approve the May minutes:
  - a. Corrections: Webber is spelled incorrect. Distance is 200 feet, not 500 feet as shown for the required number of feet from the house. Correction will be done in minutes. Motion to approve the corrected May minutes: Bob moved to approve, Bethanie seconded. All in favor – motion to accept revised minutes approved.

Monthly report from the Zoning Administrator and an update on permit activity:

David Martini reported that there have been 2 Permits applied for.

Bob asked if there was a zoning permit for the garage on the property on the Adams Ferry Road, South side. David stated that they had not received one yet. It does have a roof and anything with a roof over 64 Sq. Ft. does need a permit. The garage does have a roof with fabric sides. David will contact them.

Matt Jerry discussion: Matt Jerry had provided a 4 page description of the proposed project to the board and asked if there were any questions. Matt Jerry reviewed the proposed document.

1. Zoning district is R5.
2. If it is wetlands or flood plain it cannot be sub-divided unless there is enough acreage without restrictions. Section 320 of the subdivision was explained.
3. Property will need a survey and a septic plan.
4. Frontage requirements need to be 400' for each property, Otter Creek counts as frontage

Further discussion was held with all present.

David read the definition of lot frontage explanation, discussion followed as to size of each lot (close or over 7 acres).

[Zapata.courage@vermont.gov](mailto:Zapata.courage@vermont.gov) carries the definition of a flood plain.

Matt will provide information in a later meeting as to his findings.

Meeting time change:

Discussion was held regarding the time of the meetings. Suggestion was to change it from 7:00 pm to 5:00 or 5:30 pm. After conversation, most members were comfortable with 5:30 time change for the meeting. Discussion was held as to whether the meetings should stay as Zoom meetings or go back to meeting in person at Town Hall. Annie questioned the possible use of a Conference microphone in the future. Maggie is going to check on the possibility of having in person meetings in the future with those interested using a call in method.

Businesses without permits:

David Martini was concerned with commercial businesses without permits not being regulated in town. Where is the line? More discussion will be held next month.

Motion to adjourn DRB meeting: Annie moved to adjourn, Kirsten seconded.  
Meeting adjourned at 7:39 pm

**Planning Board Meeting Agenda:**

Meeting brought to order at 7:39 by Mary Rudd

Minutes:

March minutes need to have the "DRAFT" watermark removed. Maggie will take care of removing the watermarks on the minutes.

Motion made by Brad to approve the March minutes, seconded by Bethanie. All in favor, motion passed. Note: there were no minutes for May due to no meeting.

DRB Policy and Practice for "What requires a permit" DRAFT DOCUMENT:

Conversation was held regarding the draft document that was written by David Raphael.

Item #1: re: Commercial businesses without permits: Annie believes it is too gray in areas and needs more review. More clarification needs to be made.

Item #2: re: Notice to Town: Discussion was held as to if the Town has a voice in matters, and can they do anything other than contacting VLTC and the Secretary of Agriculture. Discussion was held.

Mary is going to check with other towns for description of Home Occupation or Business.

Does the DRB require an application for a Home business?

Mary Rudd will collect feedback and connect with David and the board on the document.

Annie brought up the excavation and drainage issues, and the role of what the town can and cannot touch.

Motion to adjourn: Bob made a motion to adjourn meeting, Seconded by Annie. Meeting adjourned at 7:55 pm.

Respectfully submitted,

Robin M. Herbick  
Town of Panton Assistant Clerk