



DEVELOPMENT REVIEW BOARD MEETING MINUTES

Meeting Type: **Regular Meeting**
Date: **Thursday, July 9, 2015**
Time: **7:00 p.m.**
Place: **Municipal Building Community Room**
Address: **43 Bombardier Road, Milton, Vermont 05468-3205**
Contact: **802.893.1186 ♦ planning@town.milton.vt.us ♦ miltonvt.org**

1 *The DRB conducted a Site Visit to Greenfield Way at 6:00 p.m. prior to the meeting.*
2

3 **1. CALL TO ORDER**

4 The Chair called the meeting to order at 7:12 p.m.
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6 **2. ATTENDANCE**

7 **Members Present:** Bruce Jenkins, Vice Chair and Acting Chair; Clayton Forgan; and Henry Bonges

8 **Members Absent:** David Conley

9 **Staff Present:** Jacob Hemmerick, Planning Director
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11 **3. AGENDA REVIEW**

12 **Additions:** Hemmerick requested that the draft written Decision was ready for review for the 32 Catamount
13 Drive Site Plan Application from Rennline. The Chair assigned this for review during Deliberative Session.
14

15 **4. PUBLIC FORUM**

16 None.
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18 **6. PUBLIC HEARINGS**

19
20 **6.1 Variance Application - Green Field Way - Green Field Homeowners Inc., Owners/Applicant**

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22 The Chair read the following summary to re-open the hearing continued from June 25th.
23

24 The Applicants are requesting a one-year Variance according to Section 1020 and 1070 of the Zoning
25 Regulations in order to be able to construct and formalize dwelling unit egress and HVAC structures
26 restricted by the Regulations and the 2009 DRB Final Plan & Site Plan Decision and Plat for the Type
27 "A" Planned Residential Development. The Plat restricts the placement of "structures" outside of the
28 defined "building envelopes" (subsequently redefined as "buildable envelopes") and within a
29 designated common area, "open space", "buffer strip" (within which no "structures" other than fences
30 may be placed) according to the Sections 844.3, 844.7(a) and 1010 of the March 26, 2007 Regulations
31 (active at the time of approval), as well as Sections 856, 856.3(a) and 1110 of the (current) January 5,
32 2015, Regulations . The subject development is located at Green Field Way, described as SPAN
33 #10148, Tax Map 25, Parcel 1. The subject property contains a total of approximately 1.92 acres and is
34 located within the "Checkerberry "M4" Zoning District.
35

36 The Chair administered the oath to Interested Persons, and explained that the hearing was continued to
37 conduct a site visit. Staff presented more details from the Applicant. The Applicant was represented at the
38 hearing by Jay Nadeau, President of the Homeowners Association.
39

40 Susan Santerre, an adjoining property owner, expressed opposition to the proposal, and is concerned about a
41 continued precedent.

Jenkins recalled discussions from the original approval regarding the limitations of the proposed design.

4 Stairways and 1 HVAC unit are requested under the variance. Currently there are HVAC units at Unit #3 and Unit # 12. Hemmerick stated that the recommendation would be to have HVAC system placed under the existing decks to help limit the impact, if the DRB were to approve. Nadeau stated that there is not enough clearance under the deck of Unit 10, the proposed site.

Susan Santerre questioned the applicants as to what was present when they purchased the unit.

Applicant Staci Lebos stated that when her unit was purchased it had railings and stairs, and that no additions have been made to her unit in 3 years.

The hearing was closed at 7:25 p.m.

6.2 Sketch Plan Application, Major Conventional Subdivision - 159 East Road - Sandra Martell, Owner and Chris Blondin, Applicant.

The Chair read the following summary to open the hearing:

The Applicant is requesting Sketch Plan approval for a proposed 8-lot Major Conventional Subdivision located at 159 East Road, described as SPAN# 12211, Tax Map 11, Parcel 93. The subject lots are proposed to be served by shared septic and shared wells. Also proposed is a new, looped private road within a 60' private right-of-way accessed from two intersections on East Road. The site contains several existing structures. The subject property contains a total of 59.13 acres. And is located within the "Old Towne Residential" (R1) Zoning District.

The Chair administered the oath to Interested Persons. Chris and Joey Blondin represented the Applicant at the hearing.

In response to the following numbered items in the Staff Report:

1. The Applicant stated for the record that all persons with an ownership interest are party to this application, noting that Waldo Martell is deceased. Hemmerick explained that he included this item to ensure that Mr. Martell's heirs/beneficiaries are aware of the application.
2. The Applicant agreed to stated that the preliminary application will show consistent acreage on the draft Plat and application form and that the Plant shall show lot areas and be prepared by and attested by a licensed surveyor. The Applicant stated that Warren Robenstien had done the 2009 survey of the property located at 159 East road, but he is not sure if Ms. Bluto's the survey from 1982 was consulted. The Applicant stated that a new survey will be completed.
3. The Applicant agreed to label all existing and proposed utilities as well as existing and principal uses housed in each building or accessory structures. There Applicant stated that all structures, with the exception of the brick house, will be removed.
4. The Applicant agreed to show type, location and approximate size of existing and proposed streets and driveways and indicate existing access to be retained or removed. The DRB and Applicant discussed that width of the East Road right-of-way.
5. The Applicant agreed to show type, approximate size and location of existing or proposed utilities. Currently there is one well on the property. This will be a shared well
6. The Applicant agreed preliminary plans shall delineate all proposed easements.

7. The Applicant agreed to preliminary plans shall show the names of current owners of record of contiguous properties, per section SR300.2. Hemmerick stated that he noticed some discrepancies with names between adjoining property owners provided on the application versus the draft Plat dated January 25, 2009.
8. The Applicant agreed that the preliminary plans shall show suitable dead ends in compliance with SR800/590.
9. The Applicant agreed that the preliminary plans shall show street design in conformance with SR800.10/ZR590
10. The Applicant agreed that preliminary plans will show an adequate surface storm water drainage plan for the entire subdivision area, including a drainage easement per SR840.
11. The Applicant agreed that the preliminary plans shall show easements of sufficient width for the proposed shared water and wastewater system as well as delineate the boundaries of the access right-of-ways.
12. The Applicant agreed that the preliminary plans shall demonstrate compliance with the road and driveway standards established by ZR592 and 593.
13. The Applicant agreed that within 6 months of classification by the DRB of the sketch plan as a major subdivision, the sub-divider shall submit an application for approval of a preliminary plat in accordance with SR500.
14. The Applicant agreed to address any current concerns that the DRB may have related to the SR700 standards and that the preliminary application shall include Section 700 responses specifically addressing how the proposal meets each finding.
15. The Applicant agreed that the preliminary application and plans shall address all comments from the Development Review Board Technical Advisory Committee (Public Works and Fire) attached to the staff report.
16. The Applicant agreed to address any remaining concerns from the DRB concerning the standards above. The DRB had no further concerns.

The Chair read a letter into the record from Marilyn Bluto, an adjoining property owner, dated July 9, 2015 and submitted to the application file. Ms. Bluto was present at the hearing.

The Chair closed the hearing at 7:49 p.m.

6.3 Site Plan Application - Catamount Drive (Lot 14 B) - T. Chase Investments, LLC c/o Neagley & Chase Construction Co; Owners/Applicants.

The Chair read the following summary to open the hearing:

The Applicant seeks Site Plan Approval according to the Milton Zoning Regulations to construct a 10,100 sq. ft. compressed natural gas trucking distribution facility in the Catamount Industrial Park. The site is proposed to be served by municipal water and sewer and accessed from two curb cuts off Catamount Drive. The site is located at Catamount Drive (Lot 14 B), described as SPAN #11527, Tax Map 3, Parcel 8-145. The subject property contains a total of approximately 3.34 acres and is located within the "General Industrial "I2" Zoning District.

The Chair administered the oath to Interested Persons. Doug Goulette of Lamoureux and Dickinson and Tom Chase of T. Chase Investments LLC represented the Applicant at the hearing.

The Applicant introduced the project and reviewed the following changes that were made after application submission:

- 1 • Proposed gravel site for parking and trailers has been paved.
- 2 • Eliminated small grassy strip.
- 3 • Building now has sidewalks adjacent to the office portion.
- 4 • Transformer pad has been removed, and replaced with a transformer pole on the North side of
- 5 Catamount Drive.
- 6 • Emergency generator and screening added
- 7 • Addition of bike rack.
- 8 • A small wooden fence has been added to stop tractors from hitting the building.
- 9 • Additional landscaping (shrubbery) to screen the trailers has been added.

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11 In response to the following numbered items in the Staff Report:

- 12 1. The Applicant agreed that a Town waste/sewer permit shall be required prior to being eligible for a
- 13 zoning permit per ZR570.
- 14 2. The Applicant agreed that a State water /waste water permit shall be required prior to being eligible
- 15 for a zoning permit.
- 16 3. The Applicant agreed that driveways must be built to the Driveway specifications as defined in the
- 17 Public works Specifications.
- 18 4. The Applicant agreed that a Town Highway Access Permit shall be required prior to being eligible
- 19 for a Zoning permit per 594.
- 20 5. The Applicant agreed that all curb cuts shall be inspected according to ZR595 prior to the issuance of
- 21 a Certificate of Compliance.
- 22 6. The Applicant agreed that construction trailers shall be used in accordance with ZR560.
- 23 7. The Applicant agreed that the Final Plans shall revise the landscaping plan (and associated cost
- 24 estimates) to minimize the visual impact of the outdoor trailer parking area on a year-round basis, as
- 25 presented.
- 26 8. The Applicant agreed that a landscaping surety to guarantee the completion of the approved
- 27 landscaping. The surety is to be held for a period of Three years from installation. The surety must be
- 28 established prior to the issuance of a Zoning permit, per Zoning regulations Section 806.3 and the
- 29 Town's Policy 98-02 on *Landscape performance Bonds*.
- 30 9. The Applicant agreed that the FRONT SETBACK area shall be landscaped in accordance with the
- 31 approved Site Plans and maintained in good appearance.
- 32 10. The Applicant noted the proposed plans show parking barriers between front parking lot spaced
- 33 abutting the front sidewalk; which Staff overlooked.
- 34 11. The Applicant stated that they are requesting two driveways, and the DRB noted that unless
- 35 specifically approved by the Development Review Board, there shall be not more than one driveway
- 36 12. The Applicant agreed that at least one bicycle parking or storage facility shall be provided for all uses
- 37 subject to the Site Plan Review. Additional such facilities may be required as deemed necessary by
- 38 the Development Review Board.
- 39 13. The applicant agreed that Final Plans shall include lighting specifications demonstrating compliance
- 40 with ZR820, explaining that they are proposing LED lights.
- 41 14. The Applicant agreed that no SIGN, billboard or exterior graphic display shall be permitted except as
- 42 provided in this Section ZR830.
- 43 15. The Applicant agreed that all comments by the development Review Board Technical Advisory
- 44 Committee (Public Works and Fire) and attached to the Staff Report shall be addressed in the
- 45 Preliminary Plans, including but not limited to some civil changes and fire safety items.
- 46 16. The Applicant agreed that a Zoning Permit is required and an associated Certificate of Compliance is
- 47 required after construction is complete (an prior to occupation/use of the new structures).
- 48 17. The Applicant agreed to submit Final Plans as requested.
- 49 18. The Applicant agreed to obtain all required State permits and approvals prior to construction.

1 19. The Applicant addressed remaining concerns by the DRB.

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3 The Chair closed the hearing at 8:09 p.m.

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5 **7. OTHER BUSINESS**

6 Staff gave a brief Staff Update on Planning and Economic Development Department activities, as detailed in
7 a Memo. Questions were asked and answered.

8
9 **8. MINUTES**

10 MOTION by Bonges to approve the Minutes of June 25, 2015 as presented, SECOND by Forgan.
11 Unanimously APPROVED.

12
13 **9. DELIBERATIVE SESSION**

14 MOTION by Bonges to enter Deliberative session at 8:33 p.m., SECOND by Forgan. Unanimously
15 APPROVED.

16
17 MOTION by Bonges to exit Deliberative session at 9:05 p.m., SECOND by Forgan. Unanimously
18 APPROVED.

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20 **8. ADJOURNED**

21 MOTION by Bonges to adjourn 9:06 p.m., SECOND by Forgan. Unanimously APPROVED.

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23 **Minutes approved by the Commission this _____ day of _____, 2015.**

24
25
26 _____
27 **Bruce Jenkins, Vice-Chair & Acting Chair**

28
29 **Filed with the Town Clerk this _____ day of _____, 2015**