



DEVELOPMENT REVIEW BOARD

Meeting Type:.....**Regular Meeting**
Date:.....**Thursday, December 1, 2016**
Time:.....**7:00 p.m.**
Place:.....**Fire Station Conference Room**
Address:.....**47 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; Henry Bonges, Vice Chair; Julie Rutz, Clerk; David Conley;
6 Bob Brisson.

7 **Members Absent:** None.

8 **Staff Present:** Jeff Castle, Town Planner.

9 **Public Present:** Shaun Brooks; Joanne Duffy; Reg Godin; Allen & Lorie Cross; Bart Greenfield; Stephen
10 Tetreault; John Mulls; Jason Trieb; Carol Muller.
11

12 **3. AGENDA REVIEW**

13 Staff noted a defect in the Public Notice: it was posted 4 days in advance of the meeting, rather than 7,
14 due to Staff error. No one present had no objections to continuing with the meeting and hearings.
15

16 **4. PUBLIC FORUM**

17 None.
18

19 **5. OLD HEARINGS/BUSINESS**

20 None.
21

22 **6. NEW HEARINGS/BUSINESS**

23 **6(A). Minor Conventional Subdivision Sketch Plan - 60 Hobbs Road - Bartlett & Tara Greenfield,**
24 **Owners/Applicants.**
25

26 The Chair read the following summary to open the hearing:
27

28 **Bartlett & Tara Greenfield, Owners/Applicants,** request Sketch plan approval for a proposed **Minor**
29 **Conventional Subdivision** located at **60 Hobbs Road**, to result in two lots. An existing single family
30 dwelling will remain on Lot 1 and a new single family dwelling is proposed for Lot 2, both to be served
31 by on-site wastewater systems and municipal water. The subject property is described as SPAN 13737,
32 Tax Map 28 and Parcel 41; consists of 2.12 acres; and is located in the Beaverbrook Residential (R7)
33 Zoning District and the Town Core Planning Area.
34

35 The Chair administered the Oath to Interested Persons. Representing the Applicant(s) was Bart Greenfield,
36 hereafter referred to as "applicant(s)."
37

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

- 1 1. The applicant agreed that the DRB may require that the applicant schedule a site visit prior to
2 final plat hearing.
- 3 2. The applicant agreed that approval of sketch plan shall not constitute approval of a subdivision
4 plat and is merely an authorization for the applicant to file a final plan application.
- 5 3. The applicant agreed that, within six (6) months of classification by the DRB of the sketch plan as
6 a minor subdivision, the subdivider shall submit an application for approval of a subdivision
7 plat, that the application shall contain those items set forth in Section 610 of these regulations,
8 and shall conform to the layout shown on the sketch plan plus any recommendations made by
9 the DRB.
- 10 4. The applicant agreed that the DRB may require that street trees be planted along Hobbs Road in
11 accordance with SR830 and consistent with Goal 9.1.2 of the Comprehensive Plan. The
12 specifications were briefly reviewed.
- 13 5. The applicant agreed that, if required, the final plan application shall include the location of street
14 trees along Hobbs Road pursuant to SR830.

15
16 Conley asked if there was a curb cut already for Lot 2; the applicant replied no. Conley asked if there were
17 any trees between the lots, screening them from each other. The applicant replied no.

18
19 MOTION by Conley to APPROVE the Minor Conventional Subdivision Sketch Plan at 60 Hobbs Road
20 subject to the conditions discussed above; SECOND by Bonges. Unanimously APPROVED.
21

22 **6(B). Minor Convention Subdivision Final Plan - 54, 124 & 162 Duffy Road - Joanne Duffy,**
23 **Owner/Applicant.**

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

26
27 **The applicant, Joanne Duffy, requests Final Plan approval for a proposed 2-lot Minor Conventional**
28 **Subdivision** pursuant to the Town of Milton Zoning & Subdivision Regulations. The property is
29 described as 54, 124, and 162 Duffy Road; Tax Map 8, Parcel 24; and SPAN 14229. The property is
30 owned by the applicant and contains approximately 578 acres within the R5 (Agricultural/Rural
31 Residential) and FC (Forestry Conservation) Zoning Districts and the East Milton Planning Area.
32

33 The Chair administered the Oath to Interested Persons. Representing the Applicant(s) was Stephen
34 Tetreault of TDH Surveying & Design LLC, hereafter referred to as "applicant(s)."
35

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

- 37 1. The applicant agreed that the DRB may require that the applicant schedule a site visit prior to
38 final plat approval.
- 39 2. The applicant agreed that the Final Plat shall be in compliance with SR610, and include the seal
40 of the licensed land surveyor.
- 41 3. The applicant agreed to submit \$500 with the Final application to cover the legal review of the
42 deeds and any other required legal instruments by the Town Attorney, and that any funds not
43 expended on the legal review will be refunded to the Applicant.
- 44 4. The applicant agreed to submit draft deeds and any other associated legal instruments for all
45 impacted lots for review and approval by the Town Attorney, that all requested revisions must
46 be complete before the Plat may be recorded, and that only instruments approved by the Town
47 may be recorded in the Town of Milton Land Records.

- 1 5. The applicant agreed to submit one paper or electronic .PDF version of the revised final Plat
2 (and any associated plans) for review and approval by Staff prior to submitting the mylar, and
3 to also submit one full-sized (to scale) paper Final Plat and one 11x17 paper plat depicting the
4 requested changes, to be maintained in the Planning Office's application file. The applicant
5 further stated that this had already been done.
- 6 6. The applicant agreed that the final Plat shall be submitted on mylar (18" x 24"), signed by the
7 licensed surveyor and the Chair of the DRB, and recorded in the Town Clerk's Office within 180
8 days of the date of the DRB's Final Approval Decision. The applicant agreed that Final
9 approval expires if not filed within 180 days, unless extended by the Zoning Administrator for
10 pending local or state approvals, and that in the event a subdivision plat is recorded without
11 complying with this requirement, the plat shall be considered null and void.

12
13 MOTION by Conley to APPROVE the minor conventional subdivision final plan located at 54, 124 &
14 162 Duffy Road, subject to the conditions discussed above. SECOND by Bonges. Unanimously
15 APPROVED.

16
17 **6(C). Minor Convention Subdivision Sketch Plan - 12 East Road - Jason Trieb, Owner/Applicant.**

18
19 The Chair read the following summary to open the hearing:

20
21 **Jason Trieb, Owner/Applicant** seeks **Sketch Plan** approval for a proposed **Minor Conventional**
22 **Subdivision** located at **12 East Road**, to result in two lots. An existing single family dwelling would
23 remain and a new single family dwelling is proposed for the newly created lot; both are proposed to be
24 serviced by municipal water and wastewater. The property is described as SPAN 10364, Tax Map 35,
25 Parcel 46; consists of .86 acres; and is located within the Old Towne Residential (R1) Zoning District
26 and Town Core Planning Area.

27
28 The Chair administered the Oath to Interested Persons. Representing the Appellant was Jason, hereafter
29 referred to as "applicant(s)."

30
31 In response to the following numbered items within the Staff Report:

- 32 1. The applicant agreed that the DRB may require that the applicant schedule a site visit prior to
33 final plat hearing.
 - 34 2. The applicant agreed that any structures located within the setbacks of the proposed lots must be
35 removed prior to the recording of a Final Subdivision plat. The Chair clarified that Staff is
36 referring to accessory structures, not the pre-existing non-conforming single family home. Staff
37 confirmed this, and explained that the current proposal does not increase the non-conformity, so a
38 Variance is not necessary.
 - 39 3. The applicant agreed that approval of sketch plan shall not constitute approval of a subdivision
40 plat and is merely an authorization for the applicant to file a final plan application.
 - 41 4. The applicant agreed to submit, within six (6) months of classification by the DRB of the sketch
42 plan as a minor subdivision, an application for approval of a subdivision plat, that the application
43 shall contain those items set forth in Section 610 of these regulations, and shall conform to the
44 layout shown on the sketch plan plus any recommendations made by the DRB.
 - 45 5. The applicant agreed that curbs and sidewalks may be required when deemed appropriate by
46 the DRB.
- 47

1 The Chair inquired about existing landscaping; the applicant required that there were a couple of large
2 trees and that no removals were planned.

3
4 The Vice-Chair asked about a certain line shown on the plan; the Applicant advised that was a large
5 row of existing lilies.

6
7 MOTION by Rutz to APPROVE the minor conventional subdivision final plan located at 12 East Road,
8 subject to the conditions discussed above. SECOND by Conley. Unanimously APPROVED.

9
10 **7. OTHER BUSINESS: Bylaw Review/ Planning Staff Report**

11 The group discussed the merits of having the Zoning Administrator conduct any Sketch Plan reviews
12 administratively, without the need for a Hearing before the Development Review Board (DRB). The group
13 generally agreed that any cut-and-dry Sketch Plan application that clearly meets the regulations could be
14 administratively reviewed.

15
16 The group then discussed some revisions to the language addressing Alternate seats on the DRB. The group
17 agreed to the changes and discussed the role of Alternates in both the DRB and, hypothetically, the Planning
18 Commission (PC).

19
20 MOTION by Bonges to accept the revised Bylaws of the DRB; SECOND by Rutz. Unanimously
21 APPROVED. The Bylaw was signed by those present.

22
23 Staff followed up with a report on upcoming DRB Hearings, the holiday schedule, and Board & Commission
24 trainings.

25
26 **8. MINUTES**

27 **8(A). Minutes of October 27, 2016 and November 10, 2016**

28 MOTION by Bonges to accept the Minutes of October 27, 2016 and November 10, 2016 as written with
29 the exception of the erroneous designation of Vice-Chair and Clerk; SECOND by Brisson. Rutz and
30 Conley abstained. Motion PASSED.

31
32 **9. ADJOURNED**

33 MOTION by Bonges to adjourn at 8:00 p.m.; SECOND by Rutz. Unanimously APPROVED.

34
35 **Minutes approved by the Commission this _____ day of _____, 2016.**

36
37 _____
38 **Bruce Jenkins, Chair** /kt

39
40 **Draft filed with the Town Clerk this 7th day of December, 2016.**

41
42 **Filed with the Town Clerk this _____ day of _____, 2016.**