



DEVELOPMENT REVIEW BOARD

Meeting Type:..... **Regular Meeting**
Date:..... **Thursday, June 27, 2019**
Time:..... **6:00 p.m.**
Place:..... **Municipal Building Community Room**
Address:..... **43 Bombardier Road Milton, VT 05468**
Contact:..... **(802) 893-1186**
Website:..... **www.miltonvt.gov**

MEETING MINUTES

Bruce Jenkins, Chair Henry Bonges, Vice Chair Julie Rutz, Clerk Robert Brisson Sean Cannon

1. Call to Order

The meeting was called to order by at 6:03 p.m.

2. Attendance

Members Present: Bruce Jenkins, Chair; Henry Bonges, Vice Chair; Sean Cannon; Robert Brisson

Members Absent: Julie Rutz, Clerk

Staff Present: Michael Burris, Planning Director

Others Present: Jamie LaFrance, Ralph Maietta, Greg Dixson, David Roy, Ted Hyldborg

3. Agenda Review

None.

4. Public Forum

The public may attend and be heard in accordance with Vermont's Open Meeting Law (1 V.S.A. 312).

5. Staff Updates

6. New Hearings/Business:

A. Milton Town School District, requested Site Plan approval for a 3,840 sq. ft. administrative building located at 12 Bradley Street, described as Deed Book 485 & Page 319, SPAN 11982. The subject property is recorded as having 0.51 acres, and it is located within the Old Towne (R1) zoning district, the Town Core Planning Area, and the Gimlet Hill Sub-Planning Area.

1. The applicant is responsible for securing a Town highway access permit prior to receiving a zoning permit.
2. The applicant is responsible for receiving the relevant state and local water/wastewater permits.
3. The applicant is responsible for receiving the relevant state construction general permit.
4. The applicant is responsible for receiving the relevant state stormwater permit.
5. All signs shall be well-maintained in accordance with UDR 3015.
6. The applicant may exceed the maximum number of parking spaces provided that a professionally prepared parking study is submitted.
7. The DRB may require that the parking in excess of the minimum is constructed in phases as determined by future demand or require that it is surfaced with pervious surfacing.
8. The DRB may require the use of curbing for all of the proposed parking.
9. The applicant must maintain parking and loading areas in good condition free of weeds, dirt, trash and debris.
10. The applicant shall propose plant species for the landscaping - native plant materials are encouraged. Invasive plant materials are prohibited.

11. Landscaping required under this section or as a condition of approval must be maintained in a healthy condition. Dead or dying plants must be replaced within 1 growing season with a comparable plant.
12. A landscaping surety shall be established for the proposed landscaping to guarantee installation and survival up to three years from installation. The Applicant must submit a written cost estimate from a landscape contractor. The surety must be established prior to the issuance of a Zoning Permit.
13. One additional tree shall be indicated on the site plan.
14. Tree species must be provided in order to calculate shade coverage.
15. The make and model of the proposed outdoor lighting shall be provided to staff to review for consistency with UDR 3205.
16. Regarding final plans, applicants shall submit one (1) full-sized (to scale) and one (1) reduced (11 x 17) complete final plan sets depicting the requested changes. The revised plans must be deemed Final by Planning Staff prior to being eligible for a Zoning Permit from the Zoning Administrator. The Applicant is advised to submit an electronic .pdf plan for staff review prior to submitting all the copies of the Final Plan set.
17. A Zoning Permit is required prior to construction and an associated Certificate of Compliance is required following completion.
18. The Zoning Permit and Site Plan Approval shall expire two years from the date of issuance if the applicant does not receive a certificate of compliance by this date. The applicant may apply to the Zoning Administrator for a single one-year extension for the identical project.
19. Omission or misstatement of any material fact by the applicant or agent on the application or at any hearing which would have warranted refusing the permit or approval shall be grounds for revoking the permit or approval at any time.
20. The DRB shall motion to recess or close this hearing. If recessed, a specific time, date, and place shall be designated to resume the hearing. If closed, the DRB shall issue a decision within 45 days.

R. Brisson motioned to close the hearing at 6:34 p.m and H. Bonges seconded the motion.

7. Other Business:

A. Approval of Minutes from 06/13/2019

Motion made by H. Bonges at 6:37 p.m. to approve the Development Review Board Meeting Minutes of June 13, 2019 with a second by S. Cannon. Approved Unanimously.

8. Deliberative Session

Private session for deliberations on applications and written decisions in accordance with 1V.S.A. 312.

9. Adjournment

Motion made by H. Bonges at 6:39 p.m. to adjourn the meeting with a second by S. Cannon. Approved Unanimously.

Respectfully Submitted,
Lindsey Beaudoin

APPROVED MINUTES:


Bruce Jenkins, Chair

Date: September 12, 2019

Filed with the Milton Town Clerk's Office on this _____ day of _____, 2019.

ATTEST: _____, Milton Town Clerk

