



PLANNING COMMISSION

Meeting Type:..... Regular
Date:..... Tuesday, September 27, 2016
Time:..... 6:00 p.m.
Place:..... Town Manager's Office Conference 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 approximately 6:03 p.m.
3

4 **2. ATTENDANCE**

5 **Members Present:** Lori Donna, Chair; Julie Rutz, Vice-Chair; Tony Micklus, Clerk; Henry Bonges; John
6 Lindsay. Conservation Commission members present: Dan Gaherty, Chair; Judy Kinner, Vice Chair; Laurie
7 DiCesare, Clerk.

8 **Members Absent:** None.

9 **Staff Present:** Jacob Hemmerick, Planning Director; Jeff Castle, Town Planner.

10 **Public Present:** None.
11

12 **3. AGENDA REVIEW**

13 **Additions:** None.

14 **Deletions:** None.

15 **Corrections:** None.
16

17 **4. PUBLIC FORUM**

18 None.
19

20 **5. STAFF UPDATES/NOTICES**

21 **5(A). Act 250 Paperless Document Management Notice**

22 Staff explained a new Act 250 procedure: the program is going paperless, which means the Planning
23 Office will not be receiving hard copies of applications moving forward. Internally, there will be no
24 procedural change to how the Planning Commission (PC) will receive this info, as Staff will still bring it
25 to their attention.
26

27 **5(B). Act 250 Application/Permit Notification Re: Camp Dudley at Kiniya's**

28 Staff presented this Act 250 Application for review by the PC, if desired.
29

30 **5(C). Notice of Development Review Application within 500' of Colchester/Milton Town Boundary**

31 Staff provided some info on a minor subdivision application in Colchester, which the Town was notified
32 of because it is within 500' of Milton's boundary with Colchester. Staff noted the hearing date in case any
33 PC members wished to attend.
34

35 **5(D). Notice of Amendments to the Westford Land Use & Development Regulations**

36 Staff advised that Westford has noticed some amendments to their Land Use Regulations, and briefly
37 explained the process to the PC.
38

39 **5(E). Certificate of Public Good Issued to VWSD, LLC for a 500kW AC Solar Group Net Metering
40 System in Milton known as the McMullen Solar Project.**

41 Staff noted that the Certificate of Public Good for the McMullen Solar Project has been approved and is
42 on file in the Planning Office.

1
2 **6. BUSINESS**

3 **6(A). Request to Hold Joint Meeting with Colchester Planning Commission**

4 Sarah Hadd, Colchester Planning Director, has requested that the Milton and Colchester Planning
5 Commissions' meet, primarily to discuss a request to rezone a northwestern quadrant of Colchester, in
6 the Colchester Pond area. The group agreed that they were all interested in such a meeting, though not at
7 their regular meeting time.

8
9 *Next Steps: Staff will reach out to Colchester to coordinate a joint meeting date, possibly Tuesday, October 11,*
10 *2016.*

11
12 **6(B). Joint Planning Board/Commission Training: DRB, CC, EDC, PC**

13 Staff explained the benefits of this type of cross-training and shared some possibilities: meeting could be
14 on a quarterly basis, be facilitated by a guest speaker, and the topics could be broad-ranging, including
15 Fair Housing, the Act 250 process, Stormwater Management, and so on. Staff asked about interest in this
16 idea. The Chair felt that cross-training could be immensely helpful and suggested the topics focus on
17 improving efficiencies, improving communication between boards, working as a team, and how to
18 achieve the overall Town vision as detailed in the Comprehensive Plan. Donna recalled similar proposals
19 in the past, and their outcomes. Bonges expressed a desire to have the trainings be more hands-on and
20 application-based, as opposed to a class or lecture on theory. The general consensus was that stormwater
21 management is the topic of most interest/importance. Renewable energy siting was also a popular topic,
22 which led to a discussion of a recently approved solar array on McMullen Road. DiCesare presented
23 some information on the rare Wood Turtle in Malletts Creek (this species is rated as being of "High
24 Interest and Concern"). DiCesare is concerned about how to protect these turtles during the siting of the
25 previously mentioned solar array. A discussion on natural resources protection followed.

26
27 **6(C). Regional Energy Plan**

28 Staff followed up on the presentation given by the Regional Planning Commission (RPC) at the PC's last
29 meeting. Gaherty shared information that he'd learned at State Government Municipal Day about this
30 topic. The state's renewable energy goals include targets of 50% by next year and 90% by 2050.
31 Currently, only about 10% is produced from a renewable source, which demonstrates the unrealistic
32 nature of the targets. Nevertheless, in the near future, there may be increasing pressure for the siting of
33 renewable energy projects in Milton. The deadline to provide feedback to the RPC on their Regional
34 Energy Plan is November 1, 2016. If certified by the Public Service Board, this gives the region an
35 opportunity to achieve substantial deference from the PSB. The group agreed that the Town should be
36 prepared for future siting, and discussed various sites and restraints. They agreed to meet again as a
37 subcommittee consisting of Kinner, Bonges, Gaherty, DiCesare and Donna.

38
39 *Next Steps: The subcommittee tentatively plans to meet on Wednesday, October 12, 2016 at 7:00 p.m. to formulate*
40 *formal comments for the RPC.*

41
42 The Conservation Commission exited the meeting at this time.

43
44 **6(D). Revised Unified Bylaw Work Plan Review**

45 Staff presented a spreadsheet proposing a timeline and work plan for the Unified Bylaw. There is much
46 to do, and with an aim to present a new bylaw to the Selectboard in February, some items will need to be
47 struck from the to-do list: such as animal hording, road/driveway standards, etc. The Chair felt that even
48 the trimmed-down list is aggressive, and may not be able to be accomplished. The Chair expressed that
49 an Interim Zoning extension may be necessary and wanted other members' feedback. The group agreed
50 that a 6-month extension to Interim Zoning would be beneficial, with a 3-month work plan extension for
51 the Planning Commission, leaving 3 months for Selectboard consideration. The Chair said she would
52 reach out to the Selectboard Chair to discuss the matter, and return next meeting with feedback.

1
2 *Next Steps: Staff will return with a revised work plan (adding 3-months) that assumes a 6-month extension to*
3 *Interim Zoning would be granted.*

4
5 **6(E). Unified Bylaw: Land Use Descriptions and Use Table**

6 The discussion focused on defined terms. Every effort was made to have exclusive definitions. There are
7 a few exceptions, for example: the term “single-family dwelling” would encompass stick-built, modular
8 and mobile homes. The following defined terms were briefly discussed:

- 9
10 • Planned Unit Developments (PUD)
11 • Multi-family Housing
12 • Upper floor Residential
13 • Accessory Dwelling Unit
14 • Family Childcare Home
15 • Home Occupation, a term which would be divided in to 3 groups:
16 o Low-impact home occupation (no zoning permit required)
17 o Moderate-impact home occupation (zoning permit required)
18 o High-impact home business – Development Review Board (DRB) approval required
19 • Elderly Housing
20 • Assisted Living
21 • Skilled Nursing Facility (this and the previous two terms led to a discussion of facilities that
22 provide all of these services in different phases of life...the group felt a single facility that
23 provides all of these needs to be accommodated, either through a new use or language that
24 allows accessory)
25 • Owner-occupied Triplex, re-classified as a multi-family dwelling.
26 • Rooming & Boarding House
27 • Open Market
28 • Pet or Animal service
29 • Veterinary service
30 • Event Facility
31 • Mobile Food Service
32 • Tavern
33 • Financial Establishment
34 • Media Studio
35 • Artisanal Handcraft
36 • Marina
37 • Trade or Technical School
38 • Office – The Commission wants greater clarity to exclude uses that are similar but should not fall
39 into this category, such as a financial office.
40

41 The group felt that, where additional explanation is needed, specific examples of each Use would be
42 helpful and should be included. Hemmerick challenged the Commission to think of businesses and
43 categorize them within this structure, to see if there are any businesses they can think of that are not
44 adequately addressed.

45 Hemmerick very briefly introduced the use table and noted that there are many new uses that will need
46 to be placed in districts. He stated that Brandy and he will make recommendations in a revised version
47 for next meeting, but in the meantime, this is where the proposal stands.

48 *Next Steps:* Hemmerick noted requested changes and stated that he would make the edits.
49

50
51 **6(F). Municipal Planning Grant Discussion**

1 The discussion on this item was brief. The deadline to submit the grant application is October 31, 2016.
2 Staff is considering submitting a proposal for comprehensive amendments to the Public Works
3 specifications, as well as review review related development standards in the Zoning Regulations and
4 Subdivision Regulations to ensure compatibility. The group expressed initial support of the idea, but is
5 interested in seeing the details.

6
7 *Next Steps: Staff will draft the proposal and bring it back for the Commissioners to review.*
8

9 **7. MINUTES**

10 **7(A). Minutes of August 16, 2016**

11 **7(B). Minutes of August 30, 2016**

12 **7(C). Minutes of September 6, 2016**
13

14 MOTION by Bonges to ACCEPT the minutes of August 16, 2016, August 30, 2016 and September 6, 2016
15 as written; SECOND by Lindsay. Unanimously APPROVED.
16

17 **8. ADJOURNMENT**

18 MOTION by Rutz to ADJOURN at 8:18 p.m.; SECOND by Micklus. Unanimously APPROVED.
19

20 Minutes approved by the Commission this _____ day of _____, 2016.
21

22
23 _____
24 Lori Donna, Chair

/kt

25 Draft filed with the Town Clerk this 30th day of September, 2016.
26

27 Filed with the Town Clerk this _____ day of _____, 2016.
28
29
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31