



PLANNING COMMISSION

Meeting Type:.....**Regular Meeting**
Date:.....**Tuesday April 6, 2021**
Time:.....**6:00 p.m.**
Place:.....**Via Zoom**
Contact:.....**(802) 893-1186 or chaiju@miltonvt.gov**
Website:.....**www.miltonvt.gov**

MEETING MINUTES

Tony Micklus, Chair Benjamin Frye, Vice-Chair Lori Donna, Clerk John Lindsay, Member Seth Duchesneau, Member

1. Call to Order & Welcome

The meeting was called to order by T. Micklus at 6:04 p.m.

2. Attendance

Members Present: Tony Micklus, Chair; Benjamin Frye, Vice Chair; Seth Duchesneau; John Lindsay, Member

Members Absent: Lori Donna, Clerk

Staff Present: Cymone Haiju, Planning Director

Others Present: Michael McCormick; John Zicconi

3. Agenda Review

No changes.

4. Public Forum

The public may attend and participate in accordance with Vermont's Open Meeting Law (1VSA312).

5. Staff Updates

C. Haiju shared our Town Clerk's Office is going live this week with Kofile, a new contractor who will be providing an online portal for all digitized land records for the Town. C. Haiju also shared that due to the Governor's Executive Order, the Zoning Administrator has extended the temporary permitting for mobile food trucks and other outdoor dining options. These permitting and signage requirements can be found under the COVID-19 page on the Town website.

Additionally, the Recreation Department is hosting an April 17th Park Spruce-Up Day; and looking to hire a Summer Camp Counselor. The Human Resource Department is also seeking a 20-Hour per week Buildings and Grounds personnel. The Town will currently not be accepting burn permits until further notice given the dry weather conditions. The spring and summer decorative banners will be displayed in the town core area in the near future.

6. Business

A. Guest Speaker, Executive Secretary of the VT Transportation Board, John Zicconi

C.Haiju provided an overview of existing airstrips and helipads in Milton along with preliminary recommendations and introduced guest speaker John Zicconi, Executive Secretary for the Vermont Transportation Board. J. Zicconi provided an overview of the State's aviation regulations, and explained the three step aviation permitting process at the municipal, state, and federal levels. While explaining the permitting process, J. Zicconi outlined ways in which

local municipalities can continue to utilize airstrips and helipads in their communities. Further discussion took place regarding permitting requirements for residential aircrafts and landing locations.

B. Frye asked if other municipalities in the State of Vermont are current showing interest or have already begun implementing regulations regarding such uses in and around their communities; and whether or not there is currently a framework for general provisions in these areas. J. Zicconi mentioned that he has not yet seen a set framework come through the Board to date. He mentioned that a committee of regional and local planners throughout the state had collaborated about the possibility of creating model ordinances for municipalities to follow, however ultimately decided it would be difficult to stay uniform across the board with all communities being different, and has committed to provide education on this topic instead.

M. McCormick inquired if the regulation restricting flight height under 500 feet above rooftops extended to the entire length of the glide strip for helicopter landings. J. Zicconi clarified that so long as the aircraft is in the process of taking off, or landing, they are allowed to fly closer than 500 feet above the landing surface. M. McCormick asked for further clarification on whether it is permitted for a helicopter to fly above an adjoining property owner's rooftop so long as the craft was on its way to the designated landing location; J. Zicconi confirmed that was correct as this has been proven as a safe landing measure while complying with the 20-to-1 glide slope.

C. Haiju asked if it would be possible to receive copies of the Federal guidelines; J. Zicconi mentioned he would send her the proper contact information for the members of the aviation team that could provide the most accurate information.

B. Allow Mobile Food Trucks as a Permitted Use in Districts Where They Are Currently a Conditional Use

C. Haiju introduced the topic of mobile food trucks and their current permitting status as well as the request that mobile food trucks be allowed as a permitted use in the zoning districts where they are currently a conditional use. All present members of the Planning Commission were in support.

T. Micklus requested that the Commission members take a formal vote to bring this proposed change to the next collection of proposed UDR edits at a later date, when all members are present.

C. 2021 Collection of Requested Updates to the Unified Development Regulations, Town Plan, and Zoning

C. Haiju provided an overview of the table she created of requested updates to the Town Plan, Unified Development Regulations, and zoning map along with a recommended timeline on completing this year's collection along with other requested updates. All present members of the Planning Commission discussed they thoughts on how to proceed with the 2021 Collection of Requested Updates to the UDR and Town Plan. T. Micklus requested a 15-minute presentation be prepared on the basic functions of the Town Plan, and what it is to represent for the Town as a whole.

The Chair also requested that each Planning Commission member generate a list of three (3) of the proposed UDR edits they would like to bring forward to discuss as first priority items in the coming year. Additionally, Commission members present were in consensus regarding staff selecting two (2) to three (3) minor items, and one (1) major item to discuss at each meeting when the time allows to ensure that the Planning Commission is navigating through as much as possible.

Chair Micklus asked the members if there were any pressing issues they would like to see discussed in the coming year. B. Frye mentioned he would like to discuss the topic of surface waters. S. Duchesneau stated that there was not any one particular topic he would like addressed. J. Lindsay mentioned that we would also like to address the surface waters issue, while considering the direction of the future Town Plan. He also mentioned he would like to work on Natural Resource Protection as it relates to subdivisions. The chair and/or staff will reach out to L. Donna via email to gather her thoughts regarding these topics.

7. Minutes

At 8:10 p.m. J. Lindsay motioned to accept the March 16, 2021 minutes, S. Duchesneau seconded. Motion carried.

8. Adjournment:

At 8:10p.m. B. Frye motioned for adjournment. S. Duchesneau seconded. Meeting adjourned.

Respectfully Submitted,

Cally Audet

APPROVED MINUTES:

 Date: 05/18/2021

Tony Micklus, Chair

Filed with the Milton Town Clerk's Office on this 21st day of May, 2021.

ATTEST:  _____, Milton Town Clerk

