



DEVELOPMENT REVIEW BOARD

Meeting Type:..... **Regular Meeting**
Date:..... **Thursday, January 12, 2017**
Time:..... **7:00 p.m.**
Place:..... **Municipal Building Community 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 7:03 p.m.
3

4 **2. ATTENDANCE**

5 **Members Present:** Henry Bonges, Vice Chair; Julie Rutz, Clerk; David Conley; Robert Brisson.

6 **Members Absent:** Bruce Jenkins, Chair.

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

8 **Public Present:** MaryAnn Palasik; David C. Howe; Karl Marchessault; Peter Heil
9

10 **3. AGENDA REVIEW**

11 None.
12

13 **4. PUBLIC FORUM**

14 None.
15

16 **5. OLD HEARINGS/BUSINESS**

17 None.
18

19 **6. NEW HEARINGS/BUSINESS**

20 **6(A). Minor Conventional Subdivision Final Plan - 42 Petty Brook Road - David C. Howe,**
21 **Owners/Applicants.**

22
23 Representing the Applicant(s) was Peter Heil of O'Leary Burke Civil Associates and David C. Howe,
24 hereafter referred to as "applicant(s)."
25

26 Heil gave a brief summary of the proposal for a two-lot minor conventional subdivision. An existing
27 single family dwelling will remain on Lot 1 and a new single family dwelling is proposed for Lot 2,
28 both to be served by on-site wastewater systems and municipal water.
29

30 The Vice-Chair administered the Oath to Interested Persons.
31

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

- 33 1. The applicant agreed that the DRB may require that the applicant schedule a site visit prior to
34 final plat hearing.
35 2. The applicant agreed to contact the Agency of Natural Resources Watershed Management
36 Division and the US Army Corp of Engineers and obtain any required permits or approvals
37 prior to any disturbance of a stream. The applicant stated that the stream is not mapped on the
38 ANR mapping.

3. The applicant agreed that, the Final Plat shall contain the location and dimensions of all existing of all existing and proposed easements.
4. The applicant agreed that the Final Plat shall accurately depict the length of frontage for Lot 1. The applicant stated that there is a discrepancy between the Site Plan and the Plat submitted, and this will be corrected.
5. The Section 700 responses were not discussed.
6. The applicant agreed that all requested revisions must be complete before the Plat may be recorded, and that only instruments approved by the Town may be recorded in the Town of Milton Land Records.
7. The applicant agreed to submit one paper or electronic .PDF version of the revised final Plat (and any associated plans) for review and approval by Staff prior to submitting the mylar, and to also submit one full-sized (to scale) paper Final Plat and one 11x17 paper plat depicting the requested changes, to be maintained in the Planning Office's application file.
8. The applicant agreed that the final Plat shall be submitted on mylar (18" x 24"), signed by the licensed surveyor and the Chair of the DRB, and recorded in the Town Clerk's Office within 180 days of the date of the DRB's Final Approval Decision. The applicant agreed that Final approval expires if not filed within 180 days, unless extended by the Zoning Administrator for pending local or state approvals, and that in the event a subdivision plat is recorded without complying with this requirement, the plat shall be considered null and void.
9. The applicant agreed to obtain all required State permits and approvals.

Hearing no further questions, the Vice-Chair closed the hearing at 7:12 p.m.

6(B). Minor Conventional Subdivision Final Plan Amendment – 30 Highland Avenue – Poor Farm Acres, LLC, Owner/Applicant.

The Vice-Chair read the following summary to open the hearing:

Minor Conventional Subdivision Final Plan Amendment Hearing: Poor Farm Acres, LLC, Owner/Applicant is requesting *Final Plan Amendment* approval for a 2-lot **Minor Conventional Subdivision** located at 30 Highland Avenue, described as Tax Map 15, Parcel 55-1 and SPAN #14939. The applicant proposes the amendment to correct the location of an access easement as shown on the final plat. The subject property contains approximately .98 acres and is located within the "Medium Density Residential" (R2) Zoning District and Arrowhead Lake Planning Area. .

Representing the Applicant(s) was Karl Marchessault of O'Leary Burke Civil Associates, hereafter referred to as "applicant."

The applicant gave a brief description of the proposed amendment. The history of the sites approval and permitting was discussed. The Board inquired into the notification of interested landowners. Staff confirmed that all abutters and easement holders were notified of the amendment.

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

1. The applicant agreed that any revisions to the previously approved plans and exhibits (as presented with the application) that are not consistent with the application's narrative that the only change is the relocation of the 60' access easement, shall be considered null and void.

2. The applicant agreed that the Final Plat shall contain the license number and seal of the licensed land surveyor.
3. The applicant agreed that the only instruments approved by the Town may be recorded in the Town of Milton Land Records.
4. The applicant agreed to submit one paper or electronic .PDF version of the revised final Plat (and any associated plans) for review and approval by Staff prior to submitting the mylar, and to also submit one full-sized (to scale) paper Final Plat and one 11x17 paper plat depicting the requested changes, to be maintained in the Planning Office’s application file.
5. The applicant agreed that the final Plat shall be submitted on mylar (18" x 24"), signed by the licensed surveyor and the Chair of the DRB, and recorded in the Town Clerk’s Office within 180 days of the date of the DRB's Final Approval Decision. The applicant agreed that Final approval expires if not filed within 180 days, unless extended by the Zoning Administrator for pending local or state approvals, and that in the event a subdivision plat is recorded without complying with this requirement, the plat shall be considered null and void.
6. All conditions of the original DRB approval of 2016 are in full force and effect except as amended therein and further amended herein.

Hearing no further questions, the Vice-Chair closed the hearing at 7:12 p.m.

The procedure for correcting a denied Certificate of Occupancy was discussed.

7. OTHER BUSINESS

Castle shared upcoming training on February 1, 2017 from 6:00 – 8:00 p.m. on the topic of Best Practices in Development Review. A new Development Review Board alternate, Jessica Groeling, has been appointed to the Development Review Board and will be on board soon. The Town has received an Municipal Planning Grant for a comprehensive update of the Milton Public Works specification.

8. MINUTES

8(A). Minutes of December 1, 2016

MOTION by Conley to accept the Minutes of December 1, 2016 as written; SECOND by Brisson. Unanimously APPROVED.

9. ADJOURNED

MOTION by Rutz to adjourn at 7:51 p.m.; SECOND by Conley. Unanimously APPROVED.

Minutes approved by the Commission this _____ day of _____, 2017.

Bruce Jenkins, Chair

/jwc

Draft filed with the Town Clerk this _____ day of _____, 2017.

Filed with the Town Clerk this _____ day of _____, 2017.