



MILTON PLANNING COMMISSION MEETING MINUTES

Meeting Type: **Regular**
Date: **Tuesday, February 2, 2016**
Time: **6:00 p.m.**
Place: **Municipal Building Community Room**
Address: **43 Bombardier Road Milton, VT 05468**
Contact: **(802) 893-1186**
Website: **www.miltonvt.org**

1 **1. CALL TO ORDER**

2 The Vice-Chair called the meeting to order at 6:10 p.m.
3

4 **2. ATTENDANCE**

5 **Members Present:** Lori Donna, Chair; Julie Rutz, Vice-Chair; Tony Micklus, Clerk; Henry Bonges.

6 **Members Absent:** John Lindsay.

7 **Staff Present:** Jacob Hemmerick, Planning Director; Brandy Saxton, PlaceSense consultant.

8 **Public Present:** None.
9

10 **3. AGENDA REVIEW**

- 11 • None.

12
13 **4. PUBLIC FORUM**

- 14 • None.

15
16 **5. STAFF UPDATE**

17 **5(A). Revised Amendment Work Schedule**

18 Staff presented a revised work schedule consistent with Saxton's contract and Staff's portion of the
19 revision work, such as Urban Agriculture language and miscellaneous housekeeping items. Staff
20 advised that now is a good time to hold a Special meeting with the Selectboard to present the
21 proposed bylaw amendments for review. Hemmerick explained that the Town Manager had
22 proposed February, 22nd, but there was a conflict that night; the Commission instructed
23 Hemmerick to see if the Board was available on February 23rd.
24

25 The start time for the Planning Commission's February 16, 2016 meeting was changed to 7:00 p.m.
26 It was unanimously agreed upon that, effective March 1, 2016, the regularly scheduled start time
27 will be 6:30 p.m.
28

29 **5(B). Other News**

30 Staff advised that the monthly Staff Updates will resume beginning in February (for the previous
31 month). These will contain information regarding staff activity, general department information,
32 and news from other agencies.
33

34 **6. NEW BUSINESS**

35 **6(A). Unified Bylaw: DB1 & Site Plan Standards**

36 Staff presented the most recent draft of the proposed Site Plan standards, containing revisions that
37 were previously requested by the Commissioners. The inclusion of more illustrations was briefly

1 discussed. The idea of presenting graphics in the Municipal Building lobby on Town Meeting Day
2 was floated and well-received. The Commissioners felt this was a great way to reach a lot of
3 people. The Chair inquired about the legality of the idea, as there are restrictions on what can be
4 posted- and where- on Town Meeting Day. Staff advised that it should not be a problem.
5

6 *Next Steps:* the Commissioners confirmed that they were comfortable with the current draft
7 language for the DB1 Site Plan Standards, and were ready to receive public feedback.
8

9 **6(B). Community Workshop 1 Outreach Plan**

10 The group brainstormed ideas for community outreach. These included:

- 11 • a draft press release (PlaceSense)
- 12 • an informational item on the Planning Commission's webpage (Staff)
- 13 • posters/handouts for Town Meeting Day (PlaceSense)
- 14 • Front Porch Forum and/or local Facebook groups (Commissioners)
- 15 • the Town's Facebook page (Staff will update)
- 16 • the possibility attending a community event with a tri-fold (Commission)
- 17 • mailings to 4D participants (Staff)
- 18 • direct mailers to property owners in DB1 (Pending)
- 19 • general advertising for the community workshop
- 20 • a powerpoint presentation to review the details of the amendment (Pending)

21
22 Hemmerick expressed some reservations about a direct mailer to all property owners in the DB1
23 due to labor and time costs (a spreadsheet would have to be assembled parcel by parcel). Bonges
24 expressed support for direct outreach to DB1 stakeholders, and suggested door-to-door handouts
25 to tenant/owner businesses and residents. Bonges re-affirmed the need for a use table, which
26 Hemmerick noted is on near-term to do list.
27

28 Staff asked the Board to identify some key messages they would like communicated. The
29 following terms were identified as important:

- 30 • predictable outcome
- 31 • identifiable and walk-able downtown
- 32 • flexibility of uses
- 33 • a new and consistent image for Milton
- 34 • need to create a sense of place & community
- 35 • striving to encourage quality development
- 36 • creating a hub of commercial, civic and cultural activity
- 37 • quality of life
- 38 • making efficient use of public infrastructure
- 39 • consistent decision-making, etc.

40
41 *Next Steps:* Saxton agreed to assemble a press release and some handouts. Staff asked interested
42 Commissioners to send a quote that Staff will package for review at their next meeting.

1 Hemmerick will work on a use/district concurrence table, and Saxton and Hemmerick will discuss
2 assembly of a table explaining current and proposed uses.
3

4 **6(C). Unified Bylaw: M District Standards**

5 Staff presented a rough-draft map, to introduce the concept of creating 2 districts where there was
6 previously one. Saxton recommended removing existing, solidly residential areas from the
7 proposed district to create a more concentrated commercial district. Staff asked if this approach
8 made sense to the Commissioners, and discussion followed.
9

10 Donna felt that this was the right direction, but commented that some of the areas on the map
11 marked as residential were actually more of a commercial area, especially if one is thinking long-
12 term, such as 25 or more years from now. Bonges felt it was too early for the Commission to go in
13 to great detail about specific areas and streets at this point, and commented that walking the area
14 would help. The Commissioners spent some time on the topic of what's already existing, in an
15 effort to avoid creating non-conformities.
16

17 Saxton advised that a residential area along Route 7 provides a break between the core downtown
18 area and the industrial area to the south, helping to further define the downtown and break up the
19 strip development along Route 7. Bonges agreed these "anchors" at either end of the Route 7
20 stretch helped to create the neighborhood nodes that the Commission has previously discussed.
21

22 Hemmerick stated he would like the chance to bring the map back to the PC with an expanded
23 Commercial area, and clarified that the main question facing the Commission right now was if
24 they agreed with breaking it up in to separate Commercial and Residential districts. The
25 Commissioners unanimously agreed that it was the right direction.
26

27 Saxton asked about the desired transition between the new commercial district and the DB1:
28 should it be single-family residential, multi-family, offices, or anything else? Saxton stated there
29 needs to be a clear demarcation but also a smooth transition. Donna leaned toward the idea of
30 offices, possibly with residential above, but with much lighter density than the DB1. The idea is to
31 keep the DB1 as concentrated and defined as possible, but a smooth transition is also necessary.
32

33 The Commercial portion's permitted and conditional uses were discussed. It was mentioned that if
34 site standards are in place, there could be less need for Conditional Use review. It was reiterated
35 that just because a use is conditional does not mean it's not allowed; further, listing a use as
36 permitted can be a useful as a communication tool, as it conveys to the reader where the Town
37 prefers that use be located. A list of potential uses was discussed, with Commissioners expressing
38 their thoughts on the new district's use composition.
39

40 Next Steps: Donna and Hemmerick will convene to suggest map revisions for consideration at the
41 next meeting. Saxton will revise the Checkerberry Commercial district language for a second
42 review based on the feedback given.
43

44 **6(D). Fee Schedule Proposal**

1 The Selectboard will review the proposal at their meeting on February 15, 2016. Staff requested
2 that comments from the Planning Commissioners be made by February 8, 2016.
3

4 In summarizing the changes, Staff noted that about one-quarter are reduced fees, one-quarter are
5 new fees, one-quarter are increased fees, and one-quarter are maintained (existing) fees. The
6 proposed fees are a more accurate reflection of the time and expense incurred by the Town in
7 processing the applications, and they provide many more financial incentives for the applicant to
8 do the project in line with the law..
9

10 **7. MINUTES**

11 **7(A). Minutes of January 5, 2016**

12 MOTION by Rutz to APPROVE the Minutes as written; SECOND by Bonges. Discussion: None.
13 Unanimously APPROVED.
14

15 **9. ADJOURNED**

16 MOTION by Micklus to adjourn at 8:08 p.m.; SECOND by Rutz. Unanimously APPROVED.

17 **Minutes approved by the Commission this _____ day of _____, 2016.**
18
19
20

21 **Lori Donna, Chair**

/kt

22
23 **Draft filed with the Town Clerk this 5th day of February, 2016.**
24

25 **Filed with the Town Clerk this _____ day of _____, 2016.**
26