



DEVELOPMENT REVIEW BOARD

Meeting Type:.....Regular
Date:.....Thursday, October 13, 2016
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

MEETING MINUTES

1 **1. CALL TO ORDER**

2 The Chair called the meeting to order at 7:08 p.m.
3

4 **2. ATTENDANCE**

5 **Members Present:** Bruce Jenkins, Chair; David Conley, Vice-Chair; Julie Rutz.

6 **Members Absent:** Henry Bonges, Clerk; Bob Brisson.

7 **Staff Present:** Jeff Castle, Town Planner

8 **Public Present:** Shaun Brooks; Mary and Reg Godin; David Phinney.
9

10 **3. AGENDA REVIEW**

11 Staff added to the Agenda the review of a Municipal Planning Grant that the Planning Director
12 is preparing. The Chair acknowledged this would be reviewed under "Other Business."
13

14 **4. PUBLIC FORUM**

15 None.
16

17 **5. OLD HEARINGS/BUSINESS**

18 **5(A). Bylaw Review & Goals**

19 TABLED by UNANIMOUS consent until all Board members are present.
20

21 **6. NEW HEARINGS/BUSINESS**

22 **6(A). Joanne Duffy/Owner & Applicant - Minor Conventional Subdivision Sketch Plan - Duffy**
23 **Road**

24
25 The Chair read the following summary to open the hearing:
26

27 The applicant, Joanne Duffy, requests Sketch Plan approval for a proposed 2-lot Minor
28 Conventional Subdivision pursuant to the Town of Milton Zoning & Subdivision
29 Regulations. The property is described as 54, 124, and 162 Duffy Road; Tax Map 8,
30 Parcel 24; and SPAN 14229. The property is owned by the applicant and contains
31 approximately 578 acres within the R5 (Agricultural/Rural Residential) and FC
32 (Forestry Conservation) Zoning Districts and the East Milton Planning Area.
33

34 The Chair administered the Oath to Interested Persons. Representing the Applicant(s) were Stephen
35 Tetreault of TDH Surveying-Design LLC and Joanne Duffy, hereafter referred to as "applicant(s)."
36

1 In response to the following numbered items within the Staff Report:

- 2 1. The applicant stated he'd forwarded an email from Jeff McMahon, Permit Specialist for
3 the State of Vermont, to the Town Planner which stated no Project Review Sheet (PRS)
4 was necessary because no construction is currently proposed. Staff confirmed receipt of
5 the email.
- 6 2. The applicant agreed that the DRB may require a site visit prior to final plat hearing.
- 7 3. The applicant agreed the final plat shall show the location & width of all easements.
- 8 4. The applicant agreed that the final plat will accurately depict the FC Zoning District
9 dimensional requirements as listed in ZR484.
- 10 5. The applicant agreed that final plat shall show the mapped streams on the lots.
- 11 6. The applicant stated that there are two other rental homes on Lot 1. The Chair asked how
12 long they'd been there; the applicant replied that estimates put one as being built in the late
13 1800's and the other in the late 1970's.
- 14 7. The applicant stated that the final plat and application shall show and describe lot 1 as
15 excluding that portion which is west of Duffy Road, which - under Vermont Law - is
16 treated as an effectively subdivided and conveyable lot.
- 17 8. The applicant agreed that at Final Plan stage, the dimensional conformity tables will be
18 revised to accurately describe the existing and proposed dimensions.
- 19 9. The applicant agreed that final plans shall show the dimensions between each pin in
20 order to enable the DRB to evaluate the frontage and size of the lot. Further, the
21 applicant stated they are already included on the sketch plan, and clarified their
22 location.
- 23 10. The applicant agreed that approval of sketch plan shall not constitute approval of a
24 subdivision plat and is merely an authorization for the applicant to file a final plan
25 application.
- 26 11. The applicant agreed that, within six (6) months of classification by the DRB of the sketch
27 plan as a minor subdivision, to submit an application for approval of a subdivision plat,
28 that the application shall contain those items set forth in Section 610 of these regulations,
29 and shall conform to the layout shown on the sketch plan plus any recommendations
30 made by the DRB.
- 31 12. The applicant agreed that the final plat shall show the locations of the existing on-site
32 water and wastewater systems and certify that there are suitable replacement locations
33 on the newly created lots. The applicant stated they'd obtained a state wastewater
34 permit a couple of days prior.

35
36 MOTION by Conley to APPROVE the Minor Conventional Subdivision Sketch Plan at 54, 124 &
37 162 Duffy Road, subject to the conditions discussed above. SECOND by Rutz. Unanimously
38 APPROVED.

39
40 Hearing no further questions or comments, the Hearing was closed at 7:22 p.m.

41
42 **6(B). Bove Brothers Milton LLC/Applicants & 17 Catamount Lane LLC/Owners - Referral of**
43 **Zoning Permit - 8 Catamount Drive**

44
45 The Chair read the following summary to open the hearing:
46

1 Bove Brothers Milton LLC/ Applicants & 17 Catamount Lane LLC/Owners request
2 Development Review Board approval to add a third business sign to the property
3 located at 8 Catamount Drive, pursuant to the Town of Milton Zoning Regulations
4 Section 831.3(3). The sign is proposed to be approximately 35" x 41" and is to be
5 building-mounted, above the main door entrance. The subject property is described as
6 Tax Map 3, Parcel 8-17 and SPAN 13974; contains approximately 6.82 acres and is
7 located within the General Industrial (I2) Zoning District and Catamount Planning Area.
8

9 The Chair administered the Oath to Interested Persons. Representing the Applicant(s) was Mark
10 Bove, hereafter referred to as "applicant(s)." The applicant gave a brief description of the proposal
11 and noted that it had changed since the submittal of the Zoning Permit: the sign above the entrance
12 door is now proposed to be larger than was previously proposed.
13

14 The following numbered items within the Staff Report were read aloud; no comments were
15 necessary:
16

- 17 1. The DRB shall consider the aesthetic impact of the proposed third sign, including the
18 standards of ZR831.3(4) listed above.
- 19 2. A Zoning Permit is required prior to construction and an associated Certificate of
20 Compliance is required after construction is complete.
21

22 MOTION by Rutz to APPROVE the Bove Brothers Milton, LLC application for a third business
23 sign permit located at 8 Catamount Drive; SECOND by Conley. Unanimously APPROVED.
24

25 The applicant asked if he was able to begin work on the sign at this point. Staff explained he will
26 need to amend the permit that was submitted because the size of the sign had changed, that the
27 Zoning Administrator still needed to approve the permit, and that there is a 15-day Appeal on
28 any approved zoning permit.
29

30 Hearing no further questions or comments, the Hearing was closed.
31

32 8. PLANNING STAFF REPORT

33 Staff shared a brief update of the Board's upcoming meetings. There are three hearings
34 scheduled for October 27, 2016, including: a 2-lot Minor Conventional Subdivision Final plan, a
35 2-lot Minor Conventional Subdivision Sketch plan, and Final Plan approval to create footprint
36 lots. The subsequent meeting, scheduled for November 10, 2016, also has three hearings: a
37 Boundary Line Adjustment, Minor Conventional Subdivision Sketch plan, and an Appeal of the
38 Zoning Administrator's Decision.
39

40 Staff mentioned that the Planning Department has been considering quarterly trainings for the
41 DRB and Planning Commission (PC). Staff gauged interest in this among the DRB members,
42 and asked for feedback regarding topics of interest.
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44 Staff presented information on a Municipal Planning Grant (MPG) that the Planning Director
45 has been working on. The primary goal would be updating the Public Works specifications so
46 that they are better integrated with the Zoning and Subdivision Regulations.

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9. MINUTES

9(A). Minutes of September 22, 2016 (incorrectly noted on the Agenda as 9/8/16)
MOTION by Rutz to APPROVE the Minutes of September 22, 2016 as written; SECOND by Conley. Motion APPROVED.

10. DELIBERATIVE SESSION

None.

11. ADJOURNED

MOTION by Conley to adjourn at 7:57 p.m.; SECOND by Rutz. Unanimously APPROVED.

Minutes approved by the Commission this _____ day of _____, 2016.

Bruce Jenkins, Chair _____ /kt

Draft filed with the Town Clerk this 18th day of October, 2016.

Filed with the Town Clerk this _____ day of _____, 2016.