



## PLANNING COMMISSION

Meeting Type:.....**Regular**  
Date:.....**Tuesday, August 16, 2016**  
Time:.....**7:00 p.m.**  
Place:.....**Planning Department Office**  
Address:.....**43 Bombardier Road Milton, VT 05468**  
Contact:.....**(802) 893-1186**  
Website: .....**www.miltonvt.org**

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### MEETING MINUTES

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1 **1. CALL TO ORDER**

2 The Vice-Chair called the meeting to order at 6:07 p.m.  
3

4 **2. ATTENDANCE**

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

6 **Members Absent:** Lori Donna, Chair.

7 **Staff Present:** Jacob Hemmerick, Planning Director; Regina Mahoney, Chittenden County Regional Planning  
8 Commission (CCRPC); Brandy Saxton, PlaceSense consultant.

9 **Public Present:**

10  
11 **3. AGENDA REVIEW**

12 **Additions:** None.

13 **Deletions:** None.

14 **Corrections:** None.  
15

16 **4. PUBLIC FORUM**

17 None.  
18

19 **5. STAFF UPDATE**

20 **5(A). General News/Updates; Statutory Notices from Other Agencies; Development Review Report**

21 Staff gave an update of Department activities, scheduled leave, special projects, administration, and general Town  
22 news.  
23

24 **6. BUSINESS**

25 **6(A). All Hazards Mitigation Plan Update**

26 Mahoney distributed a Memo detailing the All Hazards Mitigation Plan, explaining the purpose of the plan and  
27 the process of developing it. In addition to the obvious benefits of being prepared for these hazards, having such  
28 a plan in place ensures that, in the event of a federally-declared disaster, a municipality is set up to receive FEMA  
29 disaster relief funds. The plan is done every 5 years, and the CCRPC is working now to get the next plan ready.  
30 The first draft has been sent to the Department of Homeland Security, the CCRPC has received their feedback,  
31 and revisions are being made based on the feedback received. Once approved by the state, the plan is sent to the  
32 Federal Emergency Management Agency (FEMA). Mahoney explained the basic set up which includes an  
33 "umbrella" plan covering all of Chittenden County, with municipal annexes.  
34

35 Mahoney mentioned that the current draft contains lots of information looping back to previous plans, providing  
36 updates, data reporting, assessments, etc. River corridors were discussed, highlighting the importance of  
37 managing and protecting these corridors. Bonges commented that most of the plan seems to be based around  
38 water. Mahoney explained that all types of hazards are taken in to consideration, including - but not limited to -  
39 telecommunications, epidemics, natural disasters, terrorism, and so on. For Milton, the top two hazards are  
40 center around severe rainstorms and water pollution, thus the focus on water that Bonges noted.  
41

1 Micklus asked about large scale energy movement hazards and noted that the Town has about 5 trains going  
2 through it on a regular basis that carry fuel oil. Additionally, the VT Gas pipeline comes through Milton.  
3 Mahoney stated that she was pretty sure these concerns are addressed in the plan, and will double check that.  
4

5 In summary, Mahoney noted that this plan – as opposed to past ones – focuses much more on risk mitigation  
6 than on emergency response. Comments and concerns are encouraged.  
7

#### 8 **6(B). Draft Map Review**

9 After some general questions, this was tabled by unanimous consent.

#### 10 **6(C). Unified Bylaws "General Provisions" Sections 1 & 4, Review of Second Draft**

11 Section 4 address the following:

- 12 • Roles and Responsibilities
- 13 • Fees and Filing Requirements
- 14 • Zoning Permit Procedures
- 15 • Site Plan and Conditional Use Review
- 16 • Subdivision and PUD Review Procedures
- 17 • Notice, Hearing and Decision Procedures
- 18 • Appeal Procedures
- 19 • Enforcement Procedures
- 20

21  
22 The discussion picked up where it left off at the group's last meeting: Section 430, Site Plan Review and  
23 Conditional Use. Saxton mentioned a purpose statement has been added to convey the reason Site Plan review is  
24 necessary.  
25

26 Site Plan review is divided in to two categories, major and minor. More flexibility is desired for Site Plan  
27 Amendments, and this division expands the Zoning Administrator's (ZA) authority to review minor site plan  
28 changes administratively. For example, a change of use in a multi-tenanted building would not necessarily  
29 require full site plan review. If the proposed use is similar to the previously approved one, the ZA could approve  
30 the change administratively, as a Minor Site Plan Amendment. However, the ZA always has the option of  
31 referring the case to the Development Review Board (DRB).  
32

33 Conditional Use applications, which will always have to be heard by the DRB, were briefly discussed. Combined  
34 Review was also quickly reviewed: per state statute, if more than one DRB approval is needed, the applications  
35 may be heard at one meeting. Staff noted that the section on amending an approved plan has had important  
36 language added which clarifies that amending an approved plan does not extend the expiration date. This closes  
37 the loophole that keeps Site Plans valid perpetually.  
38

39 Minor subdivision review addresses Boundary Line Adjustments, and would permit the ZA to administratively  
40 review and approve them. This is a great tool to process relatively simple boundary adjustments on which all  
41 parties agree. Pre-Application language was briefly reviewed next, leading to discussion of the Subdivision  
42 procedures. A subdivision Sketch plan would be reviewed by the ZA, and the next approval(s) -- Preliminary  
43 and Final Plan for Major subdivisions; Final Plan for Minor subdivisions – would need to be obtained from the  
44 DRB. Following Preliminary Plan approval, the Final Plan would be required to be submitted within 6 months.  
45 The details of Final Plan review were discussed. Bonges questioned whether or not an extension is an option,  
46 Saxton confirmed that it was not. It was also clarified that once a plat is legally recorded for a subdivision, there  
47 is no expiration date for that subdivision; it is complete even if other proposed plans for those parcels do not  
48 occur. Phased projects were discussed in relation to this. It was noted that once the Planned Unit Development  
49 section is solidified, the group will need to loop back to Section 4408(a) for further review.  
50

1 Notice, Hearing and Decision procedures were reviewed. Most of the language here is statutory, detailing the  
2 requirements for noticing and conducting a Hearing, and issuing a decision. Bonges inquired about the  
3 requirements for continuing or recessing a Hearing; these were discussed. Saxton will research a few items and  
4 reword this section if necessary.  
5

6 *Next Steps:* Staff noted the need to establish a clear pathway for phased projects to be completed with a  
7 reasonably consistent vision and execution. For their next meeting on 8/30/16 the group will meet at 5:15 p.m. to  
8 conduct a walking tour of the DB1 district. Following the walk, the bylaw review will pick up at Section 460.  
9

10 **7. MINUTES**

11 **7(A). Approval of Minutes of August 2, 2016**

12 Micklus noted an error on Page 2, Line 27: this should read Century 21, not Century 12. MOTION by Bonges to  
13 APPROVE the Minutes of August 2, 2016 as amended; SECOND by Lindsay. Discussion: none. Unanimously  
14 APPROVED.  
15

16 **8. ADJOURNED**

17 MOTION by Lindsay to ADJOURN at 8:12 p.m.; SECOND by Micklus. Unanimously APPROVED.  
18

19 Minutes approved by the Commission this \_\_\_\_\_ day of \_\_\_\_\_, 2016.  
20

21 \_\_\_\_\_  
22 Lori Donna, Chair

/kt

23 Draft filed with the Town Clerk this 19<sup>th</sup> day of August, 2016.  
24

25 Filed with the Town Clerk this \_\_\_\_\_ day of \_\_\_\_\_, 2016.  
26