



## PLANNING COMMISSION

Meeting Type:..... **Regular**  
Date:..... **Wednesday, May 3, 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:** None.  
10

11 **3. AGENDA REVIEW**

12 **Additions:** None.

13 **Deletions:** None.  
14

15 **4. PUBLIC FORUM**

16 None.  
17

18 **5. STAFF UPDATE**

19 Staff gave a brief update on Selectboard activities, including a recent presentation on Impact Fees.  
20 Also discussed was the Selectboard's acceptance of an Irrevocable Offer of Dedication for a section  
21 of a multi-use pathway. Staff then gave an overview of updated Development Review Board  
22 (DRB) applications -- which were emailed to the Commissioners earlier -- and asked for their input  
23 and suggestions. The DRB continues to be busy, the Conservation Commission is coordinating  
24 Green Up Day, and the Economic Development Commission (EDC) continues planning of a  
25 business summit scheduled for Fall 2016.  
26

27 **6. BUSINESS**

28 **6(A). Public Service Board Solar Array Application Comment**

29 The Commissioners reviewed a letter drafted by Staff regarding VWSD LLC's application for a  
30 proposed solar array located on a 240-acre lot at 297 McMullen Road, Tax Map 8, Parcel 4.  
31

32 MOTION by Lindsay to accept the letter as written; SECOND by Micklus. Unanimously  
33 APPROVED.  
34

35 The Chair signed the letter, and Staff will distribute to the appropriate parties.

1 **6(B). Checkerberry M4 Zoning District Amendments**

2 Saxton presented "before and after" maps of the proposed Zoning District changes to illustrate the  
3 proposed changes and help the Commissioners visualize the revisions. Saxton explained the  
4 changes and took questions. The Neighborhood Center has been expanded, the M4-Commercial  
5 district has been reduced. Bonges stated the maps were very well done and helpful.  
6

7 Some discussion of the sewer service area followed, particularly but not exclusively in the M4  
8 district. The types of Uses desired in the sewer service area were discussed, as were the  
9 restrictions on the service area. Staff will prepare some information on the sewer service area and  
10 report back to the Commission.  
11

12 Saxton shared a rough draft of the M4 Commercial and Residential language, with changes  
13 requested at the group's last meeting, and requested feedback. The Commissioners will review  
14 more carefully before their next meeting, but for now this will be the framework moving forward.  
15

16 The conversation turned to residential uses and the pros and cons of residential in a commercial  
17 area were discussed. As proposed now, residential units above commercial units would be a  
18 permitted use, but the height limits will effectively restrict the number of residential units that  
19 could be built. Donna felt that the density should not be increased too much, as the goal is create a  
20 commercial area. The proposed mix of uses was then discussed. Staff asked if the group was  
21 comfortable with them, and there was general agreement that they were. Micklus stated he was  
22 happy with it the way it was. Donna had questions about a couple of specific uses, and Saxton  
23 clarified whether they were Conditional Uses or not.  
24

25 *Next Steps: Staff will prepare a memo on the Town's sewer service area to bring back to the Planning*  
26 *Commission.*  
27

28 **6(C). Neighborhood Center Draft Language**

29 Saxton then moved on to the proposed Neighborhood Centers, explaining the different ways they  
30 could be framed. The group generally agreed that the two Centers will have differing aesthetics,  
31 simply because the two locations being discussed are so different. For instance, the northern  
32 Neighborhood Center in the old village should likely have a more historical "feel" and aesthetics, in  
33 keeping with the neighborhood. Staff advised that creating a Designated Village Center could  
34 open the door to various grants. Discussion about this designation followed.  
35

36 Proposed Dimensional Standards of the two areas were then discussed. Saxton stated this is where  
37 the group will start to notice more differentiation between the southern and northern  
38 Neighborhood Center districts. The following are proposed:

- 39 • Road Frontage: 60' in the southern area; 45' in the northern area. These are in relation to the  
40 proposed lot sizes and the existing pattern.
- 41 • Minimum Lot Size will be larger in the south, and smaller in the north.
- 42 • Lot Coverage of 75%. Donna expressed hesitation at this percentage. In response to this,  
43 Saxton suggested a 75% coverage standard for the northern area, and a lower lot coverage  
44 for the southern area.

- Front Setback of 20'-100' for the southern area (allowing for green space & 2 rows of parking), and a much lesser setback for the northern area (with the intent of bringing the building close to the street).
- Side Setback: due to geographic constraints, side setback will not be so much of an issue in either area, and can remain at 10'.
- Floor Area Ratio: 2-story maximum for both the northern and southern area. Lindsay stated he would not mind seeing a 3-story building in the northern area.
- Building Footprint of 8,000 square feet for the southern area and 5,000 sq. ft. for the northern area.

A discussion of outreach methods followed, with the following opportunities considered:

- Milton Farmers' Market Community Dinner
- National Night Out
- A video to be shared online
- Televising the next Community Workshop

Finally, the Planning Commission meeting for the fifth of July was cancelled.

**7. MINUTES**

**7(A). Approval of Minutes of April 19, 2016**

Rutz noted that the draft Minutes of April 19, 2016 contained an error: she was listed as present, but was not. Therefore Rutz was crossed off the list of members present.

MOTION by Bonges to APPROVE the Minutes of April 19, 2016 as amended by Rutz; SECOND by Micklus. Discussion: None. Unanimously APPROVED.

**9. ADJOURNED**

MOTION by Micklus to ADJOURN at 8:04 p.m.; Motion SECONDED. Unanimously APPROVED.

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

Lori Donna, Chair

/kt

Draft filed with the Town Clerk this 6<sup>th</sup> day of May, 2016.

Filed with the Town Clerk this \_\_\_\_\_ day of \_\_\_\_\_, 2016.