



# MILTON PLANNING COMMISSION MEETING MINUTES

Meeting Type:.....Regular  
Date:.....Tuesday, January 19, 2016  
Time:.....6:00 p.m.  
Place:.....Municipal Building Community Room  
Address:.....43 Bombardier Road, Milton, Vermont 05468-3205  
Contact:.....(802) 893-1186  
Website:.....miltonvt.org

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1 **1. CALL TO ORDER**

2 The Vice-Chair called the meeting to order at 6:03 p.m.  
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4 **2. ATTENDANCE**

5 **Members Present:** Lori Donna, Chair (arrived at 6:20 p.m.); Julie Rutz, Vice-Chair; Tony Micklus, Clerk;  
6 John Lindsay; and Henry Bonges.

7 **Members Absent:** None.

8 **Staff Present:** Jacob Hemmerick, Planning Director

9 **Public Present:** None.  
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11 **3. AGENDA REVIEW**

- 12 • None.  
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14 **4. PUBLIC FORUM**

- 15 • None.  
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17 **5. STAFF UPDATE**

- 18 • Hemmerick announced the result of the Selectboard's Interim Zoning Conditional Use  
19 application; the Selectboard accepted the Planning Commission's recommendation, denying the  
20 application.
- 21 • Hemmerick stated that another Interim Zoning PUD-M application at the corner of US Route 7  
22 and Racine has been submitted but is pending completion.
- 23 • Hemmerick also went over an informational item in the packet showing how the Department is  
24 beginning to track workflow in FY17, monitor trends, and provide better reporting. Bonges  
25 recommended tracking the average number of days between filing and issuance for each major  
26 category: such as Zoning Permits and Certificates of Compliance. Hemmerick said that he would  
27 add that to the spreadsheet, and invited the Commission to look it over between meetings for any  
28 additional feedback.
- 29 • Lindsay inquired about procedural details of the Zoning Permit form. Hemmerick said that the  
30 Zoning Administrator is working on a draft Zoning Permit form to make the Zoning Permit form  
31 more approachable/user-friendly. Hemmerick and Castle are also working on revisions to the  
32 Development Review Application forms to improve information collection up front.. The  
33 Planning Commission requested to serve as a test/focus group to provide feedback on the forms  
34 before they go live. Hemmerick said that they aim to bring this back to the Commission in  
35 March.
- 36 • Hemmerick noted that the PlaceSense contract was approved by the Selectboard, funded from  
37 personnel savings earlier in the fiscal year and line-item support in the Department's FY17 Board-  
38 approve budget going before the voters in March.

- 1 • Lindsay noted that he had a hard time hearing via Skype last meeting, and recommended that  
2 the review underway should also focus on the ordinance's framework. Hemmerick noted that  
3 this is something that PlaceSense and Staff are considering, and will forward the draft framework  
4 into which new language will be inserted. Hemmerick said that there will be several  
5 opportunities to review the compiled language prior to final packaging for amendment.
- 6 • Bonges also affirmed the usefulness of the dimensional/district table and the utility use/district  
7 table. Hemmerick said this is on his list.
- 8 • Donna arrived and relayed a discussion among the School Board about the effects of transient  
9 populations and the need to develop and maintain a strong sense of community and long-term  
10 investment.

## 11 12 **6. BUSINESS**

### 13 14 **6(A). 2016 Bylaw Amendment Downtown Business District (DB1) Standards**

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16 Hemmerick requested that the Commission finalize the proposed standards for the first community  
17 workshop.

#### 18 19 **Revisions:**

- 20 • Clarify "upper floor residential" to something like "mixed use: commercial w/upper-floor  
21 residential" [Staff: make clear this includes senior housing, and may also want to make clear that all  
22 buildings commercial or mixed-use can be multi-tenanted].
- 23 • Make "home business" conditional use.
- 24 • Remove "agriculture/forestry" from the list of permitted uses, but note the exemption elsewhere in  
25 the ordinance, such as it shown currently in ZR870; consider this question again when the  
26 commission considers agricultural uses below the state exemption -- to be finalized in March.
- 27 • Remove cemetery as a conditional use.
- 28 • Reduce base-line residential density to 15 (4001D & E), but will consider density bonus up to 20 (add  
29 placeholder for this) for those going above and beyond; will review development standards post  
30 outreach to determine which development or site plan standards could be tied to unit bonuses.
- 31 • Integrate visuals where feasible.

#### 32 33 **Questions:**

34 How big can an accessory apartment currently be according to Milton's regulations? Answer: "The  
35 "gross floor area" 40% of the "habitable floor area" of the detached single family home as it existed at the  
36 time of creation of the accessory apartment (ZR1110)."

37  
38 Bonges noted the merits of auditing all existing uses within the DB1 district, noting where they fall now  
39 and where they would be post-amendment -- to better communicate the change to property owners.

40  
41 The Commission finalized a draft by UNANIMOUS CONSENT to be packaged for the first community  
42 workshop scheduled in March, to be established next meeting.

### 43 44 **6(B). 2016 Bylaw Amendment: Site Plan Standards**

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46 The Commission discussed the Site Plan Standards and revisions they would like to see for review at the  
47 next meeting.

1 **Revision requests:**

- 2 • Include minimum parking landscaping percentage (currently 10% per ZR814.6) with guidance on
- 3 what parking area is (discussed last meeting).
- 4 • Retain the stretch code requirements for discussion at public workshop. Remove structural
- 5 requirement for solar.
- 6 • Integrate visuals where feasible.

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8 The Commission finalized the revisions by UNANIMOUS CONSENT to be packed for another review.

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10 **6(C). Fee Schedule Proposal.**

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12 The Commission reviewed a rough draft of Fee Schedule amendments, provided initial feedback, and  
13 will be given another opportunity to review a final draft prior to going to the Selectboard at next  
14 meeting. Donna recommended a reduction in the permit amendment cost.

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16 **7. APPROVAL OF MINUTES**

17 **7(A). Minutes of December 1, 2015**

18 MOTION by Micklus to APPROVE the Minutes as written; SECOND by Lindsay. Discussion:  
19 none. Motion APPROVED.

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21 **8. ADJOURNED**

22 MOTION by Micklus to adjourn at 8:13 p.m., SECOND by Rutz. Discussion: none. Unanimously  
23 APPROVED.

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25 **Minutes approved by the Commission this \_\_\_\_\_ day of \_\_\_\_\_, 2016.**

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28 \_\_\_\_\_  
29 **Lori Donna, Chair**  
30 /jmh

31  
32 **Draft Filed by Staff with the Town Clerk this \_\_\_\_\_ day of \_\_\_\_\_, 2016**

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34 **Final Filed with the Town Clerk this 21st day of April, 2016**

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36 **Next Meeting:**

- 37 • Receive Final Edits to DB1.
- 38 • Final Advisory Review of Fee Schedule
- 39 • Finalize Site Plan Language
- 40 • Set Date and Plan for Community Outreach Workshop 1
- 41 • Introduction to M District Language

42  
43 **Follow-up Items:**

- 44 • Commission: review workflow handout for any additional feedback.
- 45 • Hemmerick: add average number of days to process zoning permits and certificates of
- 46 compliance to workflow tracking spreadsheet.
- 47 • Hemmerick: send Commission bylaw framework.
- 48 • Hemmerick: finalize fee schedule edits for Commission review.

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**Placeholders:**

- Exempt agriculture regulation.
- Review use definitions for stability (where appropriate), particularly the uses protected by statute.
- Density bonus standards
- How to handle existing PUDs and protected open spaces moving forward.
- Site plan expiration language.
- Staff: review of site plan application requirements.
- Staff: encourage landscape screening of ancillary facilities; and address rooftop ancillary facilities.