



MILTON PLANNING COMMISSION MEETING MINUTES

Meeting Type: **Regular**
Date: **Tuesday, March 1, 2016**
Time: **6:30 p.m.**
Place: **Municipal Building Assessor Conference 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 6:40 p.m.
3

4 **2. ATTENDANCE**

5 **Members Present:** Lori Donna, Chair; Julie Rutz (arrived approximately 6:50 p.m.), Vice-Chair; Tony
6 Micklus, Clerk; Henry Bonges; John Lindsay.

7 **Members Absent:** None.

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

9 **Public Present:** None.
10

11 **3. AGENDA REVIEW**

- 12 • Bonges noted that the dates of the Planning Commission's next meetings as noted on the Agenda
13 were incorrect; Staff advised that the correct dates are Monday, March 7, 2016 and Tuesday, March
14 15, 2016.
15

16 **4. PUBLIC FORUM**

- 17 • None.
18

19 **5. STAFF UPDATE**

20 Staff recapped Agenda items that the Planning Commission will be discussing at their upcoming joint
21 meeting with the Selectboard, scheduled for 3/7/16. An Acting Zoning Administrator policy is being
22 drafted to cover a variety of situations; for example: when the Zoning Administrator is unavailable, or to
23 avoid a conflict of interest. Staff also hopes to present the Fee Schedule amendments to the Selectboard
24 again, time permitting. Staff noted there may be an old Development Review issue regarding Legion Road
25 on the Agenda.
26

27 Staff then advised the Commissioners regarding recent and upcoming/pending Development Review
28 Board (DRB) hearing and decisions, as well as construction activity currently taking place. Upon hearing of
29 a possible subdivision of the Curran land, Donna requested that staff advocate for a roadway connection
30 between US Route 7 and Waterwheel Way. Hemmerick said that VTrans has reportedly voiced opposition
31 to this but staff will advocate for this connection.
32

33 Finally, Staff advised that the Planning Department's monthly update will be sent out soon, containing
34 points of interest, activities of the Department, training opportunities, and more.
35

36 **6. NEW BUSINESS**

37 **6(A). Preparation for Joint Meeting with Selectboard and Public Outreach**

38 Donna asked what time they the Planning Commission is scheduled for on the Selectboard agenda of
39 3/7/16; Staff responded 6:00 p.m. This time was discussed and agreed upon.
40

1 Moving on to Public Outreach, Staff asked the Commissioners which date they would like to reschedule the
2 first public outreach meeting to. April 5, 2016 at 6:30 p.m. was agreed upon.
3

4 The option of an "open-house" style event was discussed as another method of public outreach. This could
5 be a longer event, perhaps in the afternoon, at which community members could stop by at their leisure,
6 review materials, and ask questions. This provides an opportunity for people to ask questions about their
7 specific properties, creates an atmosphere for open dialogue and community involvement, and provides an
8 opportunity to participate for those who cannot make it to the other scheduled meetings and/or hearings.
9 Saxton noted that this is best undertaken toward the end of the process, and the Commissioners were
10 favorable to this.
11

12 Staff presented a draft memo that will be given to the Selectboard, asking the Commissioners to review and
13 suggest any revisions or additions within the next week. The memo illustrates the timeline that the PC has
14 been following and the work that has been put in to the bylaw amendments thus far.
15

16 Saxton presented presentation slides, including sketches and illustrations to be utilized at the community
17 outreach workshop. Bonges remarked he would like to see more graphics illustrating what could be
18 achieved under the proposed regulations, and more framework in general to give the public greater context
19 of what has been changed. Staff suggested a couple of "now and then" examples and Saxton recommended
20 handouts and brochures. The Commissioners briefly discussed the best way to present the amendments to
21 both the Selectboard and the public.
22

23 Staff read aloud a draft press release for review, and this was approved by the Commission. Staff also
24 presented a poster that will be distributed to publicize the event and mentioned other methods of outreach,
25 such as hand-outs in the library or other places that the public may pass through.
26

27 *Next Steps:* Staff will organize and finalize the presentation to the Selectboard. This is to be a progress
28 update versus a detailed presentation. The purpose is to identify any red flags the Selectboard may have,
29 before presentation to the public.
30

31 **6(B). M4 Zoning District Map & Walking Tour**

32 Staff suggested drawing the boundaries of the M4 Zoning District close to Marty's Auto and Avalon Pools
33 & Spas, to which there was general agreement. Transitional zones were discussed at length. Micklus
34 wondered about a lower density (but not single-family only) residential zone surrounding the downtown,
35 in order to support the walk-ability of the downtown business district. Bonges commented that the rule of
36 thumb for a walkable downtown is about 1/4 to 1/2 mile radius, and remarked that there are plans to
37 encourage neighborhood nodes; thus not everyone will need to walk directly to the downtown district.
38 General discussion regarding density surrounding the downtown business district followed. Bonges
39 requested more visual aides to convey the density message, at which point standard Land Use color coding
40 was discussed.
41

42 Donna remarked that it's important to keep in mind one of the reasons Interim Zoning was implemented:
43 the Town did not want "more of the same." Additionally, Donna has heard residents' frustrations that the
44 Town is pushing for multi-family, multi-unit buildings. Taking these in to consideration, the conversation
45 turned to reasons why single family dwellings are not being built, and ways to incentivize this type of
46 development. Saxton mentioned the minimum lot size could be lowered in order to encourage this.
47

48 *Next Steps:* Staff will revise the map based on the comments and concerns made by the Commission.

