

TOWN OF SUTTON
Sutton Planning Commission & Development Review Board Meeting

Open Meeting:

- **Call to Order:** Adam called the meeting to order at 5:32pm.
- **Members Present:** Robert Simms, Adam Bruggeman, Kate Buonanno, Scott Cunningham, and Paula Biltmore (zoom)
- **Members Absent:** Kurt Nygren
- **Introduce Public:** Paul Brouha, Claudia McCormack and Jen McCormack
- **Approve minutes from August 27, 2025:** Adam made a motion to approve the minutes from August 27, 2025, Scott seconded it. All were in favor. The motion passed unanimously.

New Business:

- **Claudia McCormack- Family cemetery plot discussion (on her own property):**
Claudia spoke to the Board about her desire to have a small family cemetery on her land (Parcel # 5011456 off Rt 5 A). She mentioned that she had spoken to a man a while ago about it (Joe Witt the Town Zoning Administrator) and she said he told her she should talk to the DRB about this and that she would likely need to add this onto the deed, with the Town. The Board acknowledged that this particular request is not addressed in the Town's Bylaws and told Claudia that she should investigate what the State has for requirements on cemetery/ burial grounds to see that they say. Adam said that he would wonder if there would need to be an easement so that future descendants could have access. Adam said that he will check with the Town Attorney to see if there is anything required on the Town's end. Adam said that we can table this until Claudia is ready to meet again after she has had time to look into State requirements. Kate made a motion to table this discussion until otherwise decided. Rob seconded it. All were in favor. The motion passed unanimously.
- **Tabitha Homes new application discussion:** Adam said that there are still items outstanding for this application. Scott had put together the list and it had been sent out to Mr. Ng. Adam said that he also needs to get a waiver of the setback lines from the Town. Mr. Ng is trying to get two rentals in two separate buildings by splitting the property into four lots because in the Working Lands District allows for a two-family dwelling as a Permitted Use. What he is proposing is not Commercial Use or Commercial Accommodation. Adam said that the DRB should resend Mr. Ng the list of items needed again. The DRB will look into what is required to grant a variance. Paula made a motion to send Mr. Ng the notes (list of items outstanding) from Scott, Adam seconded it. All were in favor. The motion passed unanimously.

Old Business:

- **FEMA Floodplain updates:** Rob said that there is work map meeting with FEMA and the US Geological survey folks who have been contacted by FEMA to meet with representatives of the Town (meeting us) on September 30th at 9am. Rob and Scott said they both plan to attend. It is a TEAMS meeting. Rob said they have re-done the maps and there are drafts of new bylaws to incorporate new rules by FEMA for these new maps. They are an expansion of the floodplain regulations. The old maps date back to the 1970's. Rob explained that those bylaws would to be updated and approved by FEMA before the Town would qualify for emergency flood assistance in the event of a disaster and those Bylaws have to be in place for people to qualify for flood insurance who are in the floodplain, for those who are grandfathered in if they had an existing structure within the designated floodplain. Rob said that he plans to attend this meeting and then present the information to the Selectboard.

- **Town Plan updates:**

No new updates. Paula said that she would like to do something in the fall. She is waiting because of Select Board input on the Bylaws. The Bylaws and the Town Plan are hand-in-hand, and we really need to find out the direction of where things are going. Rob said that he is going to reapply for the grant that was to develop a survey for the Town Plan which got that was turned down in May, the resubmission due date is in November. Rob said that he is also asking for the critique as to why it was turned down before, because the information was not given. Adam said with the Selectboards indication that they are looking to reduce if not eliminate the Town's Bylaws there needs to be some urgency around the Town Plan and more Town input. Adam explained that at the last Select Board meeting Tim Simpson made a comment about "Hammering the Bylaws". He does not think we can wait on the Town Plan. We really need Town input. Adam made a motion to table this discussion until next month. Kate seconded it. All were in favor. The motion passed unanimously.

- **Act 181 update:**

Rob will give a presentation tomorrow to the Selectboard. He is going to give a broad overview of how Act 181 is revision of Act 250 and goes over the new exemption and what goes along with that. Paul presented a handout he had from VNRC. It shows that if the Town had its own zoning, we could protect ourselves but if we don't have zoning we are screwed and will get something that comes from the State. Paula suggested that we present NVDA with our exiting land use map and zoning districts to be used and having the Select Board approve that.

Other Business:

- The next meeting will be on October 22th, 2025.

Adjourn the meeting: Paula made a motion to adjourn the meeting at 6:24. The motion was seconded by Adam. All were in favor. The motion passed unanimously.

Respectfully submitted,
Kate Buonanno (Scribe)