



## PLANNING COMMISSION

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Meeting Type:..... **Regular Meeting**  
Date:..... **Thursday, November 22, 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](http://www.miltonvt.org)**

## MEETING MINUTES

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1    **1. CALL TO ORDER**

2    The meeting was called to order at approximately 6:05 p.m.  
3

4    **2. ATTENDANCE**

5    **Members Present:** Lori Donna, Chair (arrived late); Julie Rutz, Vice-Chair (arrived late); Tony  
6    Micklus, Clerk; John Lindsay (left approximately 20 minutes early); Henry Bonges.

7    **Members Absent:**

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

9    **Public Present:** None.  
10

11    **3. AGENDA REVIEW**

12    None.  
13

14    **4. PUBLIC FORUM**

15    None.  
16

17    **5. STAFF UPDATES/NOTICES**

18    **5(A). Upcoming Joint Meeting with the Colchester Planning Commission**

19    Hemmerick reminded the Commissioners that they have a joint meeting with the Colchester  
20    Planning Commission scheduled for Tuesday, November 29, 2016 at the Town Hall on Blakely  
21    Road in Colchester at 7:00 p.m. An Agenda and Memo from Colchester town were reviewed.  
22    Hemmerick mentioned the room was available at 6:00 p.m., and the group agreed to hold a  
23    meeting at that time, followed by the joint meeting.  
24

25    Hemmerick briefed the group on plans for 2017 that include quarterly Board & Commission  
26    trainings on various topics. Also of note is a Comment Card that is going to be rolled out in the  
27    Planning Office in order to gather feedback.  
28

29    **6. BUSINESS**

30    **6(A). Work Plan for Joint Meeting with the Selectboard**

31    This meeting is scheduled for December 11, 2016, from 9:00 a.m. - 1:00 p.m. At the Chair's  
32    request, Staff reviewed the group's meeting schedule leading up to that date:

- 33    • November 29, 2016: Special meeting at 6:00 p.m. at the Colchester Town Hall, followed  
34    by the joint meeting with the Colchester Planning Commission at 7:00 p.m.
- 35    • December 6, 2016: Regular meeting at which the remainder of Section 3 will be  
36    reviewed.
- 37    • December 10, 2016: Joint meeting with the Selectboard.  
38

39    **6(B). Unified Regulations**

1 The group picked up review of the Unified Regulations at Section 2005, Use Standards. Item  
2 2005(D) (mixed use buildings) was discussed at length. This is a big change that allows  
3 multiple and mixed principal uses within the same building, within certain districts. This will  
4 essentially replace the PUD language that exists in the current regulations.  
5

6 An example of a multiple use building would be 3 separate retail stores in individual units  
7 within the same building; an example of a mixed use building would be a retail store and an  
8 office housed in the same building.  
9

10 Accessory uses – and the floor space they take up – were discussed. Currently an accessory use  
11 can only occupy 10% of the floor space, which the group felt was too low. Many examples were  
12 brought up that could feasibly go above the 10% limit, including:

- 13 • Golf Course with an accessory restaurant and retail shop
- 14 • Inn or Hotel with an accessory spa
- 15 • Gas station with an accessory car wash
- 16 • Book store with an accessory café

17 The group agreed on a limit of 33% and/or 5,000 square feet.  
18

19 The Chair had questions about developers skirting the rules by doing repeated, small  
20 subdivisions on a large lot and requesting a waiver of the road frontage requirement (this  
21 waiver is allowed on 2-lot subdivisions). By doing so, a new road doesn't have to be built. This  
22 type of development has occurred in the Town in the past, and the Chair inquired about how to  
23 prevent it. Saxton shared a few different options, one of which was counting the total number  
24 of lots subdivided by any one person over a given period of time (5 years, or 10 years), similar  
25 to the way Act 250 is administered. Saxton also noted that the new Unified Bylaw eliminates  
26 the waiver in question, though Staff noted the waiver capability is actually expanded in the new  
27 bylaw, as it may be asked for on any subdivision application. Saxton felt it was more limited, as  
28 the waiver could only be granted for much more specific reasons that are now spelled out in the  
29 new bylaw.  
30

31 Height Limits were the next topic. Exemptions such as solar panels, roof gardens, steeples,  
32 chimneys, and mechanical equipment were discussed. The group did not decide how height  
33 will be measured; they will loop back to this point.  
34

35 Density was briefly discussed. Staff noted that density is tied directly to minimum lot size, with  
36 no opportunity for a Variance or Waiver in the proposed language.  
37

38 Section 3001 deals with Access: curb cuts, Class IV roads policy, cross access on Route 7. Cross-  
39 lot access is encouraged in Commercial and Industrial districts, particularly along US Route 7.  
40 Driveway alignment was brought up. Saxton felt this was best left to the Public Works  
41 Specifications.  
42

43 Section 3002 applies to driveways: residential driveways, service drives, parking lot drives,  
44 internal circulation, etc. Clearance requirements, drainage, sidewalks, and intersections - in  
45 relation to driveways - were discussed. The minimum turning radius that's currently required  
46 is proposed to be eliminated, as it is unclear and unreasonable. Fire and rescue access  
47 requirements were reviewed. The group agreed to loop back to this topic at a later date.

1  
2 "Excavation and Fill" was a topic of much discussion. The Chair felt that the amount of fill that  
3 is exempt from review should be higher than is currently proposed, and more in line with the  
4 current limit, which is 100 cubic yards. The rest of the group generally disagreed, and  
5 discussion followed. The impacts of large amounts of fill and/or excavation were reviewed,  
6 ranging from erosion and run-off to Gross Weight Limits on highways.  
7

8 Soil quality of the disturbed area of land following construction was the final topic discussed.  
9 The group disagreed on this subject and much discussion was held. Some members felt that the  
10 proposed regulation was too restrictive and did not support it, while others did. Staff proposed  
11 a compromise, but the group didn't reach a decision and agreed to revisit it at their next  
12 meeting.  
13

14 The bylaw review concluded just shy of Section 3010; the group will pick up there at their next  
15 meeting.  
16

17 **7. MINUTES of October 18, 2016 and November 1, 2016**

18 MOTION by Micklus to APPROVE the Minutes of October 18, 2016 and November 1, 2016 as  
19 written; SECOND by Bonges. Unanimously APPROVED.  
20

21 **8. ADJOURNMENT**

22 MOTION by Micklus to adjourn at approximately 8:19 p.m.; SECOND by Bonges.  
23 Unanimously APPROVED.  
24

25 **Minutes approved by the Commission this \_\_\_\_\_ day of \_\_\_\_\_, 2016.**  
26

27 \_\_\_\_\_  
28 **Lori Donna, Chair** /kt

29  
30 **Draft filed with the Town Clerk this 23<sup>rd</sup> day of November, 2016.**  
31

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