



PLANNING COMMISSION

Meeting Type:.....Regular
Date:.....Wednesday, May 17, 2016
Time:.....7:00 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 Vice-Chair called the meeting to order at 7:04 p.m.

3
4 **2. ATTENDANCE**

5 **Members Present:** Lori Donna (arrived at 7:08 p.m.), Chair; Julie Rutz, Vice-Chair; Tony
6 Micklus, Clerk; Henry Bonges.

7 **Members Absent:** John Lindsay.

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

9 **Public Present:** None.

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11 **3. AGENDA REVIEW**

12 **Additions:** None.

13 **Deletions:** None.

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15 **4. PUBLIC FORUM**

16 None.

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18 **5. STAFF UPDATE**

19 Staff gave a quick overview of the monthly Planning Department Staff Update that was recently
20 sent, as well as updates on Green Up Day, Economic Development Commission activities, and
21 state legislation. Volunteer and training opportunities were discussed. Re-appointments to the
22 Planning Commission are coming up in June; Staff will send out information in early June.

23 Development Review Board (DRB) activity was reviewed; questions were asked and answered.

24
25 **6. BUSINESS**

26 **6(A). Zone Change Request I-1 to R-1**

27 The Chair recused herself from the discussion due to a relationship with the applicant. Staff
28 stated the purpose of the night's discussion was to introduce the Commission to the application,
29 and that no decision is needed at the moment. The Applicant is requesting a zoning district
30 change to take the subject parcel from the "Light Industrial" (I-1) district to the "Old Towne
31 Residential" (R-1) district. Bonges clarified that some of the parcel borders the R-1 district. Staff
32 read through the goals for that area, so the Commissioners may consider how the potential zone
33 change would fit in with these goals.

34
35 *Next Steps: Staff will write an analysis and provide a Staff Report to the Commission at their next*
36 *meeting.*

37
38 **6(B). State Growth Center Designation Overview**

1 Staff gave an overview on the Growth Center Designation program, and noted where the
2 Commissioners could obtain more information. A requirement is that the Town must have a
3 specific Comprehensive Plan goal stating that the Town would like to pursue a designation. If
4 the group would like to move toward getting a designation, that would be the first step in 2017.
5 Hemmerick and Saxton advised that the only location likely to be approved by the State would
6 be the village center, logically centered on the historic village.
7

8 **6(C). Draft Neighborhood Center Zoning District Review**

9 Saxton provided revised draft language for the Checkerberry Neighborhood Center District and
10 the Historic Neighborhood Center District, incorporating ideas discussed at the last meeting.
11 Points of note included:
12

- 13 • Checkerberry Neighborhood Center Zoning District
 - 14 ○ Language revised to accommodate higher density commercial uses.
 - 15 ○ Eliminated the 20' setback requirement if the subject parcel abuts another zoning
 - 16 district.
 - 17 ○ Encourage parking to the side and rear.
 - 18 ○ Dimensional standards as follow: 6,000 square foot minimum lot size, 45 feet of
 - 19 road frontage, lot coverage lowered to 70%, front setback of 10 feet.
 - 20 ○ Maximum building footprint of 8,000 square feet.
 - 21 ○ No change to the building height.
 - 22 ○ No changes to the permitted Uses.
 - 23
- 24 • Historic Neighborhood Center District -
 - 25 ○ Purpose statement revised to reference upper-floor housing, higher density
 - 26 mixed-use development, and encouragement of designs compatible with the
 - 27 historical village.
 - 28 ○ Conditional Use review now triggered at 3,000 square feet.
 - 29 ○ Parking to side and rear rather than the front where feasible, while recognizing
 - 30 that there are topographical constraints in the area.
 - 31 ○ Language changes that address compatibility of form, scale, mass and materials
 - 32 with the existing neighborhood.
 - 33 ○ Language addressing franchise architecture.
 - 34 ○ New, solely residential structures not permitted, but unitizing within an existing
 - 35 structure could be (for example, a duplex could become a triplex provided there
 - 36 is no expansion of the structure).
 - 37 ○ No changes to the permitted Uses.
 - 38

39 The Commission discussed the possibility of permitting a ground-level, single family dwelling
40 unit in combination with a commercial use in this area. This would allow for a business up
41 front and a home in the back of the lot. Saxton will prepare some draft language for the
42 Commission to review.
43

44 *Next Steps: Staff will work on the Use Table. Saxton will work on the structure of the new Regulations.*
45 *Farther down the road, the unification of the Zoning Regulations and Subdivision Regulations will be*
46 *addressed.*
47

1 **7. MINUTES**

2 **7(A). Approval of Minutes of May 3, 2016**

3 MOTION by Rutz to APPROVE the Minutes of May 3, 2016 as written; SECOND by Micklus.
4 Unanimously APPROVED.

5

6 **9. ADJOURNED**

7 MOTION by Micklus to ADJOURN at 8:01 p.m.; SECOND by Rutz. Unanimously APPROVED.

8

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

10

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13 **Lori Donna, Chair**

/kt

14

15 **Draft filed with the Town Clerk this 19th day of May, 2016.**

16

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