

DEVELOPMENT REVIEW BOARD

Meeting Type:.....**Regular Meeting** (2nd and 4th Thursdays of each Month)
Date:.....**Thursday, July 28, 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**

PUBLIC NOTICE OF MEETING & HEARINGS

Bruce Jenkins, Chair

Clayton Forgan

David Conley

Henry Bonges

AGENDA

1. Call to Order
2. Attendance
3. Agenda Review

4. Public Forum

The public may attend and be heard in accordance with Vermont's Open Meeting Law (1 V.S.A. 312).

5. Election of Officers

The DRB Bylaws Article III, Section 1 states, "The Board shall organize and elect by majority vote of all members present and voting, a Chairperson, Vice-Chairperson, and a Clerk at the first regularly scheduled meeting subsequent to annual appointments by the Town of Milton Selectboard."

Action: *Elect Chair, Vice-Chair, & Clerk.*

6. Old Hearings/Business:

6(A). *(Rescheduled from canceled 7/14/16 meeting)* Erwin, Loretta & Lee Devino, Owners/Erwin Devino, Applicant requests Final Plan approval for a proposed 2-lot Minor Conventional Subdivision located at 242 North Road, described as Tax Map 15, Parcel 119-1 and SPAN #10952. A single family home currently exists on the lot and a new single family home is proposed, to be serviced by municipal water and sewer. The subject property contains approximately 1.08 acres and is located within the "Old Towne Residential" (R1) Zoning District and North Road Planning Area.

7. New Hearings/Business:

7(A). Chris Blondin/Applicant & Owner requests Preliminary Plan approval for a Major Conventional Subdivision located at 159-169 East Road. The proposal would result in eight (8) lots, to be served by shared septic and 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 property is described as SPAN numbers 12211 & 12210, Tax Map 11, Parcel 93. The subject property contains a total of 61.41 acres and is located within the "Old Towne Residential" (R1) Zoning District and Town Core Planning Area.

8. Other Business:

8(A). Bylaw Review

The DRB last reviewed their Bylaws in August 2015. The DRB has agreed that an annual review to keep the Bylaws up-to-date is best practice.

Action: *Review Bylaws; Amend as Needed.*

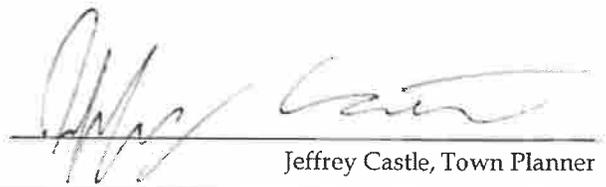
8(B). Staff Update

9. Approval of Minutes of June 9, 2016

10. Possible Deliberative Session

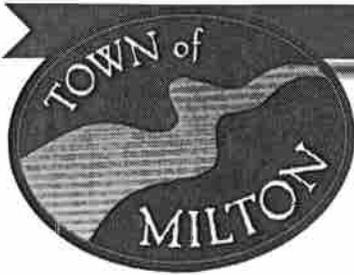
Private session for deliberations on applications and written decisions in accordance with 1 V.S.A. 312.

11. Adjournment



Jeffrey Castle, Town Planner

Filed in the Town Clerk's Office. Posted in the Municipal Building Lobby, Planning & Economic Development Department, Town's Facebook page, Town's DRB webpage, Middle Road Market, Milton Beverage, & Rene's Discount Beverage. E-mailed to the Regional Planning Commission, Burlington Free Press, Milton Independent, & LCATV.



PLANNING DIVISION

43 Bombardier Road • Milton, Vermont 05468-3205
 (802) 893-1186
miltonvt.org/planning
 Monday - Friday 8 AM to 5 PM, Tuesday 9 AM to 5 PM (except holidays)

DEVELOPMENT REVIEW BOARD

DEVELOPMENT REVIEW BOARD STAFF REPORT

Hearing Date: July 28, 2016	
Case No: DRB 2016-28	
Application(s): 2-lot Minor Conventional Subdivision Final Plan	
Application Received: June 8, 2016	
Application Deemed Complete: June 9, 2016	
Staff Report Finalized: Friday, July 7, 2015	
Applicant(s): Erwin Devino 243 North Road Milton, VT 05468	Owner(s): Erwin, Loretta & Lee Devino PO Box 56 Milton, VT 05468
Engineer/License: Karl Marchessault, PE Civil 8932 O'Leary-Burke 13 Corporate Drive Essex Junction, VT 05452	Surveyor/License: Seth W. Kittredge, LS 060709 O'Leary Burke 13 Corporate Drive Essex Junction, VT 05452
E-911/Postal Address: 242 North Road	
Tax Map, Parcel(s): 15, 119-1	
School Parcel Account Number(s) (SPAN): 10952	
Deed(s): Book 61, Page 96-98	
Existing Size: 1.05 acres	
Zoning District(s): Old Town Residential (R1)	
Comprehensive Plan Planning Area/Sub-Area: North Road Planning Area	
Location: On the west side of North Road Between Quarry Lane and Husky Road.	

INTRODUCTION

Noticed/Warned Summary of Proposal: Erwin, Loretta & Lee Devino, Owners/Erwin Devino, Applicant requests Final Plan approval for a proposed 2-lot Minor Conventional Subdivision located at 242 North Road, described as Tax Map 15, Parcel 119-1 and SPAN #10952. A single family home currently exists on the lot and a new single family home is proposed, to be serviced by municipal water and sewer. The subject property contains approximately 1.08 acres and is located within the "Old Towne Residential" (R1) Zoning District and North Road Planning Area.

Comments: Jacob Hemmerick, Planning Director, and Jeff Castle, Town Planner, herein referred to as staff, have reviewed the application, materials and plans submitted and have the following comments.

Ethics Disclosure: Staff herein notes that Loretta Devino is an employee of the Town of Milton. There are no other known direct or indirect conflicts of interests between Staff and the owner, applicant, or noticed interested parties.

Hearing Process/Procedure: Applicants and interested persons can learn more about the Development Review hearing process and procedure at <http://miltonvt.org/government/boards/drb.html>.

APPLICATION, JURISDICTION & NOTICE

Application: This matter comes before the Town of Milton Development Review Board (DRB) for Subdivision Final Plan approval. The application and its associated materials are maintained by the Town in the application file and are available for public inspection

Applicant(s): The application was submitted by Erwin Devino, referred to hereafter as the "applicant".

Landowner(s): The property is owned by Erwin, Loretta and Lee Devino.

Project Consultant(s): Karl Marchessault, Seth Kittredge and David Burke of O'Leary-Burke are consultants for this project.

Application Submission: The application form was received by the Planning and Economic Development Department on June 8, 2016. Unless otherwise noted, the associated exhibits were received the same day.

Application Completion: The application was deemed complete by Staff on June 9, 2016.

General Jurisdiction: Land development is subject to regulation by the Town of Milton pursuant to, but not limited to, the following: The Vermont Planning and Development Act (Act); The Town of Milton Zoning Regulations (ZR), effective January 5, 2015; the Town of Milton Interim Zoning Regulations (IZR) effective February 26, 2015; and The Town of Milton Subdivision Regulations (SR), effective June 28, 2010.

Minor/Major Conventional Subdivision Sketch/Preliminary/Final Specific Jurisdiction: SR130 states: These subdivision regulations shall apply to all subdivisions of land, as defined herein, located within the Town of Milton. No land shall be subdivided within the Town of Milton until the subdivider shall obtain final approval of the proposed subdivision from the Development Review Board (DRB) and the final approved subdivision plat is recorded in the Milton Land Records.

Regulatory Waivers Requested: A waivers was requested for ZR640, Lot Width. Staff finds that the proposal in fact meets the standard of ZR640 and no waiver is needed.

Warning/Notice of Hearing: Public warning/notice was issued by the Department of Planning and Economic Development for the hearing according to Vermont Statutes Annotated Chapter 24 §4464. Upon cancelation of the July 14, 2016 meeting, the hearing was re-warned for July 28, 2016. Due to timing of publication, a new warning was not published in a newspaper.

Hearing: The Town Planner scheduled the hearing for July 14, 2016. The DRB meeting of July 14, 2016 was canceled and the hearing was rescheduled for July 28, 2016.

Site Visit: The DRB may schedule a site visit and recess the hearing to a subsequent meeting date if on-site observation would better inform the DRB's decision.

EXHIBITS

Application Exhibits: The following exhibits were submitted with the application and attached to the Staff Report:

- Google Map Street view of overhead power.
- Devino Subdivision Overall Plan & Details, dated 3/9/16 and last revised 6/2/2016
- Subdivision Plat of Lands owned by Erwin E. & Loretta Devino & Lee H. Devino

Staff Exhibits: The following exhibits from staff are attached to the Staff Report.

- Technical Advisory Committee (TAC) Police Review Sheet dated 6/22/2016;
- TAC Recreation Review Sheet dated 6/21/2016.

SITE, DISTRICT & AREA INFORMATION

Property Location: The subject property is located at 242 North Road and shown on Milton's Tax Map 15 as Parcel 119-1. The corresponding School Parcel Account Number (SPAN) is 10952.

Size/Area: According to the evidence presented, the subject parcel is approximately 1.05 acres or 45,764 square feet. The Assessor's Grand List records this property as approximately 1.8 acres.

Deed(s): The deed is recorded in Book 61, Page 96-98 of the Town of Milton Land Records.

Zoning District(s): The site is located within Old Town Residential (R1) Zoning District described on the Town of Milton Zoning Map, last amended August 22, 2011, on record and display at the Municipal Offices and available on the Town's website. The ZR301 states that the purpose of this district is "Residential uses should continue to characterize this zoning district."

Comprehensive Planning Area: The site is located within the North Road Planning Area, as delineated in Map 2 of the 2013 Comprehensive Plan. The Plan states the following goals about this area:

Goal 9.10.1. Encourage environmentally sensitive, high quality industrial development, which will provide greater employment opportunities and broaden the tax base.

Physical Characteristics/Natural Features: The site is generally flat with open lawn and meadow, contains prime agricultural soil and soil of statewide agricultural significance, drains to Lake Champlain via the Lamoille River, and contains no mapped wetlands.

Surrounding Use/Structures: The property is surrounded on the north and south and east by residential single family dwellings and is bordered on the east and west by agricultural property. The property to the west is part of the Industrial Conservation land owned by Husky.

SITE HISTORY

Background: The subject property has the following approvals that Staff has found relevant to this application:

- Minor Conventional Subdivision Sketch Plan Approval, dated April 28, 2016. Case DRB 2016-14.

Zoning Compliance: To staff's knowledge, the subject property does not have any Zoning Violations recorded in the Town of Milton Records, nor unresolved Zoning Enforcement action.

EXISTING AND PROPOSED USE/IMPROVEMENTS/LAND RESTRICTIONS

Existing Use: The lot currently contains a single family dwelling.

Proposed Use: The applicant is proposing to construct an additional single family dwelling on the proposed Lot 2

Existing Improvements: The lot currently contains a single family dwelling served by municipal water and sewer and access via a gravel drive from North Road.

Proposed Improvements: The applicant is proposing an additional single family dwelling to be constructed on the property. The new dwelling would be served by its own driveway access from North Road, and municipal water service. The proposed connection to municipal sewer would be made via a connection to existing sewer service on Lot 1 via a 20' wide sewer easement on Lot 1.

Existing Restrictions or Covenants: The applicant reported no known restrictions or covenants on the property.

Proposed Restrictions or Covenants: The applicant proposes a 20' sewer easement on Lot 1 to benefit Lot 2.

1. If approved, the applicant must submit draft legal instruments for the proposed 20 foot sewer easement on Lot 1 to benefit Lot 2. All requested revisions must be complete before the Plat may

be recorded. Only instruments approved by the Town may be recorded in the Town of Milton Land Records.

SUBDIVISION FINAL REVIEW

SR110.2, Subdivision Policy: Land to be subdivided shall be of such character that it can be used safely for building purposes without danger to health or peril from fire, flood, or other menace. Land shall not be subdivided until proper provision has been made for drainage, water, sewage, and capital improvements such as schools, parks, recreation facilities and transportation facilities.

SR120, Purposes: The Subdivision Regulations aim to achieve the purposes defined by this section:

- To protect and provide for the public health, safety, and general welfare of the Town of Milton.
- To guide the future growth and orderly development of the Town in accordance with the Comprehensive Plan, Zoning Regulations and all other By-Laws enacted to implement the Plan.
- To provide for adequate light, air and privacy, to secure safety from fire, flood and other danger, and to prevent over-crowding of the land and undue congestion of population.
- To guide public and private policy and action in order to provide adequate and efficient transportation, water, sewage, schools parks, playgrounds, recreation and other public requirements and facilities.
- To provide the most beneficial relationship between the uses of land and buildings, and the circulation of traffic throughout the Town, having particular regard to the avoidance of congestion in the streets and highways.
- To insure that public facilities are available and will have a sufficient capacity to serve any proposed subdivision.
- To present the pollution of air, streams, ponds and Lake Champlain; to assure the adequacy of drainage facilities; to safeguard the water tables; and to encourage the wise use and management of natural resources throughout the Town in order to preserve the integrity; stability, and beauty of the community and the value of land.
- To preserve the natural beauty and topography of the Town and to insure appropriate development with regard to these natural features.
- To further the purposes contained in the Vermont Planning and Development Act, and in particular, those purposes set forth in Section 4302 of the Act.

SR400, Minor Subdivision Application: The section states: Within six (6) months of classification by the DRB of the sketch plan as a minor subdivision, the subdivider shall submit an application for approval of a subdivision plat. The application shall contain those items set forth in Section 610 of these regulations, and shall conform to the layout shown on the sketch plan plus any recommendations made by the DRB. Staff finds that the application was submitted within six months of sketch plan approval and conforms to the layout shown on the sketch plan plus recommendations made by the DRB at sketch approval.

SR610, Final Application Content: Unless otherwise stated herein, Staff has found that the draft Final Plat is in compliance with all applicable provisions of SR610. The following requirements were not found on the Final Plat:

SR610.1(1): The license number and seal of the licensed land surveyor.

SR610.1(6): Lots within the subdivision numbered in alternating order within the blocks.

SR610.1(9): Monuments shall be set at all corners and angle points of the boundaries of the subdivision.

2. The Final Plat shall be in compliance with SR610, and include the seal of the licensed land surveyor.
3. The lots shall be numbered sequentially, labeled Lot 1 and Lot 2.
4. Survey Markers: The final Plat shall show that the iron pipes have been set, and the Surveyor shall also submit a letter or e-mail attesting that all corner markers have been set prior to recording the final Plat.

Subdivision Standards of Evaluation, Section 700:

Final approval of any subdivision shall be based on a finding by the DRB that the subdivision is in accord with the following standards. The applicant has indicated that they read, understood, and accept the following standards of evaluation:

- 700.1 Suitability for Development
- 700.2 Preservation of Aesthetic Features
- 700.3 Sufficient Open Space for Recreation
- 700.4 Run-off and Erosion Control During & After Construction
- 700.5 Compliance with Comprehensive Plan, Regulations & Bylaws
- 700.6 Undue Water or Air Pollution
- 700.7 Compatibility with Surroundings
- 700.8 Suitability for Proposed Density
- 700.9 Pedestrian Safety
- 700.10 Municipal Service Burden
- 700.11 Sufficient Water
- 700.12 Highway Congestion

SR800, Streets: The applicant proposes no new streets.

SR810, Curbs, Sidewalks, and Pedestrian Accesses: Sidewalks already exist on this portion of North Road. Staff finds that no new sidewalks are appropriate.

SR820, Outdoor Lighting: The DRB may require lighting where deemed appropriate. The Applicant proposes no new lighting. Staff finds that no additional lighting is needed in this location.

SR830, Street Trees: The section states that "the DRB may require that suitable shade trees (such as Sugar Maple, Norway Maple, Red Maple, Ash or Oak) be planted along streets where trees do not exist at intervals of forty (40) feet or less. All trees shall measure ten (10) feet in height and at least two (2) inches in diameter measured at a point six (6) inches above finished grade level. All trees are to be planted within five (5) feet of the edge of the street right-of-way."

At sketch plan approval, the DRB required the Final Plan to include the location of street trees along North Road pursuant to SR830. The Final Plans include the location of 6 trees. The proposed trees are spaced 40 feet or less apart, adjusting for driveway and utility locations. The proposed trees are located

15’ instead of 5’ from the street right-of-way in order to avoid interference with existing overhead electrical utilities.

5. The DRB shall determine if the location of the proposed street trees are acceptable.
6. The Applicant shall provide a landscaping surety to guarantee the completion of the approved landscaping. The Applicant must submit a written cost estimate for the proposed trees from a landscape contractor, and a performance bond shall guarantee their survival for three years from installation. The surety must be established prior to the issuance of a Zoning Permit.

SR840, Drainage: No change to drainage and topography on the site is proposed.

SR850, Water System: The applicant is proposing to connect to the Municipal water system. A Water and Wastewater Allocation has been received from the Department of Public Works for the subject property.

SR860, Sewage Disposal: The applicant is proposing to connect to the Municipal wastewater system. A Water and Wastewater Allocation has been received from the Department of Public Works for the subject property.

7. The Applicant shall obtain a water & wastewater connection permit prior to obtaining a zoning permit for the proposed single family dwelling.

SR870.1, Utilities: Easements of sufficient width shall be provided so as to serve the proposed subdivision. The applicant is proposing a 20’ sewer easement on lot 1A to serve Lot 1B.

SR880.1, Zoning Regulations: The layout of lots shall conform to the requirements of the Town’s Zoning Regulations.

ZONING REGULATION LOT CONFORMANCE

ZR620, Reduction of Lot Size: “No lot shall be so reduced in area so that the total area, setback areas, lot width, frontage, coverage, or other requirements of these Regulations shall be other than herein prescribed for the district in which the lot is located.”

District Dimensional Requirements, ZR304: The tables below show the required dimensional requirement for the subject property's applicable Zoning District and proposed compliance.

Lot 1A (Containing Existing Dwelling)	Required	Proposed
Minimum LOT AREA (sq. ft.)	10,000	26,420
Minimum Road FRONTAGE (linear ft.)	80	148
Minimum FRONT SETBACK (linear ft.)	20	>20
Minimum SIDE SETBACK (linear ft.)	10	>10
Minimum REAR SETBACK (linear ft.)	10	>10

Maximum BUILDING COVERAGE	40	5.2
Maximum LOT COVERAGE (%)	50	7.7

Lot 1A would conform to the dimensional standards of the R1 District.

Lot 1B	Required	Proposed
Minimum LOT AREA (sq. ft.)	10,000	19,344
Minimum Road FRONTAGE (linear ft.)	80	93
Minimum FRONT SETBACK (linear ft.)	20	>20
Minimum SIDE SETBACK (linear ft.)	10	>10
Minimum REAR SETBACK (linear ft.)	10	>10
Maximum BUILDING COVERAGE	40	11.0
Maximum LOT COVERAGE (%)	50	17.0

Lot 1B would conform to the dimensional standards of the R1 District.

ZR593, Driveways: The applicant is proposing a new driveway for access to Lot 1B.

8. The proposed driveway shall be constructed according to ZR593 and the driveway specifications as defined in the Public Works Specifications.

ZR594, Highway Access Permit: No Zoning Permit shall be issued for the construction of a driveway which intersects a Town highway without a valid Highway Access Permit.

9. The Applicant shall obtain a Town Highway Access prior to the issuance of a Zoning Permit for the new driveway, per ZR594, *Highway Access Permit*.

ZR640, Lot Width: The applicant has indicated in the final application that the proposed lots do not meet the 1:3 width to depth ratio. However, staff finds that the proposed lots are in conformance with the lot width standard of ZR640.

RETURN TO SUBDIVISION REVIEW

Legal Escrow, SR910: The Applicant has submitted \$500 with the Final application to cover the legal review of the deeds and any other required legal instruments by the Town Attorney. Any funds not expended on the legal review will be refunded to the Applicant

Legal Review, SR920:

10. The applicant shall submit draft deeds and any other associated legal instruments for all impacted lots for review and approval by the Town Attorney. All requested revisions must be complete before the Plat may be recorded. Only instruments approved by the Town may be recorded in the Town of Milton Land Records.

SR940, Filing of Final Plat:

11. **Staff Review of Revisions:** The applicant shall submit one paper or electronic .PDF version of the revised final Plat (any any associated plans) for review and approval by Staff prior to submitting the mylar. The Applicant shall 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.
12. **Final Plat Submission:** 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 per Subdivision Regulations Section 940. Final approval expires if not filed within 180 days, unless extended by the Zoning Administrator for pending local or state approvals. In the event a subdivision plat is recorded without complying with this requirement, the plat shall be considered null and void.

SR950, Revisions: No changes, erasures, modifications, or revisions, other than those required by this Decision, shall be made on the Plat after approval unless a revised Plat is first submitted to the Department of Planning and Economic Development. In the event the subdivision plat is recorded without complying with this requirement, the Plat shall be considered null and void.

TECHNICAL REVIEW COMMITTEE

Technical Advisory Committee: The committee had no comments or concerns. All comments raised at sketch phase approval shall be addressed.

STATE PERMITS

Project Review: Per 24 VSA §4463 on subdivision review: "Any application for an approval and any approval issued under this section shall include a statement, in content and form approved by the Secretary of Natural Resources, that State permits may be required and that the permittee should contact State agencies to determine what permits must be obtained before any construction may commence." The Applicant has obtained a state project review sheet.

STAFF RECOMMENDATION

The Planning Staff recommends that the DRB **approve** the Final Plan for a proposed 2-lot Minor Conventional Subdivision located at 242 North Road, described as Tax Map 15, Parcel 119-1 and SPAN 10952 subject to the conditions above.

Respectfully Submitted:



Jeffrey Castle, Town Planner

ATTACHMENTS:

- Google Map Street view of overhead power.
- Devino Subdivision Overall Plan & Details, dated 3/9/16 and last revised 6/2/2016
- Subdivision Plat of Lands owned by Erwin E. & Loretta Devino & Lee H. Devino
- Technical Advisory Committee (TAC) Police Review Sheet dated 6/22/2016;
- TAC Recreation Review Sheet dated 6/21/2016.

COPIES TO:

- Applicant(s)
- Owners(s)
- Engineer/Surveyor

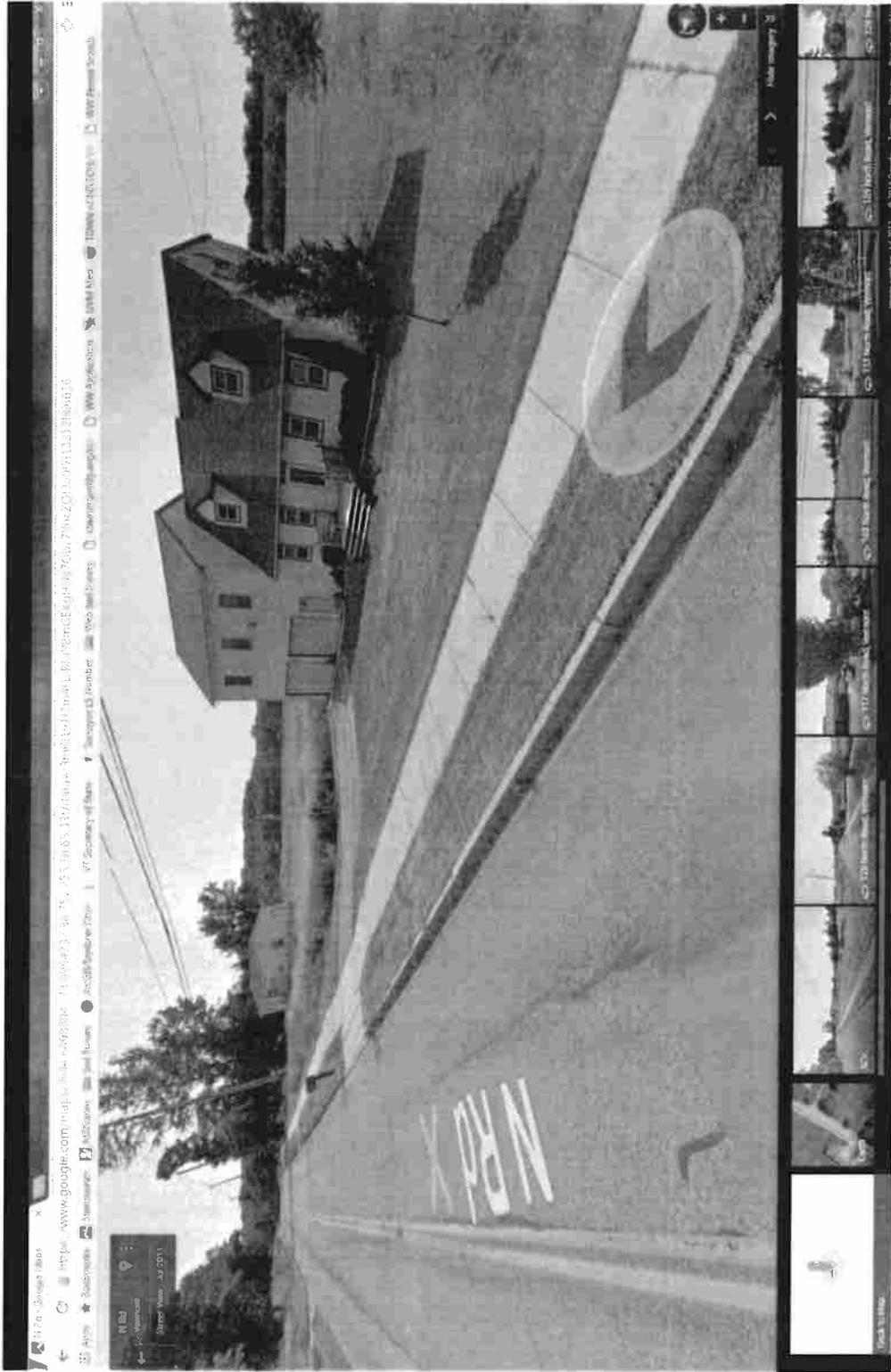
WHAT'S NEXT?

Decision: The DRB has 45 days from the close of the hearing to issue a written decision. The DRB aims to finalize decisions at the next available DRB meeting, but there are times when this is not possible and additional time is needed. The Applicant will receive a copy of the Decision by United States Postal Service Certified Mail; the official date of issuance is the date the Decision is mailed Certified. All other interested person who signed in on the hearing sign in sheet will also be mailed a copy of the Decision via USPS First Class Mail.

Decision Conditions: Approvals by the DRB almost always include conditions of approval that detail the next actions you must take to finalize the project. It's important that you read and understand the decision.

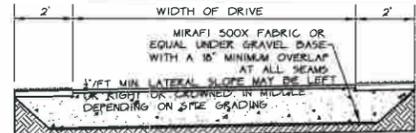
Appeal Rights: The DRB's decision can be appealed to the Environmental Division of the Vermont Superior Court by interested persons within **30 days** of issuance (10 VSA §8504).

Revocations: In addition to any other remedies provided for by law, approvals from the Development Review Board, whichever granted the permit or approval, for violation of these Regulations or the terms and conditions of the permit or approval. 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 shall be grounds for revoking the permit or approval at any time.



Legend

- PROJECT BOUNDARY
- - - OTHER PROPERTY LINE
- EXISTING REDAR OR IRON PIPE FOUND
- ◇ CMF - CONCRETE MONUMENT FOUND
- ⊙ REDAR TO BE SET
- G — EXISTING VERMONT GAS LINE
- W — EXISTING SEWER MANHOLE AND LINE
- W — EXISTING 12" D.I. WATERLINE
- W --- EXISTING 4" PVC ABANDONED WATERLINE

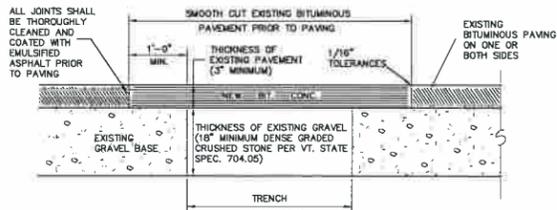


1 THE WORK SHALL BE PERFORMED IN ACCORDANCE WITH THE TOWN PUBLIC WORKS REQUIREMENTS, THE VERMONT DEPARTMENT OF HIGHWAYS STANDARD SPECIFICATIONS AND THE ENGINEERING PLANS AND SPECIFICATIONS.

2 DEPTH OF GRAVEL SHALL BE MINIMUM 12" THICK AND SHALL MEET TOWN OF MILTON PUBLIC WORKS SPECIFICATIONS.

DRIVEWAY DETAIL

NTS



- 1) SET UP AND MAINTAIN SIGNS AND OTHER SAFETY CONTROL DEVICES.
- 2) RESHAPE HOLE AND PATCH AREA BY CUTTING WITH A CONCRETE SAW INTO SQUARE OR RECTANGULAR SHAPE AND CUT SIDE FACES VERTICALLY. RESHAPE DOWNWARD TO SOLID MATERIAL AND HOLE TO BE ROUND PAVED.
- 3) BACKFILL TRENCH IN 6" LIFTS AND COMPACT EACH LIFT TO 95% OF MAXIMUM DENSITY OF OPTIMUM MOISTURE CONTENT AS DETERMINED BY ASTM D988 STANDARD PROCTOR.
- 4) REMOVE ALL LOOSE MATERIAL AND THOROUGHLY SWEEP THE HOLE AREA CLEAN OF MUD AND STANDING WATER.
- 5) APPLY LIQUID ASPHALT TACK TO VERTICAL FACES IN A UNIFORM MANNER. DO NOT PUDDLE TACK COAT ON BOTTOM OF HOLE.
- 6) FILL TOP OF HOLE WITH TYPE II BITUMINOUS CONCRETE AND COMPACT IN LIFTS NO MORE THAN 2" THICK. FINAL UNCOMPACTED LIFT SHOULD BE 1/2" TO 1" ABOVE ADJACENT PAVEMENT SO THAT AFTER COMPACTION THE PATCH IS LEVEL WITH THE ORIGINAL PAVEMENT. EACH LIFT SHOULD BE THOROUGHLY COMPACTED WITH A VIBRATORY PLATE COMPACTOR OR A PORTABLE ROLLER. EXPERIENCE HAS SHOWN THAT 10 TO 20 PASSES WITH A VIBRATORY ROLLER AND MIX TEMPERATURE ABOVE 250 F (121 C) ARE NECESSARY TO ENSURE GOOD COMPACTION. HAND TAMP SHOULD ONLY BE USED FOR SMALL AREAS (LESS THAN 1 S.F.).
- 7) CLEAN UP AREA. DO NOT LEAVE EXCESS FILL OR EXCAVATED MATERIAL ON THE PAVEMENT. REMOVE SAFETY SIGNS.

REPLACEMENT OF EXISTING BITUMINOUS PAVEMENT

NTS



Location Plan

N.T.S.

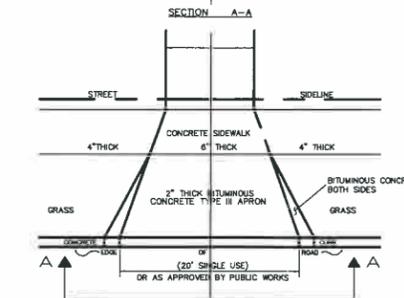
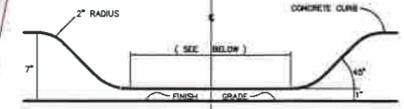
Zoning Information

OLD TOWNE RESIDENTIAL IRI DISTRICT
DIMENSIONAL REQUIREMENTS

	REQUIRED	PROPOSED
MINIMUM LOT AREA	10,000 S.F.	13,344 S.F.
MINIMUM ROAD FRONTAGE	80'	93'
MINIMUM FRONT SETBACK	20'	20'
MINIMUM SIDE SETBACK	10'	10'
MINIMUM REAR SETBACK	10'	10'
MAXIMUM BUILDING COVERAGE	40%	110%
MAXIMUM LOT COVERAGE	50%	17.0%
MAXIMUM BUILDING STORIES	3	2

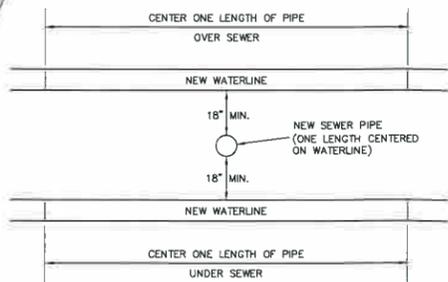
GENERAL SANITARY SEWER SPECIFICATIONS

- 1) CONTRACTOR SHALL CONTACT ALL UTILITIES BEFORE EXCAVATION TO VERIFY THE LOCATION OF ANY UNDERGROUND LINES. UTILITIES INFORMATION SHOWN HEREON WERE OBTAINED FROM THE BEST AVAILABLE SOURCE AND MAY OR MAY NOT BE EITHER ACCURATE OR COMPLETE. THE CONTRACTOR SHALL BE RESPONSIBLE FOR ANY DAMAGE TO ANY UTILITY, PUBLIC OR PRIVATE, SHOWN OR NOT SHOWN HEREON.
- 2) THE HORIZONTAL AND VERTICAL SEPARATION FOR SEWER AND WATER LINES SHALL BE INSTALLED IN ACCORDANCE WITH THE LATEST EDITION OF THE "TEN STATE STANDARDS - RECOMMENDED STANDARDS FOR WATER".
- 3) PRIOR TO CONSTRUCTION, ALL MATERIALS SHALL BE APPROVED BY THE ENGINEER.
- 4) STORM SEWER PIPE UP TO 15" IN DIAMETER SHALL BE PVC SDR 35 CONFORMING TO ASTM D-3034, ASTM D-3212, AND ASTM F-477. STORM SEWER PIPE 18" AND GREATER IN DIAMETER SHALL BE ASPHALT COATED CORRUGATED METAL CONFORMING TO AASHTO-M-190.
- 5) ALL SANITARY SEWER PIPE SHALL BE PVC SDR 35 CONFORMING TO ASTM D-3034, ASTM D-3212, AND ASTM F-477.
- 6) ALL TRENCH FILL SHALL BE PLACED IN 6" LIFTS AND THOROUGHLY COMPACTED TO 95% OF MAXIMUM DENSITY OF OPTIMUM MOISTURE AS DETERMINED BY ASTM D988 STANDARD PROCTOR.
- 7) ALL NEW GRAVITY SANITARY SEWER MAINS SHALL BE LEAK TESTED BY A LOW PRESSURE AIR TEST AND DEFLECTION TESTED. THE LOW PRESSURE AIR TEST WILL BE USED TO SIMULATE INFILTRATION OR EXFILTRATION INTO OR OUT OF ALL GRAVITY SANITARY SEWERS. ALL TESTING WILL BE CONDUCTED UNDER THE SUPERVISION OF THE ENGINEER. AIR TESTING SHALL BE PERFORMED IN ACCORDANCE WITH ASTM C828-80. THE MINIMUM ALLOWED TIME FOR A PRESSURE DROP FROM 3.5 PSI TO 2.5 PSI SHALL BE 12 MINUTES PER 100 FEET OF 8" SEWER. AFTER THE FINAL BACKFILL HAS BEEN IN PLACE AT LEAST 30 DAYS, THE DEFLECTION TEST MAY BE PERFORMED. NO PIPE SHALL EXCEED A DEFLECTION OF FIVE PERCENT (5%). IF THE DEFLECTION TEST IS RUN USING A RIGID BALL OR MANHOLE, IT SHALL HAVE A DIAMETER EQUAL TO 80% OF THE INSIDE DIAMETER OF THE PIPE. THE TEST SHALL BE PERFORMED WITHOUT MECHANICAL PULLING DEVICES.
- 8) ANY SURFACES, LINES, OR STRUCTURES WHICH HAVE BEEN DAMAGED BY THE CONTRACTOR'S OPERATIONS SHALL BE RESTORED TO A CONDITION AT LEAST EQUAL TO THAT IN WHICH THEY WERE FOUND IMMEDIATELY PRIOR TO THE BEGINNING OF CONSTRUCTION.



DRIVEWAY APRON AND CURBCUT

NTS



SEWER / WATER SEPARATION DETAIL FOR CROSSINGS

NTS

WATER AND SEWER FLOWS CALCULATIONS:
WATER CONNECTION TO MUNICIPAL: 3 BEDROOM + 1 ACCESSORY APARTMENT
4 X 150 GPD X 0.1 = 540 GPD
SEWER CONNECTION TO MUNICIPAL: 3 BEDROOM + 1 ACCESSORY APARTMENT
2 UNITS X 210 GPD = 420 GPD

NOTES:

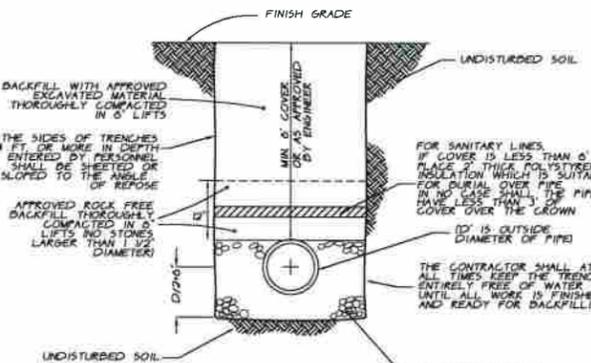
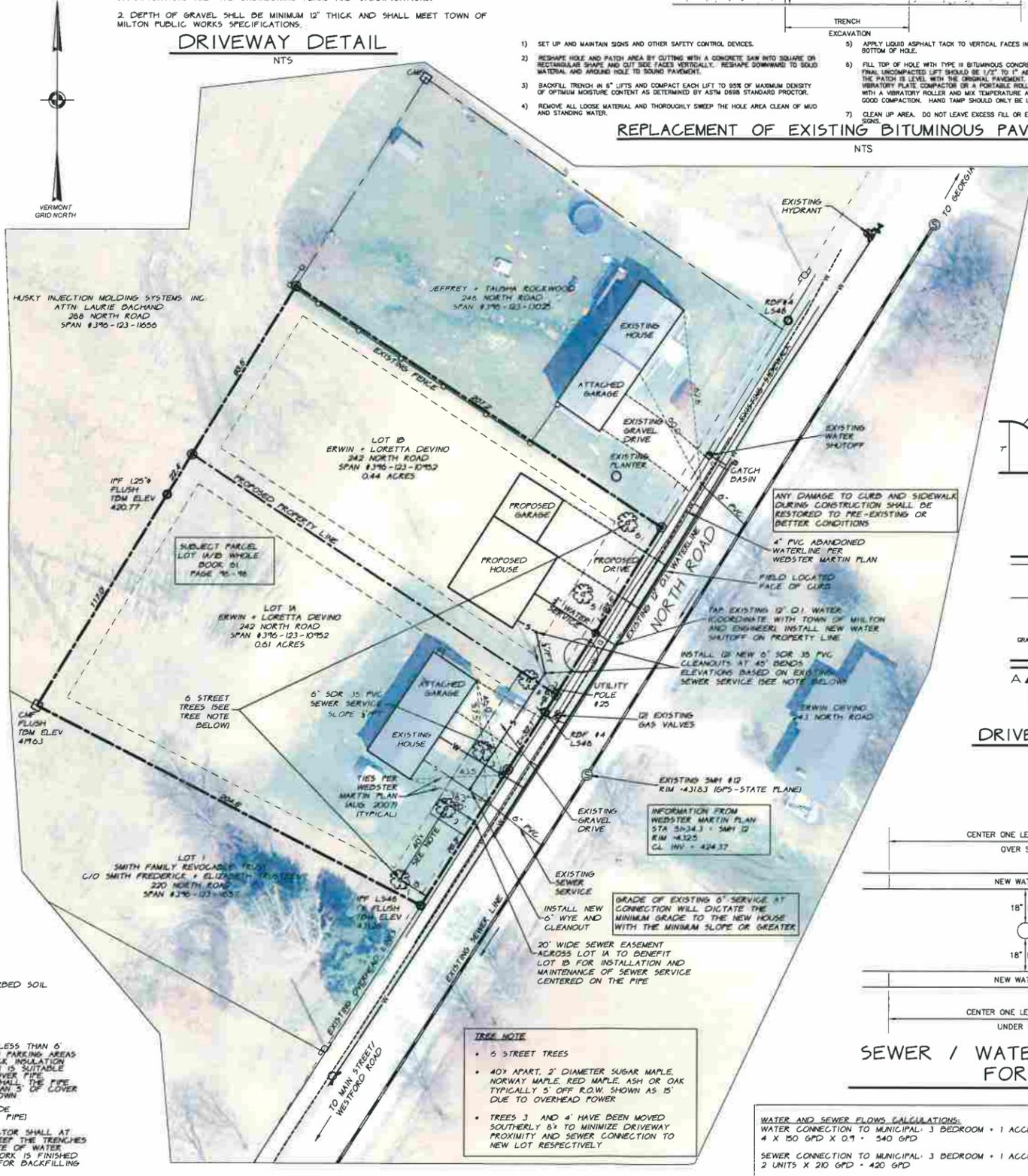
1. THE PROPERTY LINES ON THIS PLAN WERE DERIVED FROM A PROPERTY SURVEY BY SETH KITTREDGE.
2. THIS PLAN IS NOT TO BE USED FOR PROPERTY CONVEYANCE, SEE PLAT.
3. THIS JOB IS ON VERMONT STATE PLANE COORDINATES. HOUSE PROPOSED WILL BE BASED ON EXISTING GRADE OF ADJOINING HOUSES.

DATE: 08-02-18	REVISION: ADD STREET TREES PER STAFF COMMENTS, DRIVEWAY DETAILS, CROSSING DETAILS, ETC.	BY: KGM
DESIGNER: CACB	RECORD DRAWING: PRELIMINARY	DATE: 03-09-18
DRAWN: AGRASWAK	FINAL: DESIGN/CONCEPT	DATE: 2016-08
CHECKED: DMB		FILE: 2016-09-02
SCALE: 1"=30'		PLAN SHEET # 1

O'LEARY-BURKE CIVIL ASSOCIATES, P.C.
18 CORPORATE DRIVE
MILTON, VT 05475
PHONE: 878-8800 FAX: 878-8800
E-MAIL: o'b@olearyburke.com

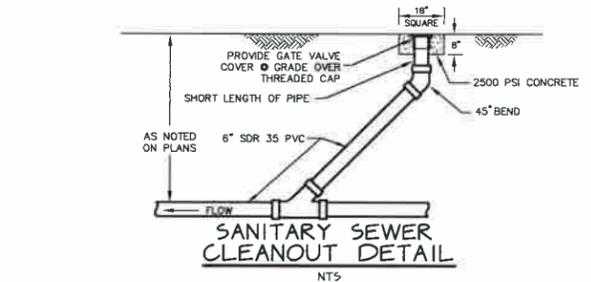
Devino Subdivision
243 North Road Milton, VT

Overall Plan & Details



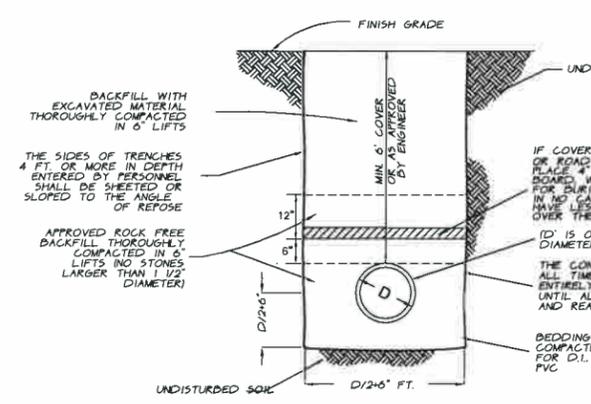
TYPICAL SANITARY TRENCH

NTS



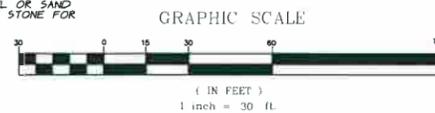
SANITARY SEWER CLEANOUT DETAIL

NTS



TYPICAL WATER TRENCH

NTS



THE CONTRACTOR SHALL NOTIFY "DISAFE" AT 1-888-DIG-SAFE PRIOR TO ANY EXCAVATION.

Owner / Applicant

ERWIN DEVINO
243 NORTH ROAD
MILTON, VT 05468



TOWN OF MILTON ZONING INFORMATION

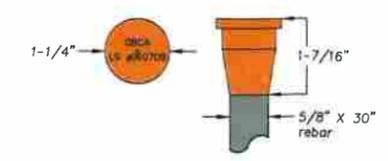
The subject parcel is located in the Old Town Residential (R1) District

Dimensional Requirements	
Min. Lot Area:	10,000 sq. ft.
Min. Road Frontage:	80'
Min. Front Setback:	20'
Min. Side Setback:	10'
Min. Rear Setback:	10'
Max. Building Coverage:	40%
Max. Lot Coverage:	50%
Max. Building Stories:	3



Location Plan-n.t.s.

Typical Stamped Caps on Set Monumentation
(not to scale)



Approved by the Resolution of the Town of Milton Development Review Board on the _____ day of _____, 20____, subject to the requirements and conditions of said Resolution. Signed this _____ day of _____, 20____.

by: _____
Chairman or Clerk

CORNER LIST

- NOTE: (O.D.) indicates outside diameter of applicable monument.
- CORNER 1: 1" (O.D.) metal pipe recovered flush with grade.
 - CORNER 2: 4" X 4" concrete bound recovered flush with grade.
 - CORNER 3: 1-1/4" (O.D.) metal pipe recovered flush with grade.
 - CORNER 4: 5/8" rebar TO BE SET
 - CORNER 5: 5/8" rebar TO BE SET
 - CORNER 6: 1/2" rebar recovered flush with grade.
 - CORNER 7: 5/8" rebar TO BE SET
 - CORNER 8: 5/8" rebar TO BE SET
 - CORNER 9: 5/8" rebar TO BE SET
 - CORNER 10: 4" X 4" concrete bound recovered.
 - CORNER 11: 1/2" rebar recovered.

SURVEY NOTES

- The purpose of this survey was to subdivide a portion of lands deeded to Erwin E. & Loretta A. Devino and Lee H. Devino in Volume 61, Page 96 of the Town of Milton Land Records, dated July 19, 1977, and are the remaining lands of said Devino lying westerly of North Road.
- The following plats recovered in the Town of Milton Land Records were used in aid of this survey.
 - Plat entitled, "Section A, Arrowhead Park, Milton, Vermont, Northeast Enterprises, Inc.", prepared by Campbell Construction, Inc., dated June, 1966 and is recorded in Map Book 1, Page 32 of the Milton Land Records.
 - Plat entitled, "Boundary Survey, of Lands to be Acquired by, Husky Injection Molding Systems, Inc., Milton, Vermont", prepared by Ronald E. Gauthier, L.S. 574, dated March, 1997 and is recorded in Map Slide #D-305 of the Milton Land Records.
 - Plat entitled, "Lands of Husky Injection Molding Systems, 230 North Road, Milton, Vermont", prepared by Douglas L. Henson, L.S. 656, dated June 13, 2013 and is recorded in Map Slide #456C of the Milton Land Records.
 - Plat entitled, "Lands of Gille & Pauline Thibault, 230 North Road, Milton, Vermont, 4-Lot Subdivision Plat", prepared by Douglas L. Henson, L.S. 656, dated April 18, 2014 and is recorded in Map Slide #460C of the Milton Land Records.
- The right of way width of North Road was established at the statutory 3 rod (49.5') width as allowed under 19 V.S.A. 32. The sidelines of said highway as depicted hereon were established from monumentation recovered on site and information taken from the surveys noted above.
- Lands shown hereon may be subject to additional easements and right of ways of record not already noted.
- Unless otherwise noted, the physical location of underground utilities were not determined by this survey.
- Bearings are based on Vermont State Plane Coordinate Grid North (NAD83, VT-4400) as derived from Network RTK-GPS observations taken on site February 4, 2016.
- The information on this plat reflects conditions that were existing at the time of the survey both at the project location and in the land records of the Town of Milton as of _____, 2016.



NOTE: Lot 1A and Lot 1B of this survey comprise of lots 11 & 12 of the plat noted in 2a.

NOTE: Lands of Rockwood being Lot 13 of the plat noted in 2a.

NOTE: All water and sewer lines shown approximate.

20' WIDE SEWER EASEMENT ACROSS LOT 1A TO BENEFIT LOT 1B FOR INSTALLATION AND MAINTENANCE OF SEWER SERVICE CENTERED ON THE PIPE

LEGEND

- Found Corner Monument (See Corner List) ○ □
- Set Corner Monument (See Corner List) ●
- Unmonumented Point ▲
- Corner Number (See Corner List) "3"
- Utility Pole ○
- Sewer Manhole ⊙
- Storm Manhole ⊖
- Water Valve ⊕
- Catch Basin ⬇
- Subject Boundary Line _____
- Subdivision Boundary Line _____
- Adjoining Boundary Line _____
- Zoning Setback Line _____
- Approx. Water Line _____
- Approx. Sewer Line _____

Town of Milton Clerk's Office Received for Record
This _____ day of _____ A.D. 20____, at _____ o'clock
_____ minutes _____ M. and filed in: _____
Town Clerk



CURVE TABLE

C1)	L=9.72'	R=7159.24'
	C=9.72', S32°50'53"W	
C2)	L=32.09'	R=7159.24'
	C=32.09', S32°45'54"W	
C3)	L=93.50'	R=7159.24'
	C=93.50', N32°09'31"E	

PRELIMINARY PLAT
NOT FOR RECORDING

Seth W. Kittredge, L.S. 06709

THE INFORMATION ON THIS PLAT IS A COMPILATION AND REVIEW OF PERTINENT LAND RECORD INFORMATION, FIELD MEASUREMENTS, PARCEL EVIDENCE AND OTHER STATE AND LOCAL DOCUMENTS. THIS PLAT IS IN ACCORDANCE WITH 27 V.S.A. 1403 AND CURRENT RULES SET FORTH BY THE VERMONT BOARD OF LAND SURVEYORS. THIS PLAT IS ONLY VALID WITH MY ORIGINAL SEAL AND SIGNATURE.

DATE	REVISION
SURVEY	
OBCA	<input type="checkbox"/> RECORD DRAWING
DESIGN	<input type="checkbox"/> FINAL
OBCA	<input type="checkbox"/> PRELIMINARY
DRAWN	<input type="checkbox"/> SKETCH
SWK	
CHECKED	
SWK-KGM	
SCALE	
	1" = 30'

O'LEARY-BURKE
CIVIL ASSOCIATES, PLC
13 CORPORATE DRIVE
ESSEX JCT., VT
PHONE: 878-9890
FAX: 878-9889
E-MAIL: obca@olearyburke.com

SUBDIVISION PLAT OF LANDS OWNED BY
ERWIN E. & LORETTA A. DEVINO & LEE H. DEVINO
Westerly Side of North Road
Town of Milton, County of Chittenden, State of Vermont

DATE
____/____/2016
JOB
2016-09
FILE
2016-09-PLAT
PLAN SHEET #
PL1-OF-1



TECHNICAL ADVISORY COMMITTEE

Time:..... 3:30 p.m.
Place:..... Municipal Building Planning Department
Address:..... 43 Bombardier Road Milton, VT 05468
Contact:..... (802) 893-1186
Website: www.miltonvt.org

TECHNICAL ADVISORY COMMITTEE REVIEW SHEET

Development Review Board Meeting of Thursday, July 14, 2016

Date of Review: 06-22-16

Department: Police

TAC Member: Brett VAN NoorST

Erwin, Loretta & Lee Devino, Owners/Erwin Devino, Applicant -- Minor Conventional Subdivision Final Plan -- 242 North Road

NO COMMENTS or CONCERNS.

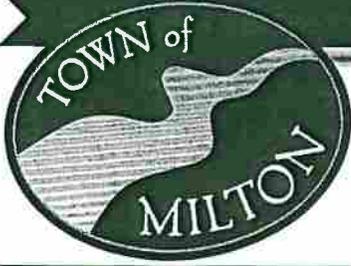
Milton Town School District, Owner/Applicant -- Site Plan Amendment -- 17 Rebecca Lander Drive

NO COMMENTS or CONCERNS.

RECEIVED

JUN 22 2016

Planning & Economic Development
Milton, Vermont



TECHNICAL ADVISORY COMMITTEE

Time:..... 3:30 p.m.
Place:..... Municipal Building Planning Department
Address:..... 43 Bombardier Road Milton, VT 05468
Contact:..... (802) 893-1186
Website: www.miltonvt.org

TECHNICAL ADVISORY COMMITTEE REVIEW SHEET

Development Review Board Meeting of Thursday, July 14, 2016

Date of Review: 6-21-16

Department: Recreation

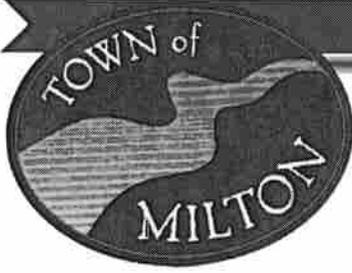
TAC Member: Cym Duchesneau, Coordinator

Erwin, Loretta & Lee Devino, Owners/Erwin Devino, Applicant -- Minor Conventional Subdivision Final Plan -- 242 North Road

No comments.

Milton Town School District, Owner/Applicant -- Site Plan Amendment -- 17 Rebecca Lander Drive

No comments



PLANNING DIVISION

43 Bombardier Road ♦ Milton, Vermont 05468-3205
 (802) 893-1186
miltonvt.org/planning
 Monday - Friday 8 AM to 5 PM, Tuesday 9 AM to 5 PM (except holidays)

DEVELOPMENT REVIEW BOARD

DEVELOPMENT REVIEW BOARD STAFF REPORT

Hearing Date: July 28, 2016	
Case No: DRB 2016-29	
Application(s): 8-Lot Major Conventional Subdivision Preliminary Plan	
Application Received: June 16, 2016	
Application Deemed Complete: June 20, 2016	
Staff Report Finalized: Friday, July 22, 2016	
Applicant(s): Chris Blondin 3 Athens Drive, Essex Jct., VT 05452 802.343.3942 blondinbuilders@yahoo.com	Owner(s): Same
Engineer/License: None	Surveyor/License: Warren A. Robenstien PO Box 171, Winooski VT 05404 802.878.2359
E-911/Postal Address: 159 East Road	
Tax Map, Parcel(s): 11, 93	
School Parcel Account Number(s) (SPAN): 12211 & 12210	
Deed(s): Book 466, Page 497	
Existing Size: 59.13 acres	
Zoning District(s): Old Towne Residential "R1"	
Comprehensive Plan Planning Area/Sub-Area: Town Core/Eastern Transition	
Location: West side of East Road between Kingsbury Crossing and Main Street	



INTRODUCTION

Noticed Summary of Proposal: Chris Blondin/Applicant & Owner request Preliminary Plan approval for a Major Conventional Subdivision located at 159-169 East Road. The proposal would result in eight (8) lots, to be served by shared septic and 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 property is described as SPAN numbers 12211 & 12210, Tax Map 11, Parcel 93. The subject property contains a total of 61.41 acres and is located within the "Old Towne Residential" (R1) Zoning District and Town Core Planning Area.

Comments: Jacob Hemmerick, Planning Director, and Jeff Castle, Town Planner, herein referred to as staff, have reviewed the application, materials and plans submitted and have the following comments.

Ethics Disclosure: Staff herein notes that there is no known direct or indirect conflicts of interests between Staff and the owner, applicant, or noticed interested parties.

Hearing Process/Procedure: Applicants and interested persons can learn more about the Development Review hearing process and procedure at <http://miltonvt.org/government/boards/dr.html>.

APPLICATION, JURISDICTION, NOTICE

Application: This matter comes before the Town of Milton Development Review Board (DRB) for Major Conventional Subdivision Preliminary Plan approval. The application and its associated materials are maintained by the Town in the application file and are available for public inspection

Applicant(s): The application was submitted by Chris Blondin, referred to hereafter as the "applicant".

Landowner(s): The property is owned by Chris Blondin. Since Sketch Plan approval, the property described as SPAN 12210 & Span 12211 has transferred ownership from Sandra L. Martell to Christopher Blondin. Christopher Blondin is signatory to this application.

Application Submission: The application form was received by the Planning and Economic Development Department on June 16, 2016. Unless otherwise noted, the associated exhibits were received the same day.

Application Completion: The application was deemed complete by Staff on June 20, 2016.

General Jurisdiction: Land development is subject to regulation by the Town of Milton pursuant to, but not limited to, the following: The Vermont Planning and Development Act (Act); The Town of Milton Zoning Regulations (ZR), effective January 5, 2015; the Town of Milton Interim Zoning Regulations (IZR) effective February 26, 2015; and The Town of Milton Subdivision Regulations (SR), effective June 28, 2010.

Major Conventional Subdivision Preliminary Specific Jurisdiction: SR130 states: These subdivision regulations shall apply to all subdivisions of land, as defined herein, located within the Town of Milton.

No land shall be subdivided within the Town of Milton until the subdivider shall obtain final approval of the proposed subdivision from the Development Review Board (DRB) and the final approved subdivision plat is recorded in the Milton Land Records.

Regulatory Waivers Requested: No waivers have been requested.

Warning/Notice of Hearing: Public notice was issued by the Department of Planning and Economic Development for the hearing according to Vermont Statutes Annotated Chapter 24 §4464.

Hearing: The Town Planner scheduled the hearing for July 28, 2016.

Site Visit: The DRB may schedule a site visit and recess the hearing to a subsequent meeting date if on-site observation would better inform the DRB's.

EXHIBITS

Application Exhibits: The following exhibits were submitted with the application and attached to the Staff Report:

- Plat of Survey, "East Landing" 57.6 Ac±, 8-Lot Subdivision East Road Milton, VT. Prepared by Warren A Robenstein, dated May 26, 2016.

Staff Exhibits: The following exhibits from staff are attached to the Staff Report.

- Technical Advisory Committee (TAC) School District Review Sheet dated 7/12/2016;
- TAC Police Review Sheet dated 7/05/2016;
- TAC Recreation Review Sheet dated 7/12/2016;

SITE, DISTRICT & AREA INFORMATION

Property Location: The subject property is located at 159 East Road and shown on Milton's Tax Map (2)11 as Parcel 93 and Tax Map (1)11 as Parcel 93. The corresponding School Parcel Account Numbers (SPAN) are 12211 and 12210. Staff finds that there are two taxation parcels and SPAN numbers due to the former political boundary between the Town and the Village that bisected this property. The lot is listed as two parcels in order to account for differences in taxation between the two political jurisdictions.

Size/Area: According to the evidence presented on the preliminary plat prepared by Warren A. Robenstein, the subject parcel is approximately 57.6 acres or 2,509,056 square feet. The Assessor's Grand List records 12210 as 38.7 acres and 12211 as 22.71, totaling 61.41 acres. The Sketch plans stated that the lot is 62.0 acres.

Deed(s): The deed is recorded on 6/3/2016 in Book 466, Page 497 of the Town of Milton Land Records to Christopher J. Blondin.

Zoning District(s): The site is located within the Old Towne Residential (R1) Zoning District described on the Town of Milton Zoning Map, last amended August 22, 2011, on record and display at the Municipal Offices and available on the Town's website. The ZR301 states that the purpose of this district is: "Residential uses should continue to characterize this Zoning District."

Comprehensive Planning Area: The site is located within the Town Core Planning Area, as delineated in Map 2 of the 2013 Comprehensive Plan. The site is located in the Eastern Transition Sub Area, as delineated in Figure 9.1 of the 2013 Comprehensive Plan (p.112). The Plan states the following goals about this area:

Goal 9.5.1. Encourage public green spaces and small parks throughout this area (such as neighborhood parks as recommended in the 2007-2027 Recreation Plan).

Goal 9.5.2. Dimensional standards should be reviewed in this sub-area in order to establish an appropriate level of density that transitions between 10,000 square feet to 10 acre zoning.

Physical Characteristics/Natural Features:

Topography: site is relatively flat near east road sloping downhill towards Mallets Creek. West of Mallet's creek the site has steeper terrain and ledge.

Soil: The land contains some Prime Agricultural soil approximately where the shared septic is shown on the plans; approximately 50% of the remaining land is classified as Statewide Agricultural Soil. 5% of Milton's area contains Prime Agricultural Soil and 37% contains Statewide Agricultural Soil.

Watershed: The site is bisected by Mallets Creek, which drains directly to Lake Champlain through the Munson Flats in Colchester.

Wetland: No presumed wetlands/hydric soils are delineated on Milton's Mapviewer.

Vegetation: Mix of open agricultural field and woodland.

Habitat/Wildlife Crossings: East Road, at this location, is a level 4 wildlife road crossing. The property contains a portion of a habitat block of less than 400 acres.

Surrounding Use/Structures: The lot has several adjoining properties, most of which contain single-family, duplex and/or agricultural uses.

SITE HISTORY

Background: The subject property has the following approvals that Staff has found relevant to this application:

- Sketch Plan approval for a 4-lot minor conventional subdivision, 2008
- Boundary Line Adjustment with an adjacent property on Railroad Street, 2009
- Sketch Plan approval for a 4-lot minor conventional subdivision, 2011
- Sketch Plan approval for an 8-lot major conventional subdivision, August 13, 2015
- Sketch Plan approval for an 8-lot major conventional subdivision, May 26, 2016
- Zoning Permit 2016-122 for the Removal of 2 existing mobile homes, July 20, 2016

Zoning Compliance: The applicant has identified a violation on the subject property for a failed septic system. A new system is proposed as part of this subdivision proposal.

EXISTING AND PROPOSED USE/IMPROVEMENTS/LAND RESTRICTIONS

Existing Use: The subject property currently contains three principal residential uses: two mobile home uses and a single family dwellings use. A zoning permit has been issued for the removal of two existing mobile homes, but removal has not been certified at this time.

Proposed Use: The application does not propose any uses for the new lots. While conventionally subdivided lots can be developed for any permitted use allowed by Zoning, it is common for the developer to state the intended use to address other considerations in the public interest and interests of future buyers (utilities, roads, parks, etc.)..

Existing Improvements:

Buildings/Structures: The plans show one existing single family dwelling on proposed Lot 1. While not shown as an existing condition, the parent lot also houses two mobile homes now permitted for removal as well as other accessory structures. The existing structures may involve some non-conformities but their locations have not been indicated on the preliminary plans. The conformity of existing structures must be addressed with certainty at Final. This could determine whether or not this proposal is approvable.

Utilities: The preliminary plan does not indicate the location of existing utilities.

Access: The plans do not depict existing driveways. Staff finds that there is a looped driveway in rough alignment with Hardscrabble road as well as a third curb cut approximately 230 feet to the South.

1. The Final application/plans shall label all existing and proposed utilities as well as existing principal and accessory structures and indicate if the existing buildings/structures are to be retained or removed.

Proposed Improvements:

Buildings: Proposed buildings are not shown on the plans.

Utilities: The sketch plan showed a shared well on Lot 6 to serve Lot 6 and 7, a shared well on Lot 4 to serve Lots 3, 4 and 5, a shared well on Lot 2 to serve Lots 2 and 1. The plans now have less detail, no water service is shown on the preliminary plans. The plans show the location for a shared septic system on Lot 8 to serve Lots 1, 2, 3, 4, 5, 6, and 7 no connections to the shared septic system are indicated. No electric service is shown.

Access: The plans show a looped, 60-foot private right-of-way highway access to the East Road public right-of-way. The size of the proposed road is indicated at 20' wide. 24' is required for two-way roads.

2. The Final Plans shall show the type, location and approximate size of all existing and proposed streets and driveways, specifications in compliance with the Town's Public Works Specifications, and shall indicate existing access to be retained or removed.

Existing Restrictions or Covenants: The application form states that there are property restrictions shown on the plan. Staff finds that the restrictions shown are an abandoned Town Highway Access along the northern property boundary and a 30' utility easement from Railroad Street that benefits the site. An abandoned right-of-way is not an encumbrance once abandoned, since it is no longer exists.

Proposed Restrictions or Covenants: The applicant proposes a sixty (60) foot wide, looped private-right-of way to create new lot frontage (as defined and required by the Zoning Regulations) for the proposed lots.

3. The Final Plans shall delineate the boundaries of all proposed easements.

PRELIMINARY PLAN SUBDIVISION REVIEW

SR110.2, Policy: Land to be subdivided shall be of such character that it can be used safely for building purposes without danger to health or peril from fire, flood, or other menace. Land shall not be subdivided until proper provision has been made for drainage, water, sewage, and capital improvements such as schools, parks, recreation facilities and transportation facilities.

SR120, Purposes: The Subdivision Regulations aim to achieve the purposes defined by this section:

- To protect and provide for the public health, safety, and general welfare of the Town of Milton.
- To guide the future growth and orderly development of the Town in accordance with the Comprehensive Plan, Zoning Regulations and all other By-Laws enacted to implement the Plan.
- To provide for adequate light, air and privacy, to secure safety from fire, flood and other danger, and to prevent over-crowding of the land and undue congestion of population.
- To guide public and private policy and action in order to provide adequate and efficient transportation, water, sewage, schools parks, playgrounds, recreation and other public requirements and facilities.
- To provide the most beneficial relationship between the uses of land and buildings, and the circulation of traffic throughout the Town, having particular regard to the avoidance of congestion in the streets and highways.
- To insure that public facilities are available and will have a sufficient capacity to serve any proposed subdivision.
- To present the pollution of air, streams, ponds and Lake Champlain; to assure the adequacy of drainage facilities; to safeguard the water tables; and to encourage the wise use and management of natural resources throughout the Town in order to preserve the integrity; stability, and beauty of the community and the value of land.
- To preserve the natural beauty and topography of the Town and to insure appropriate development with regard to these natural features.
- To further the purposes contained in the Vermont Planning and Development Act, and in particular, those purposes set forth in Section 4302 of the Act.

SR500 Preliminary Plat Application: The section states: Within six (6) months of classification by the DRB of the sketch plan as a major subdivision, the subdivider shall submit an application for approval of a preliminary plat. The application shall contain those items set forth in Section 600 of these regulations, and shall conform to the layout shown on the sketch plan plus any recommendations made by the DRB. Staff finds that the application was submitted within six months of sketch plan approval and conforms to the layout shown on the sketch plan plus recommendations made by the DRB at sketch approval.

SR600, Preliminary Plat Application Content: Unless otherwise stated herein, Staff has found that the Preliminary Subdivision Plat is in compliance with all applicable provisions of SR610. The following requirements were not found on the Preliminary Plat:

SR600.1(2): Name and address of record owner and subdivider of the Preliminary Plat.

SR600.1(10): Typical cross sections of the proposed grading and roadways and of sidewalks.

SR600.1(13): Means of providing water supply to the proposed subdivision.

SR600.1(14): Means of providing sewage disposal to the proposed subdivision.

SR600.1(15): Provisions for collecting and discharging storm drainage, in the form of a drainage plan.

SR600.1(16) Preliminary designs of any bridges or culverts which may be required.

4. The Final Plans Plat shall show or be accompanied by the above requirements of SR600.1; the DRB may also wish to continue the hearing to have this information before advancing this application to the next stage.

SR700, Standards of Evaluation: Final approval of any subdivision, including Planned Unit Developments as regulated in Section 850 of the Zoning Regulations, shall be based on a finding by the DRB that the subdivision is in accord with the following standards:

700.1, Suitability for Development: "The land is suitable for subdivision or development. In making this determination it shall at least consider flooding, improper drainage, steep slopes, rock formations, adverse earth formations or topography, utility easements or other features which will be harmful to the safety, health, and general welfare of the present or future inhabitants of the subdivision and/or its surrounding areas."

700.2, Preservation of Aesthetic Features: "The proposal includes due regard for the preservation and protection of existing aesthetic features such as trees, scenic points, brooks, streams, rock outcroppings, water bodies, other natural resources and historical resources."

700.3, Sufficient Open Space for Recreation: "The proposal includes sufficient open space for recreation."

700.4, Run-off and Erosion Control During & After Construction: "The proposal includes adequate provision for control of runoff and erosion during and after construction."

700.5, Compliance with Comprehensive Plan, Regulations & Bylaws: "The proposed development is in compliance with the Milton Comprehensive Plan, Zoning Regulations and other By-Laws then in effect."

700.6, Undue Water or Air Pollution: "The proposed development will not result in undue water or air pollution. In making this determination it shall at least consider the elevation of land above sea level and its relation to the floodplains, the nature of the soils and subsoils and their ability to adequately support waste disposal; the slope of the land and its effect on effluents; the availability of stream for disposal of effluents; and the applicable health and Vermont Department of Water Resources regulations."

700.7, Compatibility with Surroundings: "The proposed development is compatible with surrounding properties."

700.8, Suitability for Proposed Density: "The site is suitable for the proposed density."

700.9, Pedestrian Safety: "The proposal contains adequate provision for pedestrian traffic in terms of safety, convenience, access to points of destination and attractiveness."

5. The Applicant shall address any current concerns that the DRB may have related to the SR700 Standards above, and if approved the Final Application shall include Section 700 responses specifically addressing how the proposal meets each finding above.

COMPREHENSIVE PLAN CONFORMANCE

Eastern Transition Sub-Area

The vision of this sub-area is a transitional area between the Town Core and the more rural East Milton. This sub-area lies to the east of the New Downtown, Gimlet Hill, and Old Towne sub-areas. The Beaverbrook zoning district, at the southern end of this sub-area, is a large moderate density residential neighborhood that is largely built-out. This sub-area also includes larger undeveloped parcels along East Road, and newer residential neighborhoods to the north. The western boundary of this sub-area is Railroad Street. Railroad Street seems to function as the logical first line of transition from the denser

Town Core to the less dense East Milton planning area, particularly because the railroad tracks and ROW creates a natural boundary. Currently some of the existing zoning districts within this sub-area have a minimum lot area as small as 10,000 square feet (about ¼ of an acre). This does not make a very logical transition to the 10-acre zoning district within the East Milton planning area. The presence of Mallets Creek creates a limiting factor to development in this area, however dimensional standards within this sub-area should also be revised to establish an appropriate level of density that transitions between 10,000 square feet to 10-acre zoning. In addition, amenities such as sidewalks and/or bike paths should be considered to help improve linkages between the Beaverbrook sub-area and the New Downtown sub-area.

9.5. Town Core - Eastern Transition Sub-area Goals

Goal 9.5.1. Encourage public green spaces and small parks throughout this area (such as neighborhood parks as recommended in the 2007-2027 Recreation Plan).

Goal 9.5.2. Dimensional standards should be reviewed in this sub-area in order to establish an appropriate level of density that transitions between 10,000 square feet to 10 acre zoning.

Staff finds that the creation of the looped private right-of-way has the potential to create a landscaped buffer and transition between the 10,000 square feet lots and the 10-acre zoning, as well as reduce the number of curb cuts on East Road. The Plan favors larger lots in this area to create a more logical buffer, and states a policy intention to rezone this area in favor of lower density and the applicant has proposed lots larger than the minimum required, but less than 1 acre. Additionally, staff finds that a pedestrian (or even roadway) connection between Hardscrabble and Railroad Street could be a valued amenity to purchasers, particularly purchasers with school-aged children. This would involve a State stream crossing and would need to be set up for a feasible connection to be made at a later date to Railroad street. Construction could be added as a condition of approval for future development of the western side of the lot, with a right of way being established on the plat.

ZONING REGULATION CONFORMANCE

Applicability of Dimensional Requirements, ZR 150: "Every USE involving the construction, reconstruction, conversion, structural ALTERATION, relocation or enlargement of a STRUCTURE must comply with the minimum LOT AREA, FRONTAGE, SETBACK areas and all other requirements specified in these Regulations for the district in which the USE occurs."

ZR620, Reduction of Lot Size: "No lot shall be so reduced in area so that the total area, SETBACK areas, lot width, FRONTAGE, coverage, or other requirements of these Regulations shall be other than herein prescribed for the district in which the lot is located."

District Dimensional Requirements, ZR304: The tables below shows the required dimensional requirement for the subject property's applicable Zoning District and proposed compliance.

Lot 1	R1 Required	Proposed
Minimum LOT AREA (sq. ft.)	10,000	37,206
Minimum Road FRONTAGE (linear ft.)	80	180 East Road/ 204.9 Proposed Road

Development Review Board Case Number 2016-29 Staff Report
Major Conventional Subdivision Preliminary – 159 East Road – Chris Blondin

Minimum FRONT SETBACK (linear ft.)	20	35
Minimum SIDE SETBACK (linear ft.)	10	60
Minimum REAR SETBACK (linear ft.)	10	140

Lot 2	R1 Required	Proposed
Minimum LOT AREA (sq. ft.)	10,000	30,000
Minimum Road FRONTAGE (linear ft.)	80	150
Minimum FRONT SETBACK (linear ft.)	20	40
Minimum SIDE SETBACK (linear ft.)	10	400
Minimum REAR SETBACK (linear ft.)	10	90

Lot 3	R1 Required	Proposed
Minimum LOT AREA (sq. ft.)	10,000	30,000
Minimum Road FRONTAGE (linear ft.)	80	150
Minimum FRONT SETBACK (linear ft.)	20	40
Minimum SIDE SETBACK (linear ft.)	10	40
Minimum REAR SETBACK (linear ft.)	10	90

Lot 4	R1 Required	Proposed
Minimum LOT AREA (sq. ft.)	10,000	30,000
Minimum Road FRONTAGE (linear ft.)	80	150
Minimum FRONT SETBACK (linear ft.)	20	40
Minimum SIDE SETBACK (linear ft.)	10	40
Minimum REAR SETBACK (linear ft.)	10	90

Lot 5	R1 Required	Proposed
Minimum LOT AREA (sq. ft.)	10,000	26,500
Minimum Road FRONTAGE (linear ft.)	80	133
Minimum FRONT SETBACK (linear ft.)	20	40
Minimum SIDE SETBACK (linear ft.)	10	40
Minimum REAR SETBACK (linear ft.)	10	90

Lot 6	R1 Required	Proposed
Minimum LOT AREA (sq. ft.)	10,000	15,681
Minimum Road FRONTAGE (linear ft.)	80	145
Minimum FRONT SETBACK (linear ft.)	20	>20

Minimum SIDE SETBACK (linear ft.)	10	>10
Minimum REAR SETBACK (linear ft.)	10	>10

Lot 7	R1 Required	Proposed
Minimum LOT AREA (sq. ft.)	10,000	18,730
Minimum Road FRONTAGE (linear ft.)	80	130
Minimum FRONT SETBACK (linear ft.)	20	>20
Minimum SIDE SETBACK (linear ft.)	10	>10
Minimum REAR SETBACK (linear ft.)	10	>10

Lot 8	R1 Required	Proposed
Minimum LOT AREA (sq. ft.)	10,000	>10,000
Minimum Road FRONTAGE (linear ft.)	80	243.55
Minimum FRONT SETBACK (linear ft.)	20	>20
Minimum SIDE SETBACK (linear ft.)	10	>10
Minimum REAR SETBACK (linear ft.)	10	>10

Staff finds that the proposed lot area and frontage requirements are in compliance with the Zoning Regulations.

ZR590, Roads and Drives: All roads and drives shall conform to the requirements of this section.

ZR592, Private Roads/ZR593, Driveways:

- The Final Plan's application and plans shall demonstrate compliance with the road and driveway standards established ZR592 & 593 and the Town of Milton Public Works Specifications.

SUBDIVISION STANDARDS CONFORMANCE

SR800.1, Street Layout: The section states, "Proposed streets shall be extended to the boundary lines of the tract to be subdivided, unless prevented by topography or other physical conditions or unless in the opinion of the DRB such extension is not necessary or desirable for the coordination of the layout of the proposed subdivision with the existing layout or the most advantageous future development of adjacent tracts." Staff encourages the extension of the right-of-way between the intersection of Hardscrabble to the western edge of the boundary line in alignment with the existing utility easement on SPAN 14585 with topographical and connection feasibility considerations are taken into account. The proposed streets extend to the boundary of Lot 8, which contains substantial remaining land.

SR800.5, Street Dead Ends: "No dead end streets shall be permitted without a suitable cul-de-sac at its terminus with a radius of not less than forty (40) feet, and no dead end street shall be more than one thousand (1000) feet in length." Staff finds that the preliminary plans indicate an additional dead end

street within the 60' right-of-way between lots 1 and 2 which was not included in the sketch plan. This street does not include a hammer head.

7. The Final Plans shall include a hammer head at the end of each proposed dead end street.

SR800.10, Street Design: The street design is not shown on the plans. The section states, "All streets shall be constructed in accordance with State design standards."

8. If approved, the Final Plans shall show a street design in conformance with SR800.10/ZR590.

SR810.1, Curbs, Sidewalks: The section states, "Curbs and sidewalks may be required when deemed appropriate by the DRB." Staff finds that a sidewalk connection to Main Street could be merited, given the continuous Zoning District Boundary that would allow 80-foot wide, 10,000 square foot lots on the development's side of East Road. If this application were subject to site plan review, ZR817 would require sidewalks.

9. The Final Plans shall include a sidewalk along the East Road frontage of the proposed subdivision.

SR810.2, Pedestrian Access: This section states, "The DRB may require, in order to facilitate pedestrian access from the roads to schools, parks, playgrounds, or other nearby roads, perpetual unobstructed easements at least twenty (20) feet in width. Easements shall be indicated on the plat." Staff recommends that the Applicant propose (at a minimum) a pedestrian easement/walking path between East Road and Railroad Street for dedication to the Town between East Rd. (at the intersection with Hardscrabble to the western edge of the property near Railroad street in alignment with the utility easement on SPAN 14585). A pedestrian connection would provide the opportunity to school-aged children to walk to school.

10. The Final Plans shall include the proposed location of a pedestrian easement/walking path between East Road and Railroad Street for dedication to the Town.

SR820, Outdoor Lighting: The section states, "Outdoor lighting may be required where deemed appropriate by the DRB to illuminate areas such as streets, sidewalks, and parking areas." Staff does not recommend the requirement of outdoor lighting.

11. The DRB shall determine if the requirement of lighting for the illumination of proposed streets and sidewalks is appropriate.

SR830, Shade Trees: The section states, "The DRB may require that suitable [. . .] trees [. . .] be planted along streets where trees do not exist at intervals of forty (40) feet or less. All trees shall measure ten (10) feet in height and at least two (2) inches in diameter measured at a point six (6) inches above finished grade level. All trees are to be planned within five (5) feet of the edge of the street right-of-way." Staff recommends that trees be sited between East Road and the proposed right-of-way to provide privacy to the new lots and buffer the higher density lots from the adjacent 10-acre zoning.

12. The final plan shall include trees sited between East Road and the proposed right-of-way.

SR840, Drainage: The subject property is traversed by the Mallets Creek watercourse. The section states:

13. An adequate surface storm water drainage plan for the entire subdivision area shall be provided [with the Preliminary Plan application]. [. . .] Where a subdivision is traversed by a water course or drainage way there shall be provided a storm water drainage easement of such width as to encompass the twenty-five (25) year flood area of such water course, which easement shall be indicated on the Final Plat. The subdivider's engineer shall provide such information as the DRB deems necessary to determine the adequacy of all proposed drainage facilities.

SR850/860, Water System & Sewage Disposal: Staff finds that the State Water/Wastewater permitting will ensure that the sections' standards are met. The Preliminary Plan does not include specific designs for the water and sewage disposal system. This item may be further evaluated at Final.

SR870, Utilities: The section states, "Easements - Easements of sufficient width shall be provided so as to serve both the proposed subdivision and existing and anticipated development outside the subdivision." Staff finds that there is no easement provided for the shared septic or water.

14. The Final Plans shall show easements of sufficient width for the proposed shared water and wastewater systems, as well as clearly delineate the boundaries of the access right-of-ways.

SR880, Lot Layout: The layout of lots shall conform to the requirements of the Town's Zoning Regulations.

Legal Escrow, SR910:

15. The Applicant shall submit \$500 with the Final application to cover the legal review of the deeds and any other required legal instruments by the Town Attorney. Any funds not expended on the legal review will be refunded to the Applicant

Legal Review, SR920:

16. The applicant shall submit draft deeds and any other associated legal instruments for all impacted lots for review and approval by the Town Attorney. All requested revisions must be complete before the Plat may be recorded. Only instruments approved by the Town may be recorded in the Town of Milton Land Records.

TECHNICAL REVIEW COMMITTEE

Technical Advisory Committee: The Technical Advisory Committee had no additional comments for the Preliminary Plan. They will be afforded another opportunity to comment with the Final Application.

STATE PERMITS

Project Review: Per 24 VSA §4463 on subdivision review: "Any application for an approval and any approval issued under this section shall include a statement, in content and form approved by the Secretary of Natural Resources, that State permits may be required and that the permittee should contact

State agencies to determine what permits must be obtained before any construction may commence." The Applicant is advised, prior to submitting a final plan, to obtain a state project review sheet.

17. The Applicant shall obtain a Project Review Sheet from the Permit Specialist in the District 4 Regional Office of the Agency of Natural Resources, provide a copy to the Town, and obtain all required State permits and approvals

ADMINISTRATION & ENFORCEMENT

ZR1030, Revocation of Approvals and Permits: 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 shall be grounds for revoking the permit or approval at any time.

CONCLUDING REVIEW

18. The applicant shall respond to any remaining comments or concerns from the Development Review Board.

STAFF RECOMMENDATION

The Planning Staff recommends that the DRB **approve** the Preliminary Plan for the proposed 8-lot Major Conventional Subdivision located at 159 East Road, described as SPAN# 12211, Tax Map 11, Parcel 93, subject to the conditions above.

Respectfully Submitted:



Jeffrey Castle, Town Planner

ATTACHMENTS:

- Plat of Survey, "East Landing" 57.6 Ac±, 8-Lot Subdivision East Road Milton, VT. Prepared by Warren A Robenstein, dated May 26, 2016.
- Technical Advisory Committee (TAC) School District Review Sheet dated 7/12/2016;
- TAC Police Review Sheet dated 7/05/2016;
- TAC Recreation Review Sheet dated 7/12/2016;

COPIES TO:

- Applicant(s)
- Owners(s)
- Engineer/Surveyor

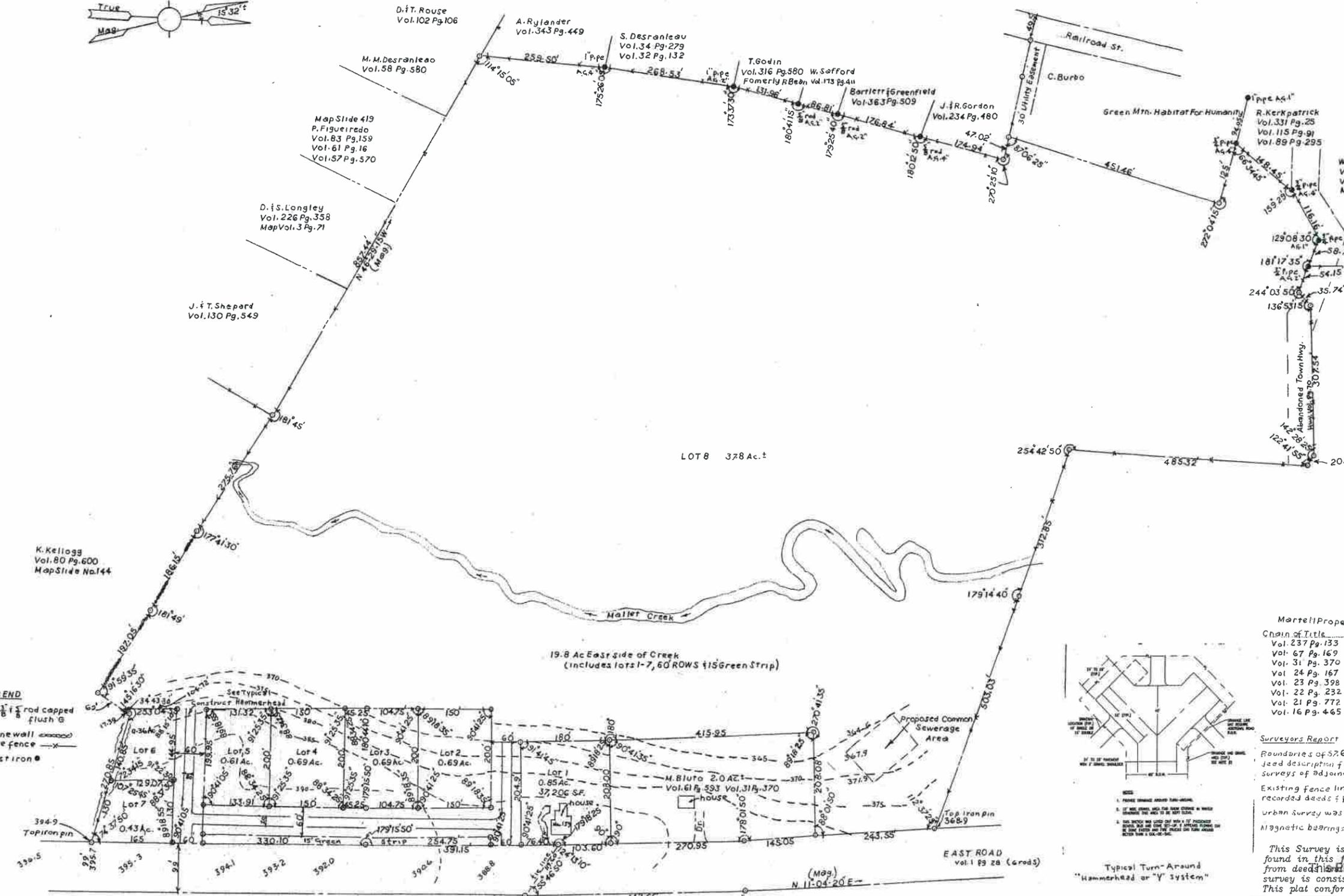
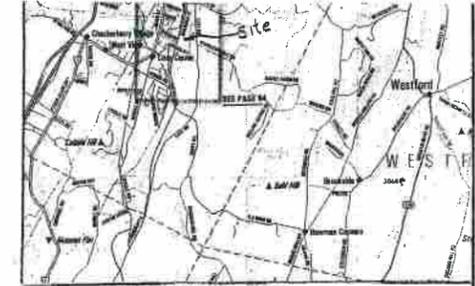
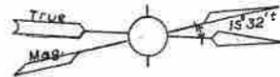
WHAT'S NEXT?

Decision: The DRB has 45 days from the close of the hearing to issue a written decision. The DRB aims to finalize decisions at the next available DRB meeting, but there are times when this is not possible and additional time is needed. The Applicant will receive a copy of the Decision by United States Postal Service Certified Mail; the official date of issuance is the date the Decision is mailed Certified. All other interested person who signed in on the hearing sign in sheet will also be mailed a copy of the Decision via USPS First Class Mail.

Decision Conditions: Approvals by the DRB almost always include conditions of approval that detail the next actions you must take to finalize the project. It's important that you read and understand the decision.

Appeal Rights: The DRB's decision can be appealed to the Environmental Division of the Vermont Superior Court by interested persons within 30 days of issuance (10 VSA §8504).

Revocations: In addition to any other remedies provided for by law, approvals from the Development Review Board, whichever granted the permit or approval, for violation of these Regulations or the terms and conditions of the permit or approval. 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 shall be grounds for revoking the permit or approval at any time.

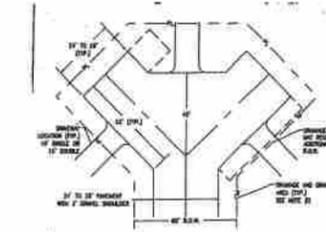


W. H. Sears
Vol. 113 Pg. 555
Vol. 67 Pg. 384
Map Slides No. 23, 41
R-1 Zone Old Towne Residential
Span 1211 & 1212 Tax Map II Parcel 93

H. E. Cadreant
Vol. 76 Pg. 146
Vol. 30 Pg. 346
Vol. 29 Pg. 334

RECEIVED
JUN 16 2016
Planning & Economic Development
Milton, Vermont

Martelli Property
Chain of Title
Vol. 237 Pg. 133
Vol. 67 Pg. 169
Vol. 31 Pg. 370
Vol. 24 Pg. 167
Vol. 23 Pg. 398
Vol. 22 Pg. 252
Vol. 21 Pg. 772
Vol. 16 Pg. 465
NOTE:
Elevation Datum based on Town of Milton
Sewer M.H. No. 43 Elev. 371.2

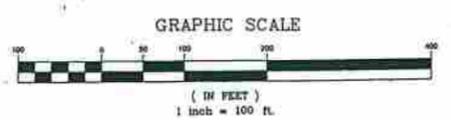


NOTE:
1. FENCE STRINGS ARE TO BE MAINTAINED.
2. IF ANY FENCE LINE IS FOUND TO BE IN VIOLATION OF THIS PLAT, THE OWNER SHALL BE RESPONSIBLE FOR CORRECTING THE SAME.
3. THIS SURVEY WAS MADE ON THE BASIS OF A FIELD SURVEY AND THE PLAT IS TO BE CONSIDERED AS SUCH.
4. THE SURVEYOR HAS NOT BEEN ADVISED OF ANY OTHER SURVEYS OR RECORDS THAT MAY AFFECT THIS PLAT.

Surveyors Report
Boundaries of 57.60 acre parcel are based on deed description found in Vol. 16 Pg. 645 and surveys of adjoining owners noted on plat.
Existing fence lines and stone walls match recorded deeds & plats of record.
urban survey was performed.
Magnetic bearings taken with Kern Theodolite.

This Survey is based on physical evidence found in this field and information abstracted from deeds and other records and this survey is consistent with that evidence.
This plat conforms to 27 V.S.A. section 1403.

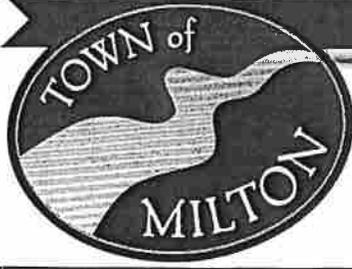
LEGEND
Ser 3/8 rod capped flush @
Stone wall
wire fence
exist iron @



THIS FINAL PLAT HAS BEEN APPROVED BY RESOLUTION OF THE DEVELOPMENT REVIEW BOARD OF THE TOWN OF MILTON, VERMONT, THIS DAY OF _____, 2006, SUBJECT TO THE REQUIREMENTS AND CONDITIONS OF SAID RESOLUTION.

SIGNED _____ DAY OF _____, 2006.
BY _____, CHAIR

PLAT OF SURVEY "EAST LANDING" 57.6 Ac. ± B LOT SUBDIVISION EAST ROAD MILTON, VERMONT		DRAWN BY W.A.R.
DATE: May 26, 2016	SCALE: 1" = 100'	APPROVED BY W.A.R.
WARREN A. ROBSTENIEN, REG. VT & NH L.S. P.O. BOX 171 WINDOSKI, VT 05404 (802) 878-2359		DRAWING NUMBER



TECHNICAL ADVISORY COMMITTEE

Time:..... 3:30 p.m.
Place:..... Municipal Building Planning Department
Address:..... 43 Bombardier Road Milton, VT 05468
Contact:..... (802) 893-1186
Website: www.miltonvt.org

TECHNICAL ADVISORY COMMITTEE REVIEW SHEET

Development Review Board Meeting of Thursday, July 28, 2016

Date of Review: 7/12/16

Department: School

TAC Member: Ann Bradshaw

Chris Blondin/Applicant & Owner -- Major Conventional Subdivision Preliminary Plan -- 159-169 East Road.

No comments



TECHNICAL ADVISORY COMMITTEE

Time:..... 3:30 p.m.
Place:..... Municipal Building Planning Department
Address:..... 43 Bombardier Road Milton, VT 05468
Contact:..... (802) 893-1186
Website: www.miltonvt.org

TECHNICAL ADVISORY COMMITTEE REVIEW SHEET

Development Review Board Meeting of Thursday, July 28, 2016

Date of Review: 07.05.16

Department: Police

TAC Member: Brian Van Noorden

Chris Blondin/Applicant & Owner -- Major Conventional Subdivision Preliminary Plan -- 159-169 East Road.

*NO COMMENTS
or CONCERNS.*



TECHNICAL ADVISORY COMMITTEE

Time:..... 3:30 p.m.
Place:..... Municipal Building Planning Department
Address:..... 43 Bombardier Road Milton, VT 05468
Contact:..... (802) 893-1186
Website: www.miltonvt.org

TECHNICAL ADVISORY COMMITTEE REVIEW SHEET

Development Review Board Meeting of Thursday, July 28, 2016

Date of Review: July 12, 2016

Department: Recreation

TAC Member: Kym Duchesneady

Chris Blondin/Applicant & Owner -- Major Conventional Subdivision Preliminary Plan -- 159-169 East Road.

- No comments

TOWN OF MILTON

PROCEDURAL BYLAWS OF THE DEVELOPMENT REVIEW BOARD

ARTICLE I - PURPOSE

1. The purpose of these Bylaws is to assist the Town of Milton Development Review Board (hereinafter referred to as the "Board") with carrying out its duties, meeting its responsibilities, and avoiding misunderstandings by establishing rules of procedure. By identifying what is required of the hearings, recordkeeping, and Board determinations, cases may be handled more effectively and efficiently, resulting in greater protection for the Town and more equitable treatment for applicants.

ARTICLE II - GOVERNING RULE

1. The Board shall be governed by the provisions of *Chapter 117, Title 24, of the Municipal and Regional Planning and Development Act*, the *Town Charter*, the *Town's Administrative Code*, all other applicable State statutes, local laws, and ordinances, and these *Bylaws*.

ARTICLE III - OFFICERS AND DUTIES

1. The Board shall organize and elect, by majority vote of all members present and voting, a Chairperson, a Vice-Chairperson, and a Clerk annually at the first regularly scheduled meeting subsequent to annual appointments by the Town of Milton Selectboard.
2. The Chairperson shall call and preside at all meetings and hearings of the Board, decide all points of order and procedure, and appoint any subcommittees that may be found necessary.
3. The Vice-Chairperson shall assume the duties of the Chairperson in his/her absence.
4. The Clerk shall monitor the audience "sign-in sheet" at each meeting.
5. Members shall avail themselves of training opportunities annually.

ARTICLE IV - MEETINGS

1. A regular meeting of the Board shall be held on the second and fourth Thursday of each month to consider applications (subdivision plans, site plans, boundary line adjustments,

Town of Milton Development Review Board Procedural Bylaws

- variances, conditional uses, and appeals of administrative decisions) and other related business.
2. The Board may schedule work sessions and joint meetings with other boards and commissions to complete its work. The Board may schedule special meetings regarding any related matter as it sees fit.
 3. All meetings of the Board shall be properly warned and noticed in accordance with the *Vermont Open Meeting* law and the *Town Charter*.
 4. The Town Planner, or designee, shall notify members as soon as possible concerning any cancellations or special meetings.
 5. Members shall notify the Town Planner as early as possible, if unable to attend any meeting. In circumstances when the Town Planner is unavailable, members shall notify the Planning Department.
 6. A quorum shall consist of a majority of the designated strength of the Board.
 7. The order of business at all regular meetings of the Board shall be as follows, unless otherwise re-assigned by the Chairperson:
 - A. Call to Order
 - B. Attendance
 - C. Additions /Deletions to Agenda
 - D. Public Forum
 - E. Applications/Oath to Planning Staff and Interested Persons
 - F. Planning Staff Report
 - G. Other Business
 - H. Approval of Minutes
 - J. Deliberative Session
 - K. Adjournment
 8. The Board shall have the right to enter into Executive Session in accordance with *Title 1 V.S.A., Section 313*.

Town of Milton Development Review Board Procedural Bylaws

9. The Board shall have the right to enter into Deliberative Session in accordance with *Title 1 V.S.A., Section 312*.
10. The Chairperson may appoint subcommittees for work session items. Such subcommittees may contain less than three (3) Board members, in which event the following rules shall apply:
 - A. Such subcommittees may be facilitated by the Planning Staff
 - B. Members of the community, with no voting privileges, shall be encouraged to participate.
 - C. The subcommittee shall arrange for meeting times convenient to its members.
11. Reports of subcommittees shall be approved, approved with conditions, or disapproved by the majority vote of the Board members present and voting.

ARTICLE V - ATTENDANCE

1. A provision for continued service on the Board by any member shall be a good attendance record.
2. Any member with unexcused absences for three (3) consecutive regular meetings may, by majority vote of the entire Board, be recommended to the Select Board for removal from the Board.
3. Absences will be excused by majority vote of the members present at any meeting. Valid excuses shall include: sickness, vacation, professional obligations, family or personal business, military service, emergencies, and other municipal business.
4. Members are expected to attend a minimum of fifty percent (50%) of all Special, Joint, and Work Session meetings within any twelve (12) month period of tenure.
5. A Board member shall be excused from that portion of a meeting where a conflict of interest on any scheduled topic exists or is perceived to exist. Disclosure of the specific content of a conflict interest shall be at the discretion of Board members.
6. Planning Staff shall annually present Board attendance to the Board and Town Manager prior to annual appointments by the Town of Milton Selectboard.

ARTICLE VI - CONFLICT OF INTEREST

Town of Milton Development Review Board Procedural Bylaws

1. Members of the Board and Planning Staff are governed by Section 701 of the *Town Charter*, which reads:
 - A. A member of any appointed or elected board or commission or appointed or elected person or any person employed by the Town or School District of Milton shall not solicit or receive directly or indirectly any gift or compensation for recommending or voting on any finding, ruling, decision or report, or voting to procure any service, thing or supply purchased with public funds.
 - B. Nor shall any such member or employee receive directly or indirectly anything of value by contract or otherwise from the Town or School District unless it is received:
 - (1) As a result of a contract accepted after a public bid in accordance with law.
 - {2} In public recognition of service or achievement.
 - (3) As regular salary or expenses allowed by law for official duties performed as a member of such board or commission.
 - (4) For employment otherwise authorized by law.
 - C. No Board or commission member shall vote on any contract or purchase in which he/she has a direct or an indirect interest.
2. Members of the Board are governed by Section 703 of the *Town Charter*, which reads:
 - A. No board or commission member has any legal powers or authority unless acting at a duly warned board meeting or acting for the board after it formally grants power to act on its behalf.
 - B. Any board or commission member shall attend all regularly scheduled meetings in so far as possible and review study materials about the issues to be considered on each agenda.
 - C. Any board or commission member shall maintain confidentiality of discussion conducted in executive session and of other privileged information.
 - D. Any board or commission member shall abide by board decisions regardless of how individuals voted.
 - E. Any board or commission member shall listen to legal counsel and constructive criticism to protect the Town and school system from liability.

Town of Milton Development Review Board Procedural Bylaws

- F. Any board or commission member shall refer complaints, requests, and concerns to the Town Manager or School Superintendent or other appropriate staff member.
 - G. Any board or commission member or elected or appointed official shall use the chain of command and avoid making commitments or promises that compromise Town and school system.
 - H. Any board or commission member or elected or appointed official shall listen to the recommendations of other board or commission members or elected or appointed officials and staff before making decisions and provide advice and counsel to improve the Town and school system.
- 3. Board member shall vote on any issue in which he/she has a direct or an indirect interest or conflict.
 - 4. Any Board member who knowingly participates in a portion of a meeting where an established conflict of interest on any scheduled topic exists may, by majority vote of the entire Board, be recommended to the Select Board for removal from the Board.

ARTICLE VII - RECORDS

- 1. A file of all material and decisions relating to each case shall be kept by the Planning Staff in the Department's Office as part of the records of the Board.
- 2. All records of the Board shall be public. Legal documents, such as mylars, deeds, covenants, memorandums of municipal action, and minutes, shall be kept on file in the Town Clerk's Office. All records shall be available for inspection by any person upon request.
- 3. Minutes of meetings shall be distributed by the Planning Staff to the SelectbBoard, Development Review Board, Planning Commission, Town Manager, Town Clerk, Assessor, Technical Advisory Committee, Planning Director, Town Planner, and Zoning Administrator.
- 4. Planning Staff shall make the Board aware of training opportunities funded by the Selectboard.

ARTICLE VIII - PROCEDURES

- 1. Motions shall be worded in the affirmative in order to be considered proper. Negatively worded motions shall be considered out of order.

Town of Milton Development Review Board Procedural Bylaws

2. Motions shall carry only when they receive an affirmative vote of no less than a quorum of Board members.
3. A polled vote shall be taken on all final approvals for subdivisions, site plans, boundary line adjustments, variances, conditional uses, and appeals of administrative decisions.
4. A polled vote shall be taken on any motion when called for by a Board member.
5. *Roberts Rules of Order Newly Revised* shall determine procedural matters unless otherwise specifically set forth in these *Bylaws*.
6. Meetings shall commence promptly at 7:00 p.m. or as soon thereafter as a quorum of Board members is present.
7. Citizens shall be recognized for comment at the discretion of the Chairperson.
8. The time for adjournment shall be no later than 10:00 p.m. The time limit may be extended by a majority vote of Board members present.
9. To be considered for review at a specific meeting of the Board, a complete application must be delivered to the Board through the Planning Office. The Town Planner, or designee, shall determine if all application materials necessary have been submitted. When all application materials have been submitted, the Town Planner, at his/her discretion shall schedule the application at the next future regular Board meeting. The Town Planner shall use discretion in scheduling meeting topics, and shall not include more applications within any given evening if such volume will extend the meeting beyond 10:00 p.m. while allowing for transaction of routine Board business.

ARTICLE IX - ASSIGNMENT OF ALTERNATES

1. No more than 2 alternates shall serve on the Board for any one application.
2. Alternates will have no regular assignments on the Board.
3. The assignment of an alternate to the Board will come from an alphabetical roster list. The assignment will begin with the first alternate in alphabetical order and rotate through the list until all alternates have served and the rotation will be repeated.
4. The purpose of alternates is to maintain a full Board, or as close to full as possible during public meetings. The duty of the alternates is to attend public hearings where a regular Board member or members are unable to attend for any reason. If a regular member must recuse him or herself from an application, the alternate will be called to serve on the Board for that application only. For an ill or otherwise completely absent regular Board member, attendance of the alternate shall be for the complete agenda.

Town of Milton Development Review Board Procedural Bylaws

5. An alternate that is called upon to serve shall be required to be part of the Board until a decision is made on that application. This includes attending deliberative sessions and the continuance of the public hearing if it has been tabled or recessed.
6. The Chairperson of the Board shall appoint an alternate to serve on the Board by selecting an individual from the roster as provided in paragraph three (3) above whenever, based on one of the conditions identified in paragraph four (4) above, the Chairperson deems it appropriate to appoint an alternate. If the Chair does not appoint an alternate when one of the conditions identified in paragraph four (4) above occurs, a majority of the members of the DRB present and voting may appoint an alternate.

ARTICLE X - RULES OF CONDUCT

1. At all warned or noticed hearings of the Board, or at any Board meeting involving the presence of members of the community, the following rules of conduct shall be applied:
 - A. The Chairperson shall direct the applicant or person setting forth a proposal, Planning Staff, and all (interested) parties who wish to speak on the proposal, to step forth and take an oath to tell the truth, Applicant will then be asked to present such application or proposal.
 - B. The Chairperson shall then ask persons present who have comments with regard to the application or proposal to step forward, give their name, and make their comment. The applicant or person setting forth the proposal shall then be given an opportunity to respond before the next person is asked to step forward. All comments from Planning Staff, applicants, and interested persons shall be directed to the Chairperson.
 - C. After all persons have been heard, the Chairperson shall open the discussion to the members of the Board. Such discussion shall occur in an orderly fashion, with no more than one person speaking at any given time.
 - D. If more questions from persons present result from the discussion, the Chairperson shall repeat the procedure as set forth in item B above.

ARTICLE XI - AMENDMENTS

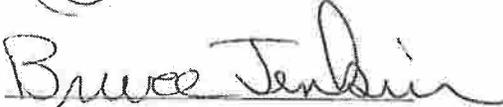
1. These rules may be amended at any regular meeting of the Board by an affirmative vote of a quorum of the Board provided that such amendment has been presented in writing to each member of the Board at least five (5) working days preceding the meeting at which the vote is taken.

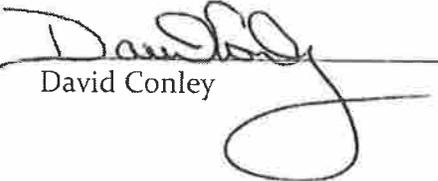
Town of Milton Development Review Board Procedural Bylaws

Adopted December 11, 1997, and amended this 26th of March, 2015


Allen Lasell, Chairperson

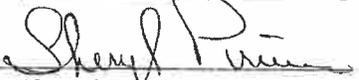

Clayton Forgan

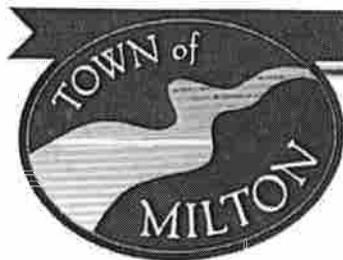

Bruce Jenkins, Vice-Chairperson


David Conley

Thomas Cole, Clerk

Filed with the Town Clerk's Office this 27 of March, 2015


Sheryl Prince, Town Clerk



DEVELOPMENT REVIEW BOARD

Meeting Type:.....Regular
Date:.....Thursday, June 9, 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 7:04 p.m.

3
4 **2. ATTENDANCE**

5 **Members Present:** Bruce Jenkins, Chair; David Conley, Vice-Chair; Henry Bonges, Clerk; Clayton Forgan

6 **Members Absent:** None

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

8 **Public Present:** See attached sign-in sheet

9
10 **3. AGENDA REVIEW**

11 None.

12
13 **4. PUBLIC FORUM**

14 None.

15
16 **5. OLD HEARINGS**

17 None.

18
19 **6. NEW HEARINGS**

20 **6(A). Scott Allard, Owner/Applicant -- Conditional Use -- 467 West Milton Road**

21
22 The Chair read the following summary to open the hearing:

23
24 **Scott Allard, Owner/Applicant** requests **Conditional Use** approval at 467 West Milton Road in order to
25 elevate a portion of the existing structure so the living space is above the base flood elevation. The proposal
26 does not include any increase in square footage. The subject property consists of approximately 0.85 acres, is
27 described as SPAN# 13071, Tax Map 6 and Parcel 42, and is located in the Flood Hazard Zoning District and
28 Lamoille Planning Area.

29
30 The Chair administered the Oath to Interested Persons. Representing the applicants was Scott Allard, hereafter
31 referred to as "Applicant."

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

- 34 1. The Applicant stated no excavation will occur.
- 35 2. The Applicant agreed that the Development Review Board (DRB) may attach such additional
- 36 reasonable conditions and safeguards as it may deem necessary to implement the provisions and
- 37 intentions of these Regulations and the Milton *Comprehensive Plan*.

3. Nothing was stated in reply to the reading of the following item: "The DRB shall determine if the proposal has an undo adverse effect on the above standards."
4. The Applicant agreed to construct and maintain the proposed addition in accordance with Section VII of Appendix A, Special Flood Hazard Area.
5. The Applicant stated that a FEMA Elevation Certificate had already been submitted and wondered if a new one would be required. Staff clarified that it is required and the Applicant agreed that the proposed improvements shall be located such that the lowest floor is at least one (1) foot above the base flood elevation, and that this must be documented in as-built condition with a FEMA Elevation Certificate.
6. The Applicant stated that he'd been in contact with a permit specialist from the Vermont Agency of Natural Resources (ANR), and had been told that his project was not worth their time to review. Furthermore, he'd been asked to tell the Town of Milton to stop bothering ANR with these small requests. Staff replied that the regulations (Zoning Regulations Appendix A, Section VIII, A, 1b) specifically state that one is required, particularly in the floodway. The Applicant agreed to try to obtain something in writing from ANR, whether that be a statement that their review is not necessary or a Project Review Sheet (PRS). The Applicant agreed that a copy of any such documentation shall be provided to the Town before a zoning permit can be issued and that all required State and Federal approvals shall be acquired. Staff will follow-up with ANR to obtain their view on the types of proposals that should be required to obtain ANR review.
7. The Applicant agreed that, if approved, any comments made by the State NFIP Coordinator will be addressed prior to the issuance of a Zoning Permit.
8. The Applicant agreed that a Zoning Permit is required prior to construction and an associated Certificate of Compliance is required after construction is complete (and prior to occupation/use of the new structures).
9. Conley asked what the height of the new bedrooms would be. The Applicant stated they will be the height of the second floor, an elevation of 118.45. Bonges clarified that the proposal includes a tear-down and rebuild, not just elevation of the existing structure. The Applicant agreed. The DRB had no further questions or comments.

MOTION by Conley to APPROVE the Conditional Use application for 467 West Milton Road subject to the conditions above; SECOND by Forgan. Unanimously APPROVED.

6(B). J.M. Rowley Corporation, Owner/Kevin Carmichael, Applicant -- Site Plan & Conditional Use -- 5 River Street

The Chair read the following summary to open the hearing:

J.M. Rowley Corporation, Owner/Kevin Carmichael, Applicant request after-the-fact Site Plan & Conditional Use approval under Section 110 of the Milton Zoning Regulations for an expansion of use to add an accessory vehicle/trailer (U-Haul) rental service to the existing personal service use (Tool Wizard & More) at 5 River Street. The proposal includes modifications to the approved parking and internal circulation. The subject property consists of approximately 1.68 acres, is described as Tax Map 34 and Parcel 2, and is in the Old Towne Residential/Commercial (M5) Zoning District and Town Core Planning Area.

The Chair administered the Oath to Interested Persons. Representing the Applicant was Kevin Carmichael, Marcia Phillips, Nathan Dandra and Scott Allard, hereafter referred to as "Applicant(s)."

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

- 1 1. The DRB did not feel that a site visit was necessary.
- 2 2. The Applicant stated that a portion of the building housing the existing personal service is specifically
3 designated for the U-Haul business, with a front counter. The Applicant stated Tool Wizard & More is
4 separate from U-Haul.
- 5 3. The Applicant agreed that, if approved, a Zoning Permit is required and an associated Certificate of
6 Compliance is required to cure the Zoning Violation. The Chair asked about the Zoning Violation
7 and Staff clarified. The Chair inquired how adding a U-Haul business is an expansion of use and the
8 Applicants wondered the same. Staff explained why the addition of the U-Haul business
9 (particularly because parking previously approved in the Site Plan for Tool Wizard & More is being
10 used to park U-Haul trucks, thereby changing the approved internal circulation) does require a Site
11 Plan Amendment.
- 12 4. Discussion about existing and proposed parking was held. Staff and the Applicant clarified the
13 exhibits presented. The Applicants indicated they would like to be able to park four U-Haul vehicles
14 in the front along Route 7. The Vice-Chair asked what the maximum number of vehicles on-site at
15 any given time could be; the Applicant replied that they'd just gone through one of their busiest
16 weekends, and there were approximately 16 pieces of equipment on site during that time. The
17 Applicant explained the nature of the U-Haul business, stating most trucks are one-way rentals and
18 therefore are removed from the site quickly, typically within a few days. The Vice-Chair inquired
19 about parking for the neighboring rental unit on the same parcel. The Applicant replied two parking
20 spaces are proposed for the rental unit. The number of parking spaces dedicated to the U-Haul
21 business, the delineation of parking spaces, the number of spaces used by employees, and
22 handicapped parking were all discussed.
- 23 5. The Clerk asked about green space as a possibility to break up the expanse of pavement, and
24 wondered if the Applicant had considered this. The Applicant replied that one of the reasons they
25 had not followed through on a previously approved Site Plan approval was due to one of the
26 conditions of approval, which was to install a berm and some green space along the Route 7 frontage.
27 This was cost-prohibitive and not feasible to the business that was in place at that time. The site's
28 history was discussed by the group.
- 29 6. The group felt that the parking of rental vehicles had already been discussed. The Vice-Chair felt it
30 was fair to want to park 3-4 vehicles along Route 7. There were no further comments.
- 31 7. The Applicant stated that are willing to set a maximum lot limit of 10 trucks, 4 regular size trailers
32 and two pieces of towing equipment, resulting in 16 total pieces of equipment on the lot at any given
33 time. The Applicant stressed that this a maximum number, will not be the norm, and that typically
34 there will be fewer pieces of equipment on site.
- 35 8. The DRB felt that the proposal does not have an undue adverse effect on the traffic on roads and
36 highways in the vicinity, stating the proposal likely will impact traffic less than the previous use did.
37 The Applicant added that typically customers are in and out quickly.
- 38 9. The Applicant agreed that if Conditional Use approval is granted, the Development Review Board may
39 attach such additional reasonable conditions and safeguards as it may deem necessary to implement
40 the provisions and intentions of these Regulations and the Milton *Comprehensive Plan*.
- 41 10. The Applicant agreed that the DRB may impose appropriate conditions and safeguards to meet the
42 standards of the Site Plan section.
- 43 11. The Applicant agreed that the DRB may grant the requested waivers from the application
44 requirement of ZR803.6, ZR803.7, ZR803.8, ZR803.9, and ZR803.10. The Applicant confirmed there is
45 a drop-box on the side of the building.
- 46 12. The Applicant agreed that he DRB shall determine the appropriateness of the proposed landscaping
47 and screening. The Chair confirmed with the Applicant that no changes are proposed.
- 48 13. The DRB felt that the adequacy of existing parking had already been discussed.

- 1 14. The Applicant agreed that Final Plans shall clearly label existing ADA parking spaces.
2 15. The Applicant did not desire a physical barrier to be placed to prevent encroachment into the public
3 right-of-way, but was open to discussion. It was agreed that concrete barriers will be erected in front
4 of the four front parking spaces that will house the trucks. Barriers shall be indicated on the Final
5 Plans.
6 16. A 10 foot by 60 foot loading/unloading space was discussed and Staff indicated where it could be
7 shown on the Final Plans. The DRB briefly discussed that the current business will be doesn't require
8 a lot of loading/unloading, or deliveries.
9 17. The Applicant felt that the requirement to provide at least one bicycle parking or storage facility is
10 not necessary, stating that if anyone wanted to leave their bike there, they would happily secure it
11 inside the building. Once it was explained that this is a requirement for all Site Plans, the Applicant
12 agreed to provide it and show and its location on the Final Plans. Potential locations were discussed.
13 18. The Applicant agreed to obtain a Project Review Sheet from the Permit Specialist in the District 4
14 Regional Office of the Agency of Natural Resources, provide a copy to the Town, and obtain all
15 required State permits and approvals prior to issuance of a Zoning Permit.
16 19. The Applicant agreed to submit two (2) full-sized (to scale) and two (2) reduced (11 x 17) complete
17 final plan sets depicting the requested changes and that the revised plans must be deemed Final by
18 the Town Planner prior to being eligible for a Zoning Permit from the Zoning Administrator. The
19 Applicant asked what specifically needs to be shown; the Chair explained that the Final Plan must
20 illustrate all features discussed, including but not limited to: outdoor lighting, resident and
21 commercial parking, plantings, curbing, the bike rack, the loading zone, etc. Staff is available to assist
22 with Final Plan requirements. *The Applicant is advised to submit ONE plan set for staff review prior to*
23 *submitting all the copies of the Final Plan sets.*
24 20. The following numbered item was not read aloud, but is a requirement: CONDITIONAL USE
25 approval shall expire one year from the date of issue. If the work has not been completed, the applicant
26 shall apply to the Zoning Administrator for an extension. The Zoning Administrator may grant a
27 single one-year extension for the identical project only.
28 21. The Applicant agreed that a Zoning Permit is required for expansion of use or construction and an
29 associated Certificate of Compliance is required.
30 22. The Applicant responded to the one question remaining from the DRB, relating to foot traffic.
31 Bonges expressed a desire to do a site visit; Conley and Jenkins both stated they had no need for one.
32 Forgan and Bonges will do individual site visits.
33

34 Hearing no further questions or comments, the Chair closed the Hearing at 7:59 p.m.
35

36 7. OTHER BUSINESS

37 7(A). Staff Update

38 Staff gave a quick update on Planning Department activity:

- 39 • The second DRB meeting in June has been cancelled. The DRB's next meeting will be July 14, 2016
- 40 • New DRB application forms are active and feedback is being received. Although the form may seem
41 daunting at first, it's gathering much more quality information up-front, and in fact is only slightly
42 longer than the previous forms. Some formatting quirks are being worked out, and any further
43 feedback is appreciated.
44

45 8. MINUTES

46 8(A). Minutes of May 26, 2016

47 MOTION by Bonges to APPROVE the Minutes of May 26, 2016 as written; SECOND by Forgan.

48 Unanimously APPROVED.

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9. DELIBERATIVE SESSION

MOTION by Conley to enter Deliberative Session at 8:14 p.m.; SECOND by Forgan. Unanimously APPROVED.

10. ADJOURNED

MOTION by Conley to adjourn at 8:15 p.m.; SECOND by Forgan. Unanimously APPROVED.

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

Bruce Jenkins, Chair /kt

Draft filed with the Town Clerk this 14th day of June, 2016.

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

MEETING SIGN-IN SHEET - Milton Development Review Board

Date: Thursday, June 9, 2016

NAME (PRINT)	SIGNATURE	MAILING ADDRESS	PHONE #
Suzi Anasop		467 W. Main St	53-4528
Marcia Pittman		775 Creek Fr. Cir	879-0230
Kevin Carmichael		" "	" "
John Parker		15. Cottage, Cottage St	766-1222
Rick & Jan Zile		76 East Spring St. West	(888) 0570
William Heald		35 Fielder Rd Huntington, VT 05462	802-520-5204

NOTE: THOSE WISHING TO GAIN INTERESTED PERSON STATUS AND TESTIFY ON AN APPLICATION MUST ALSO SIGN-IN ON THE HEARING SIGN-IN SHEET.