

## DEVELOPMENT REVIEW BOARD

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Meeting Type:.....**Regular Meeting**  
Date:.....**Thursday, October 14, 2021**  
Time:.....**6:00 p.m.**  
Place:.....**Community Room or Via Zoom**  
Address:.....**43 Bombardier Road**  
Contact:.....**(802) 893-1186**  
Website:.....**www.miltonvt.gov**

## MEETING MINUTES

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| <i>Bruce Jenkins,<br/>Chair</i> | <i>Henry Bonges, Vice<br/>Chair</i> | <i>Julie Rutz,<br/>Clerk</i> | <i>Robert<br/>Brisson</i> | <i>Maryalice<br/>Callahan</i> | <i>Nick Smith,<br/>Alternate</i> |
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### MINUTES

#### 1. Call to Order

The meeting was called to order by H. Bonges at 6:05 P.M.

#### 2. Attendance

**DRB Members Present:** H. Bonges, J. Rutz, M. Callahan, N. Smith. B. Jenkins, R. Brisson.

**Staff:** Amanda Pitts

**11 Champlain Lane:** Danielle Whitten, Kelsey Whitten; Dave Marshall; Ann Merrill-Griswold; Bob Griswold

**24 Bartlett Rd:** Doug Goulette; Leland Ryea; Nikki Buckless; Kurt Frasser; Tammy Jordan; Eugene O'Neill; Ben Avery; Igor Murzac; Sergiu Toma;

#### 3. Agenda Review

No additions.

#### 4. Public Forum

No public forum items raised.

#### 5. Staff Updates

Advertising for a new part-time employee will begin in the coming weeks. Amanda will be staffing DRB in interim and long-term in conjunction with new employee.

#### 6. Continued Hearing/New Business:

The following hearing is a new hearing:

- A. **Danielle and Kelsey Whitten**, applicants, are requesting **Conditional Use** approval for a 1,500 square foot seasonal camp with 275 square foot attached deck at **11 Champlain Lane**, described as Parcel #242001-002000, Deed Book 465 & Page 303, SPAN 396-123-13803. The subject property is recorded as having 0.46 acres and is located within the Shoreland Residential (R6) zoning district, the Flood Hazard Overlay (FHO) district, and the West Milton Planning Area.

B. Jenkins read the aforementioned project summary aloud, administered the oath, and read through the numbered items. The applicants, applicant's representative, B. Griswold, abutting land owners, and the Development Review Members had further discussion regarding the following numbers items:

1. *Applicant is advised that a PRS is required. All state permits must be secured before zoning permits may be issued.*
2. *The applicant shall demonstrate that they can obtain state water/wastewater permitting for this redevelopment. Issuance of the water/wastewater permit will be required prior to obtaining a zoning permit for construction.*
3. *The applicant shall perform all development in conformance with section 2201.K.*
4. *The applicant shall construct all structures at least 1' above the base flood elevation (BFE defined as 102') and must document the structure's elevation in an as-built condition with a FEMA Elevation Certificate.*
5. *Applicant shall design and operate site in accordance with section 2201.K(5)-(8).*
6. *Applicant shall design and locate all water and wastewater systems in conformance with 2201.K(9)-(11)*

The applicant intends to install a bottomless sand filter.

7. *The applicant shall address all comments from the NFIP Coordinator prior to the issuance of a zoning permit.*
8. *The applicant shall obtain a certificate of occupancy in accordance with section 2201.P.*

Abutting property owner, B. Griswold expressed his concerns regarding wetlands. Further discussion took place regarding this matter.

9. *The proposed driveway extension must comply with Town of Milton Public Works Specifications and section 3002.*
10. *The applicant must perform all construction activities in accordance with section 3009.*
11. *The applicant shall construct stormwater infrastructure in accordance with section 3010 and Town of Milton Public Works Specifications.*
12. *The applicant shall maintain the riparian buffer of this property in conformance with section 3011.*
13. *The DRB shall determine whether the applicant has adequately designed and located the project to avoid, minimize and/or mitigate the adverse impacts to the natural resources.*
14. *The applicant shall clarify if the seasonal camp is being constructed for non-winter occupation. If winter occupation is intended, the applicant shall meet the applicable Residential Building Energy Standards and record certification prior to issuance of a certificate of occupancy.*
15. *The DRB shall determine whether to place conditions on this approval as deemed necessary to further the purposes of these regulations.*
16. *If approved, applicants shall submit one (1) full-sized (to scale) and one (1) reduced (11 x 17) complete final plan sets depicting all 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. Applicant shall provide elevation certifications prior to issuance of Certificate of Compliance.*
18. *If approved, the conditional use approval shall expire three years from the date of approval if the applicant does not receive a zoning permit. 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.*

B. Jenkins read the letter submitted by B. Griswold into the record.

**Motion made at 6:38 P.M. by J. Rutz to close the hearing, with a second by M. Callahan. Motion carried.**

## 7. Other Business:

### A. Concept Review: 24 Bartlett Road

N. Smith recused himself on this case. Staff stated for the record that everything discussed regarding this matter is non-binding, as it is not yet an official application.

B. Avery provided a brief overview of the potential future project and requested any feedback the Board members might have. Further discussion took place between applicant, project engineer, abutting land owners, and Boar Members regarding this matter.

The following items were advised in the Administrative Sketch Review:

1. *4302: Major site plan review is required for a truck or freight transportation use. Proposed site plan will need to meet all requirements of chapter 320 and will be reviewed by the DRB when application is submitted.*
2. *3202: The applicant is advised that a professionally prepared parking study will likely be required for the amount of parking proposed.*
3. *3001: The applicant is advised the additional curb cut on Bartlett Road will require highway access approval from public works. The applicant will be required to meet Town requirements for curb cuts and access to the proposed lots, and a traffic study is advised.*
4. *3002: The applicant is advised that the new driveway will need to meet these requirements and public works specification.*
5. *3008, 3010, 3011, 3408: The applicant is advised that a Project Review Sheet from the Vermont ANR will likely be required for the proposed development in addition to DEC approval. Staff recommends that this or evidence that a PRS is not required be provided with the final application, as it will be required prior to receiving Zoning approval.*
6. *3406: Applicant is advised to address the character of the area and means to remedy any conflicts.*
7. *3402: Applicant is advised to address TAC comments and work with the Town on remedies to ease Town burden. A traffic study is advised.*

### B. Planning Commission UDR Update

A. Pitts provided a brief overview of the working list of proposed Unified Development Regulations, and shared the current work Planning Commission is partaking in.

### C. Approval of Minutes from September 23, 2021

Motion to approve September 23, 2021 minutes as written by J. Rutz, second by N. Smith. Motion carried.

**8. Deliberative Session**

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

Motion to adjourn public session and enter deliberative Session at 7:35 P.M. by R. Brisson, second by J. Rutz. Motion carried. Public session adjourned.

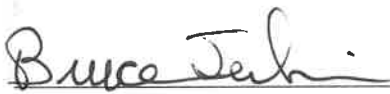
**9. Adjournment**

Meeting was adjourned.

Respectfully submitted,

Cally Audet

APPROVED MINUTES:



Bruce Jenkins, Chair

Date: November 7, 2021

Filed with the Milton Town Clerk's Office on this 5<sup>th</sup> day of November, 2021.

ATTEST: , Milton Town Clerk