

**TOWN OF SUTTON**  
**Sutton Planning Commission & Development Review Board Meeting and Public Hearing**  
**August 27, 2025**

**Open Meeting:**

- Call to Order: Kurt Nygren, the Board Chair called the meeting to order at 5:30pm.
- Members Present: Kurt Nygren, Robert Simms, Adam Bruggeman, Kate Buonanno, and Scott Cunningham
- Members Absent: Paula Biltmore
- Introduce Public: Jamie Crooks, Taylor Crooks, Carol Ruggles (Owners) and Nathan Sicard (Ruggles Engineering)
- Approve minutes: from July 16, 2025: Rob made a motion to approve the minutes from July 16, 2025, Kate seconded it. All were in favor. The motion passed unanimously.

**Hearing:**

- Hearing for the Crooks application: Adam opened the Hearing. Adam read into the record the hearing warning that was published in the Caledonia Record on August 13th, 2025. “A Public Hearing before the Sutton Development Review Board will be held on August 27, 2025, at the Sutton Fire Station at 691 Burke Rd Sutton, VT 05867 at 5:30 PM to hear the following permit application: Jamie Crooks of 129 US Route 5, Sutton, VT 05867 is requesting to build two 80-foot by-25-foot storage units with parking, at 61 US Route 5, Sutton, VT 05867. Copies of this application may be obtained from the Sutton Town Clerk at 167 Underpass Road Sutton, VT 05867. Notice: Participation in this hearing is a prerequisite to the right to make any subsequent appeal.”  
The Hearing was also posted at the Town office, on the Town’s website and at the West Burke Post Office. The Notice was not posted at the property. Due to this there will be a continuation of the Hearing until September 12<sup>th</sup> to allow for proper notice.  
Adam asked if there were no conflict of interest, there was not. He asked if there were any ex parte communications, there were not. He asked if there were any interested persons, there were the property owners (Jamie, Taylor, and Carol) and their consultant (Nathan Sitcard). Adam swore-in Jamie, Taylor, Carol and Nathan.  
Adam gave an overview of the application.  
Adam acknowledged that applicants had provided all of the information requested of them for the application with the exception of posting notice at the property). All abutters were noticed via certified mail with return receipts. These were provided for the record.  
Adam asked the owners to present their application. He explained that the first step to review is the Conditional Use Application, Under the bylaws for the Industrial Use District, this will fall under a Conditional Use. It was determined that this application does not appear to violate any conditions of that district (Adam read what the Bylaws say and what the State Statute says). Adam asked Nathan if he had anything that he wanted to speak to, as far as the Conditional Use and the DRB’s approval of the Conditional Use and if he had anything to provide. Nathan said that he did not, but appreciated us discussing the 5 five items because it is statue and most towns do not.

Adam moved on to the Site Development Application. Nathan presented a site plan and project sheet for the project for the Board to review. He explained the site plan and spoke about Act 250 and what they look at and also ANR.

Nathan said that the site is beyond the floodplain.

The project will use the existing driveway and will just widen it (shown on site plan).

Nathan provided for the record a picture of drone footage to show existing trees and landscaping. He also provided a cut sheet of lighting for the Act 250 requirement. Nathan also shared a sketch of the sign from the Act 250 permit, (the sign will not be lit).

There are no easements tied to this project currently.

This project meets all the setback requirements.

Nathan provided the flood map for the property and a copy of ANR map river corridor overlay.

There were no further questions from Board Members.

The applicants had no other information to provide.

**Old Business:** With no new updates on the Old Business topics Adam made a motion to table these until the next meeting. There will be updates to Act 181 and the Floodplain information presented to the Select Board at their September meeting. Scott seconded the motion. All were in favor. The motion passed unanimously.

- FEMA Floodplain updates
- Town Plan updates
- Act 181 update

### **Deliberative Session**

- Adam made a motion to go into deliberative session; Scott seconded the motion. All were in favor. The motion passed unanimously.
- Scott made a motion to come out of deliberative session; Adam seconded the motion. All were in favor. The motion passed unanimously.

### **Crooks Application Decision:**

Adam asked for a motion to revisit the Crooks application. The motion was made by Scott and seconded by Kate. All were in favor. The motion passed unanimously.

There are two parts to vote on. The vote being conditioned on the notice requirements being satisfied, and the subsequent closure of the Hearing should no further information be required.

The first matter is the approval of the Conditional Use. Adam made the motion to approve the Conditional Use of the property for the Commercial Use in the Industrial District. It was seconded by Scott. All were in favor. The motion passed unanimously.

The Second part to vote on approval of site plan review. There will be conditions that are still to be determined. Scott made a motion to approve the site development application subject to subsequent hearing and condition that are forthcoming. Kate second the motion. All were in favor. The motion passed unanimously.

### **Other Business:**

- The next meeting will be on September 24<sup>th</sup>, 2025.

**Adjourn the meeting:** Kate made a motion to adjourn the meeting. The motion was seconded by Scott. All were in favor. The motion passed unanimously.

Respectfully submitted,

Kate Buonanno (Scribe)