



## DEVELOPMENT REVIEW BOARD

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Meeting Type:..... **Regular Meeting**  
Date:..... **September 28, 2017**  
Time:..... **7:00 p.m.**  
Place:..... **Municipal Building Community Room**  
Address:..... **43 Bombardier Road Milton, VT 05468**  
Contact:..... **(802) 893-1186**  
Website:..... **[www.miltonvt.org](http://www.miltonvt.org)**

### MEETING MINUTES

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1 **1. CALL TO ORDER**

2 The Chair called the meeting to order at 7:06 p.m.  
3

4 **2. ATTENDANCE**

5 **Members Present:** Bruce Jenkins, Chair; Julie Rutz, Clerk; Robert Brisson

6 **Members Absent:** Henry Bonges, Vice Chair; Karen Trombley, Alternate

7 **Staff Present:** Victor Sinadinoski, Town Planner

8 **Public Present:** Kate Cadreact, April Jenkins, Billy Jenkins, Janet Richards, Terry Richards, Bill Kaigle,  
9 Roger Dickinson

10  
11 **3. AGENDA REVIEW**

12 None.  
13

14 **4. PUBLIC FORUM**

15 None.  
16

17 **5. OLD HEARINGS/BUSINESS**

18 None.  
19

20 **6. NEW HEARINGS/BUSINESS**

21 **6(A) Site Plan Amendment - 26 River Street, Billy and April Jenkins, Applicants/Owners**  
22

23 The Chair read the following summary to open the hearing:  
24

25 Billy and April Jenkins, Applicants and Owners, request Site Plan Amendment approval to increase the  
26 impervious surface on the lot by expanding the parking area. The property is located at 26 River Street  
27 and is described as Tax Map 32, Parcel 22 and SPAN 11458. The property consists of approximately  
28 0.62 acres and is located within the Historic Neighborhood Center (NC2) Zoning District and the Town  
29 Core Planning Area.  
30

31 The Chair administered the Oath to Interested Persons.  
32

33 In response to the following items within the Staff Report:  
34

- 35 1. The DRB agreed that there was no need to require that the applicant schedule a site visit  
36 prior to the closing of the hearing.
- 37 2. Billy Jenkins requested the parking be slightly angled instead of perpendicular, as is shown  
38 on the site plan.

3. Billy Jenkins agreed to repave and re-line next year in the spring/mid-summer.
4. Billy Jenkins agreed to provide a minimum of two bicycle parking spaces not more than 200 feet from an entrance to the building.
5. Billy Jenkins agreed to provide a normal rack that will be illuminated but not covered.
6. Billy Jenkins stated that the parking lot is currently 45-50% shaded.
7. The DRB agreed that the parking lot was shaded to the maximum extent feasible.
8. Billy Jenkins stated that the current outdoor lighting was adequate.
9. Billy Jenkins agreed to obtain all required State permits and approvals prior to construction.
10. Billy Jenkins agreed to submit two full-sized and two reduced size complete final plan sets depicting the requested changes.
11. Billy Jenkins agreed to obtain the required Zoning Permit prior to construction/use and a Certificate of Compliance after construction is complete.
12. Billy Jenkins agreed that if he does not receive a Certificate of Compliance by the expiration date of the Zoning Permit and Site Plan Approval, he will apply for a single one-year extension for the identical project.
13. Billy Jenkins agreed that an 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 is grounds for revoking the permit or approval at any time.

MOTION by Rutz to APPROVE the Site Plan Amendment approval to increase the impervious surface on the lot by expanding the parking area. The property is located at 26 River Street and is described as Tax Map 32, Parcel 22 and SPAN 11458, subject to the conditions above. SECOND by Brisson.

APPROVED.

**6(B) Final Minor Conventional Subdivision, Conditional Use and Site Plan - 947 and 951 U.S. Route 7 South, General Stannard House Committee and Town of Milton, Applicants and Miller Realty Group, LLP, Landowner.**

The Chair read the following summary to open the hearing:

General Stannard House Committee and Town of Milton, Applicants, and Miller Realty Group, LLP, Landowner, request Final Minor Conventional Subdivision, Conditional Use and Site Plan approval for property located at 947 and 951 U.S. Route 7 South and described as SPAN 13967, Tax Map 3, parcel 8-1. The property consists of approximately 19.7 acres and is located in the General Industrial (I-2) Zoning District and the Catamount Planning Area.

The Chair administered the Oath to Interested Persons.

In response to the following items within the Staff Report:

1. The DRB agreed there was no need to require that the applicant schedule a site visit prior to closing the hearing.
2. Roger Dickinson proposed connecting to Town water and proposed a holding tank for waste water disposal. When the tank is full it will be pumped and brought to the Town waste water disposal area.
3. Roger Dickinson stated that there is currently a fire hydrant within 300' of the center of the

1 building which meets the required specifications.

- 2 4. Roger Dickinson stated that utilities will be provided including electrical that will be updated to  
3 meet current codes and natural gas to heat the structure.  
4 5. Roger Dickinson stated that the stormwater will end up in Gardener Supply's system. The  
5 stormwater permit currently in place for Gardener Supply will be amended to reflect the change.  
6 6. Roger Dickinson agreed that an easement will be documented and permanent right-of-way  
7 monuments installed at all road intersections and other critical points in road lines in accordance  
8 with state statute.  
9 7. Bill Kaigle agreed to construct the necessary improvements in accordance with all conditions of  
10 approval and Town of Milton Public Works Specifications before the Zoning Administrator may  
11 issue any zoning permits for further land development within the subdivision or development.  
12

13 In response to the following items within the Site Plan Standards section:

- 14  
15 1. Roger Dickinson and Bill Kaigle agreed to six parking spaces one of which is reserved for  
16 handicap parking.  
17 2. Roger Dickinson agreed that three of the six parking spaces would be in the front with the  
18 remainder to be pervious parking spaces.  
19 3. The DRB and Bill Kaigle agreed that 4 trees and 12 small shrubs would be planted on the site.  
20 4. Bill Kaigle agreed to provide a landscaping surety to guarantee the completion of the approved  
21 landscaping and agreed to submit a written cost estimate for the proposed trees from a landscape  
22 contractor; a performance bond shall guarantee their survival for three years from installation;  
23 and the surety must be established prior to the issuance of Zoning Permit.  
24 5. Bill Kaigle agreed that landscaping must be maintained in a healthy condition, and dead or  
25 dying plants must be replaced within one growing season with a comparable plants.  
26 6. Roger Dickinson and Bill Kaigle agreed to install two entry door lights and a light in the gable of  
27 the house that will be on a timer that will illuminate the parking lot and will be a motion detector  
28 light.  
29 7. Bill Kaigle agreed that any proposed business sign shall meet the sign standards of UDR 3015.  
30

31 In response to the following items within the Conditional Use Standards section:

- 32  
33 1. The DRB agreed that the General Stannard House was a community facility.  
34 2. The DRB agreed that they had no concerns regarding the effect the proposed use on the character  
35 of the area.  
36

37 In response to the following items within the Administration and Enforcement section:

- 38  
39 1. Bill Kaigle agreed that they shall obtain a Project Review Sheet from the Permit Specialist in the  
40 District 4 Regional Office of the Agency of Natural Resources, provide a copy to the Town, and  
41 obtain all required State permits and approvals prior to construction.  
42 2. Bill Kaigle agreed that he shall submit two full sized and two reduced size complete final plan  
43 sets depicting the requested changes. The revised plans must be deemed Final by the Town  
44 Planner prior to being eligible for a Zoning Permit from the Zoning Administrator.  
45 3. Bill Kaigle agreed a Zoning Permit is required prior to construction/use and an associated  
46 Certificate of Compliance is required after construction is complete and prior to occupation/use.

- 1 4. Bill Kaigle agreed the Zoning Permit and Site Plan Approval shall expire two years from the date
- 2 of issuance if the applicant does not receive a certificate of compliance by the date. The applicant
- 3 may apply to the Zoning Administrator for a single one-year extension for the identical project.
- 4 5. Bill Kaigle agreed that omission or misstatement of any material fact by the applicant or agent
- 5 on the application or at any hearing which would have warranted refusing the permit or approval
- 6 shall be grounds for revoking the permit or approval at any time.
- 7

8 MOTION by Rutz to approve the Final Minor Conventional Subdivision, Conditional Use and Site Plan  
 9 application for property located at 947 and 951 US Route 7 South, described as SPAN 13967, Tax Map  
 10 13, Parcel 8-1, subject to the conditions above. SECOND by Brisson. APPROVED.

11 **7. OTHER BUSINESS**

12 **7(A) Planning Staff Report**

13 Amanda Pitts updated the DRB on the Planning Department.

14 **7(B) Other Business**

15 The DRB agreed to meet at 6:30 p.m. for their next meeting scheduled for October 12, 2017.

16 **8. APPROVAL OF MINUTES**

17 The DRB agreed to approve the Minutes of September 14, 2017 at the next meeting.

18 **9. ADJOURNED**

19 MOTION to ADJOURN at 7:57 p.m. by Rutz. SECOND by Brisson. APPROVED.

20 Minutes approved by the Development Review Board this 12<sup>th</sup> day of October, 2017.

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28 Bruce Jenkins, Chair

/swm

29 Draft filed with the Town Clerk this \_\_\_\_\_ day of \_\_\_\_\_, 2017.

30 Filed with the Town Clerk this \_\_\_\_\_ day of \_\_\_\_\_, 2017.