



PLANNING DIVISION

Meeting Type:..... **Regular**
Date:..... **Tuesday, November 1, 2016**
Time:..... **6:00 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 meeting was called to order at approximately 6:08 p.m.
3

4 **2. ATTENDANCE**

5 **Members Present:** Lori Donna, Chair (arrived at approximately 6:26 p.m.); Tony Micklus,
6 Clerk; John Lindsay; Henry Bonges (left at approximately 8:20 p.m.).

7 **Members Absent:** Julie Rutz, Vice-Chair.

8 **Staff Present:** Jacob Hemmerick, Planning Director; Brandy Saxton, PlaceSense consultant
9 (participated via telephone, commencing at approximately 6:25 p.m.).

10 **Public Present:** None.
11

12 **3. AGENDA REVIEW**

13 Staff stated that the revised Dimensional Table is still being worked on and is therefore not
14 ready for review as Item 6(a) of the Agenda.
15

16 Staff also presented a letter from the Public Service Board (PSB), noting that the Planning Office
17 receives various kinds of communications from the PSB, Act 250, etc. and that typically, only
18 those items eligible for comments to the PSB are brought to the Planning Commission.
19

20 **4. PUBLIC FORUM**

21 None.
22

23 **5. STAFF UPDATES/NOTICES**

24 Staff gave a Planning Department update, covering an array of topics including scheduled
25 leave, budgeting and financing, grant administration, and so forth. One new initiative that was
26 discussed is an outreach effort that is focused on obtaining customer feedback, possibly via
27 random survey cards. The content and delivery of the surveys was discussed.
28

29 Staff also briefed the group on the recent activities of the Chittenden County Regional Planning
30 Commission (CCPRC), Economic Development Commission (EDC), Conservation Commission
31 (CC) and Development Review Board (DRB).
32

33 **6. BUSINESS**

34 **6(A). Revised Dimensional Table**

35 As noted above, this item was tabled.
36

37 **6(B). Unified Regulations: Land Use Descriptions and Use Table**

38 Saxton joined the group via telephone at this time, and Donna arrived. The group picked up
39 where they left off, in Commercial Uses, and continued to go through each Use one-by-one.

1 The following Uses were discussed with no changes proposed:

- 2 • Offices and Professional Use
- 3 • Restaurant – Staff noted a need to clarify that they can offer catering services

4
5 The following Uses were discussed at more length, due to either the Use being brand new, or in
6 regards to proposed changes recorded by Staff:

- 7 • Personal or Business Service
- 8 • Veterinary Service
- 9 • Pet & Animal Service
- 10 • Building or Property Maintenance Services
- 11 • Tavern
- 12 • Event Facility
- 13 • Lab & Research Facility
- 14 • Wholesale Trade
- 15 • Parking
- 16 • Transit Facility
- 17 • Publishing & Printing
- 18 • Theatre
- 19 • Highway Maintenance Facility
- 20 • Rural Enterprise

21
22 Entirely new Uses were discussed at length, especially those that were food- and beverage-
23 service related. These included but were not limited to:

- 24 • Catering Service
- 25 • Commercial Kitchen
- 26 • Mobile Food Service
- 27 • Brewery

28
29 The group discussed the pros and cons of each use being Permitted or Conditional in any given
30 district, giving due consideration to impact on the surrounding area, traffic generation, etc.
31 Bonges felt that the reasoning for deeming a use Conditional should be explained in the
32 regulations, perhaps in the “Notes” section, and expressed interest in having more criteria than
33 just “parking” and “impact on the neighborhood.” Donna had some legal questions about
34 having a separate document that explains the reasoning. Bonges felt they should be included in
35 the body of the document.

36
37 Use definitions came up in the course of determining where uses should be located. A handful
38 of terms were analyzed more closely and were found to be overlapping. For example, Staff
39 noted the need to clarify that a Restaurant use may also offer catering, even though there is a
40 separate Catering Service use. Additionally, the use of Transit Facility needs to be tweaked to
41 note that it’s clear that it’s meant for passenger services.

42
43 **6(C). Unified Regulations: Section III**

44 Tabled by unanimous consent.

45
46 **6(D). Capital Improvement Plan Priorities**

1 Tabled by unanimous consent.

2

3 **7. MINUTES**

4 **7(A). Minutes of October 18, 2016**

5 Tabled by unanimous consent.

6

7 **8. ADJOURNMENT**

8 Adjourned at approximately 9:13 p.m. by unanimous consent.

9

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

11

12

13 _____
Lori Donna, Chair

/kt

14

15 Draft filed with the Town Clerk this 4th day of November, 2016.

16

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