



## ***Town of Panton Chartered 1761***

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

**Monthly Meeting Agenda for Thursday, September 9, 2021, at 5:30 PM**

**In attendance in person: DBR Chair, David Raphael, DRB/PC Vice Chair Mary Rudd, Annie Hopper, Kirsten De La Cruz, Brad Dewey, Robin Herbick, recording clerk.**

**In attendance via Zoom: David Martini, Zoning Administrator, Bethanie Brady-Farrell, Bob Hartenstein.**

**Guests: Hans Vorsteveld, Maureen Heath, Kelly Heath.**

#### **Agenda:**

**The meeting was called to order at 5:36 by David Raphael.**

#### **Development Review Board Meeting**

1. Approve minutes from June & July meeting.

June Minutes were reviewed with no changes, Motion made by Brad Dewey and seconded by Mary Rudd. Unanimous. July Minutes were reviewed with no changes, Motion made by Mary Rudd, seconded by Bob Hartenstein. Unanimous

2. Monthly Report from the Zoning Administrator and any updates on permit activity.

David Martini stated that there have been no new permit requests at that time. David Raphael did mention two properties that had recent activity, the names will be given to David Martini to follow up.

Vorsteveld property: There had been no response from the letter, but Hans Vorsteveld, Kelly Heath and Maureen Heath were present to explain the construction of the item in question. Hans and Kelly will be in touch with David Martini to obtain a permit.

3. Other Business - old or new

Discussion was held regarding the DRB Policy and Practice shown below. After much discussion, it was decided that additional work on the wording needed to be done on Item 1 under Exemptions, to clarify the definition of Farm Structures, Item 1 under Activities, clarify the repairing to existing structures, and Item 3 under Activities to clarify the circumstances on demolition.

**\*\*\*\*DRB Policy and Practice for “What requires a permit” \*\*\*\***  
DRAFT FOR REVIEW 6-7-21 and on 9/9/21

Requirements and Exemptions as set forth in applicable Zoning Ordinance Sections 300, 301, 320 and in the definition on page 7 of the Ordinance entitled “Land Development.”

**Note regarding exemptions:**

- 1) “Farm Structures” are exempt not dwelling units on the farm) but other structures that are not directly related the farming activity or farm products grown/produced by the farm are subject to permits. An example would be a new building for retail sales of farm products AND other products not produced on the Farm.
- 2) Notice to the town must be provided for exempted farm structures to be constructed and must be accompanied by a sketch or drawing showing the structure location and the conformity with required setbacks as per town regulations unless, the Secretary of Agriculture has approved lesser setbacks and those setbacks should be shown on the plan submitted.
- 3) Any shed or structure exempted from a permit must be located at least 10 feet from the property line as per the ordinance.

**Other exemptions from permitting:**

General Maintenance, repair and replacement of existing building components without any change of footprint or structure height or type does not require a permit.

Examples include:

- Repair of drainage systems including pipe replacement.
- Rebuilding/replacing an existing foundation in place without any modifications to the existing structure’s footprint, basic design or structure height.
- Exterior renovations to an existing building that do not alter the character or footprint of the building
- Repaving or improving an existing driveway with any required maintenance prior to resurfacing (such as new subbase) but without any substantive change in driveway width or location.

**Activities requiring permits include:**

- 1) An existing structure being demolished and replaced with a totally different structure requires a permit even if the new structure is on the same footprint because it is a **new** structure.
- 2) All construction that involves the installation of new structures or site facilities, including new parking areas, new roads, drainage systems, and retaining walls that require excavation.
- 3) All new excavation, grading or reconfiguration of existing landscape conditions and all those activities that involve fill or soil removal for the construction of structures and for land development. Structures include:

Buildings

Accessory Buildings

Drainage structures and underground utilities

Retaining walls require excavation, grading and new materials, whether wood, stone/rock or masonry or metalwork.

In -ground swimming pools, tennis courts and other sports courts or paved facilities

David Raphael mentioned that Certificate of Compliance was not in the list, and the definition of Certificate of Occupancy needs to be updated.

The document will be reviewed by board members, and, with changes, approval will be held at the next meeting.

Mention was made to remind Board members to return the Conflict-of-Interest forms into Maggie McCormick at the Town Hall.

ADJOURNED at 6:12, Motion made by Annie Hopper and seconded by Brad Dewey.

### **Planning Commission Meeting**

Brought to order at 6:13 pm.

1. Approve minutes from the June & July meeting

Motion was made by Brad Dewey to approve the June Minutes as written, Seconded by Mary. Bob Hartenstein abstained due to not being present at the meeting. Motion was carried

Motion was made by Annie Hopper to approve the July Minutes as written, seconded by Mary.

Bob Hartenstein abstained due to not being present at the meeting. Motion was carried

2. Review and adopt DRB Policy and Practice for Permitting

Changes will be made based on previous conversation and the document will be sent again to be approved at the next meeting.

Discussion: Mary Rudd has a sample of wording from the Town of Ferrisburgh. Will it be necessary to add a farm stand permit to the Zoning regulations? The state of Vermont uses a percentage of farm products to regulate. Otherwise, should it be called a home business?

After much discussion, it was decided to add a farm stand definition to the document based on the one from Ferrisburgh, and that we have the option to fall back on the state requirements.

3. New Business: none
4. Old Business:

- Update on the Panton Solar Project:

David Raphael stated that there will be one more Fall site visit with GMP to be scheduled for September. The vegetation is filling in nicely now.

- Update on PELS/Vergennes Economic Corridor Project:

Second meeting of the Technical Review Committee was held on August 5; PELS consultants will coming to the Panton Selectboard meeting on October 12, open to the public.

Discussion was held on the bypass, and the boundary dispute between Pantton, Ferrisburgh and Vergennes. Howard Hall was working on this with David Raphael, and they will touch base again.

- Arnold Bay Project – first community meeting held 8-31-21.

Brief Summary of Arnold Bay “Walk and Talk” Workshop  
5-6PM August 31, 2021/Convened by the Pantton Planning Commission  
Approximately 30+ attendees

Workshop Agenda:

1. Introductions
2. Project Overview and the Municipal Planning Grant
3. Goal to create a master plan for the future of the property
4. Key questions/issues to be addressed – distribute questionnaire
5. Discussion and community input

Workshop Discussion Items:

Parking: Lack of parking/organization of parking/Impacts of parking on the beach area  
Activities that people engage in/uses of the site/conflicts in use?  
Current and future amenities for the site in addition to picnic tables and a portable toilet  
Access issues and conflicts between vehicles and people on access road  
Overall site conditions – ecology and water quality  
Vandalism, security and use issues – how to manage?

Key comments/questions:

- Parking and Use:
  - “I like Arnold Bay just the way it is.”
  - Winter parking for ice fishing? Bike parking?
  - Keep west side of area open for boat launching...
  - How big a boat can be launched here?
  - Sometimes cars/trucks with trailers can’t park....
  - Out of state/out of town boaters use the launch area and contributed to the dock cost.
  - The issue of vandalism and misuse came up.... Should we have surveillance cameras?
  - Management questions...fee for yearly stickers? Could raise money for maintenance
- Site Conditions:
  - Clean up the area...needs some new landscaping
  - Will improvements bring more people? Do we want that?
  - Does the town have insurance? (Yes...through VLCT)
  - Encourage people to pick up after dogs
  - Manage trash with recycling option
- Amenities and Improvements
  - How about a permanent dock (note: need to remove dock every fall due to high water and ice)
  - Interpretation elements (sign) at the Bay that present the view of the Adirondacks and identifies mountains.
  - Kayak racks for Pantton residents? (See bike storage locker concepts as a model)
  - Seasonal floating swim dock and “rope off” swimming area?
  - Idea for a walkway/stair/ramp overlook through the wooded area down to the beach.
  - Enhance landscaping/better signage
  - Placement of signs and porta-potty not ideal

More questionnaires have been received and will be added to this list. David Raphael will start a committee to work on this project.

Bethany Brady-Farrell said that the sound was an issue during the meeting due to the echo in the building. She suggested no mixed meeting to avoid this. The sound issue will be looked into.

ADJOURN:

Motion for adjournment by Brad Dewey, seconded by Annie Hopper. Unanimous. Meeting adjourned at 6:45 p.m.

Next meeting will be held on October 14, 2021.