



PLANNING COMMISSION

Meeting Type:..... **Regular**
Date:..... **Wednesday, April 19, 2016**
Time:..... **6:30 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 6:31 p.m.

3
4 **2. ATTENDANCE**

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

7 **Members Absent:** None.

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

9 **Public Present:** Bob Brisson.

10
11 **3. AGENDA REVIEW**

12 **Additions:** Staff noted that the Minutes of January 19, 2016 have been adopted but the Clerk
13 recently noticed there is not a signed copy on file. Therefore, Agenda item 7 will now include the
14 signing of these Minutes.

15 **Deletions:** None.

16
17 **4. PUBLIC FORUM**

18 None.

19
20 **5. STAFF UPDATE**

21 Staff gave quick updates on Legislative activities, new HUD requirements for certification of
22 mobile home installation, professional development opportunities, trainings, Green Up Day, and
23 other pertinent events.

24
25 **6. BUSINESS**

26 **6(A). Planning Commission Introduction to Public Service Board Solar Array Application**

27 William Veve, a solar developer working with the Jenkins Family Trust, gave an introduction to a
28 proposed solar array located in a 100+ acre field near McMullen Road. The specific area that the
29 array would be located in is a 3.5 acre scrub-brush area to the south, not located on Prime
30 Agricultural soil. Bonges had several questions about aesthetics and Veve stated a lot of care was
31 taken in choosing the site, adding that it would be almost invisible. Green Mountain Power (GMP)
32 has already approved of the project, which would be a 500 kilowatt net-metered, fixed ground-
33 mount solar array. Following Veve's presentation, Staff reviewed the time frame available for the
34 Commissioners to provide comments. Lindsay inquired if solar array installers and landowners

1 have considered opportunities for dual usage for the land beneath the arrays, highlighting bird
2 habitat.

3
4 **6(B). Downtown Business District Public Workshop Findings**

5 The Commission discussed their impressions of how the Public Workshop went. Donna
6 mentioned the discussions at the workshop were very encouraging, and that she'd received several
7 positive comments since then. Micklus agreed, stating that he, too, has received positive feedback.
8 Saxton concurred, stating the first outreach meeting went very well.

9
10 Lindsay expressed a desire to do more intensive outreach, perhaps through Lake Champlain
11 Access Television (LCATV), the Milton Independent, direct mailing, and other avenues. Lindsay
12 felt it was important for the Commission to do their due diligence in getting the message out and
13 the group agreed. The reasons that the new regulations are being proposed needs to be
14 communicated, as well as more specifics about the proposed changes. Donna suggested having
15 the proposals for both the DB1 and M4 zoning districts ready for the second community
16 workshop, to achieve maximum communication. Lindsay reiterated the need to be as proactive as
17 possible, and the group brainstormed different approaches. It was agreed that a video could
18 convey the message to as large an audience as possible, as it could be shown on LCATV, YouTube,
19 the Town website, and at future Public Workshops.

20
21 **6(C). Checkerberry M4 Zoning District Amendments**

22 Saxton presented a revised map for the Commissioners to review, pointing out the proposed
23 Checkerberry commercial and residential districts and other relevant features such as locations of
24 neighborhood nodes/centers. Staff detailed the changes from the last map that the Commission
25 had seen. It was noted that the Commission had taken care to avoid creating non-conformities
26 with the revisions.

27
28 Brisson asked about neighborhood centers and they were explained. He also asked about specific
29 changes to specific properties, and Staff explained how they could be affected.

30
31 Lindsay asked how the long-awaited secondary access road would fit in to these plans, if it were
32 ever to be realized. Lengthy discussion followed regarding the possibilities along this secondary
33 road.

34
35 Staff noted that the M4 district is currently only district where mobile home parks are permitted.
36 Saxton suggested treating a mobile home park as a PUD, using the same density standard as the
37 rest of the zoning district, in order to ensure equal treatment for all single family homes. Some
38 discussion of mobile home parks, safety, and density followed, as well as the rules and regulations
39 pertinent to these sites.

40
41 Donna inquired about a restaurant Use and Saxton confirmed that a restaurant would be listed as a
42 Conditional Use. Donna asked if Saxton was looking for final comments on the M4 district and
43 Saxton confirmed this. She added that the group had adjusted dimensional standards at their last
44 meeting, but didn't address design standards very much, so these need to be more fully addressed.

1 In response to questions posed by Brisson, Saxton relayed some suggestions regarding setbacks,
2 buffer strips between incompatible uses, and shared parking. These were discussed by the group;
3 questions were asked and answered. Side and rear setbacks in particular were rehashed and the
4 following was agreed upon:

- 5
- 6 • Commercial district rear setback of 10 feet, or 20 feet if abutting another zoning district.
- 7 • Commercial district side setback of 10 feet.
- 8 • Residential district rear setback remained of 30 feet.
- 9 • Residential district side setback of 15 feet, or 20 feet when if abutting another zoning district.

10
11 *Next Steps: Saxton will revise the details discussed, and the group will prepare to discuss neighborhood*
12 *centers at their next meeting.*

13
14 **6(D). Amended Zoning Permit Application Form Introduction**

15 The Zoning Administrator has been preparing an amended zoning permit application form. Staff
16 presented the new form as well as the old form to the Commissioners for their review and input,
17 and asked them to compare the two. They will report back with any recommendations.

18
19 **7. MINUTES**

20 **7(A). Approval of Minutes of March 15, 2016 and April 5, 2016**

21 MOTION by Micklus to APPROVE the Minutes of March 15, 2016 as written; SECOND by
22 Lindsay. Discussion: None. Unanimously APPROVED.

23
24 MOTION by Lindsay to APPROVE the Minutes of April 5, 2016 as written; SECOND by Micklus.
25 Discussion: None. Unanimously APPROVED.

26
27 **7(B). Signing of Minutes of January 19, 2016.**

28 The Chair signed the previously approved Minutes of January 19, 2016.

29
30 **9. ADJOURNED**

31 MOTION by Micklus to ADJOURN at 8:32 p.m.; SECOND by Lindsay. Unanimously APPROVED.

32
33 **Minutes approved by the Commission this _____ day of _____, 2016.**

34
35
36
37 **Lori Donna, Chair** _____ /kt

38
39 **Draft filed with the Town Clerk this 22nd day of April, 2016.**

40
41 **Filed with the Town Clerk this _____ day of _____, 2016.**