



PLANNING COMMISSION

Meeting Type:.....**Regular Meeting**
Date:.....**Tuesday, January 3, 2017**
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 Chair called the meeting to order at approximately 6:04 p.m.
3

4 **2. ATTENDANCE**

5 **Members Present:** Lori Donna, Chair; Julie Rutz, Vice-Chair; Tony Micklus, Clerk; John
6 Lindsay; Henry Bonges (arrived at approximately 6:06 p.m.).

7 **Members Absent:** None.

8 **Staff Present:** Jacob Hemmerick, Planning Director.

9 **Public Present:** None.
10

11 **3. AGENDA REVIEW**

12 The Chair indicated that, due to the freezing rain, she would like to wrap up the meeting within
13 a 1- to 1-1/2- hour time frame. This was agreed upon.
14

15 **4. PUBLIC FORUM**

16 None.
17

18 **5. STAFF UPDATES**

19 Staff mentioned that an applicant, Jessica Groeling, is seeking appointment to the DRB as an
20 alternate tomorrow night from the Selectboard. The Selectboard will also consider noticing a
21 hearing to extend Interim Zoning.
22

23 **6. OFFICIAL NOTICES**

24 While there are no official notices, Hemmerick thanked the Commissioners for their review of
25 the draft blog and intends to implement as soon as possible.
26

27 **7. BUSINESS**

28 **7(A). 2017-2018 Work Plan**

29 Staff presented a comprehensive meeting schedule for calendar year 2017 that showed all of the
30 pertinent Board and Commission meetings. The group reviewed the calendar, looking for
31 conflicts and discussing options. Important dates included, but were not limited to, the
32 following:
33

- 34 • 2/1/17: This will be the first of quarterly Volunteer Education training sessions. The
35 focus of this session will be "Best Practices," with a presentation by Town attorneys.
- 36 • February: the first of biannual check-ins with the Zoning Administrator (ZA). It was
37 discussed that the ZA will also be doing this with the Development Review Board
38 (DRB).
- 39 • 3/7/17: due to Town Meeting Day, this Regular meeting was moved to 2/28/17.

- 1 • 3/29/17: the second quarterly Volunteer Education training session; topic is to be
2 determined.
- 3 • 4/22/17: tentative group meeting with the Selectboard. There were some scheduling
4 issues with this date; the full Commission may not be able to attend.
- 5 • 5/31/17: tentative date for a Board & Commission Recognition event.
- 6 • 6/14/17: Stormwater Summit.
- 7 • 7/3/17: This date was cancelled due to the long holiday weekend.
- 8 • August: the second of the biannual ZA check-ins.
- 9 • General Election Day could require a potential reschedule.

10
11 The focus of the discussion moved from dates and scheduling to plans and projects, including
12 but not limited to:

- 13 • The Municipal Planning Grant (MPG) and its focus. Transportation stakeholders that
14 would be beneficial to have on the MPG Steering Committee were listed, including:
 - 15 ○ Vermont Agency of Transportation (“VTrans”)
 - 16 ○ Green Mountain Transit (formerly known as Chittenden County Transportation
17 Authority, or “CCTA”)
 - 18 ○ LocalMotion
 - 19 ○ Local developers and their representatives
- 20 • Completing the Unified Bylaw and lifting Interim Zoning will dominate the next 6
21 months of meetings.
- 22 • The Comprehensive Plan: Staff noted the group will be talking briefly about this topic
23 tonight and looping back to it after the Unified Bylaw is complete. Staff noted the need
24 to have a bigger conversation about the Comprehensive Plan, energy compliance, and
25 sign regulations.
- 26 • Official Map: questions were asked and answered about developing an Official Map, its
27 relationship to the Comprehensive Plan, its requirements, etc. A discussion was held
28 about working an Official Map in to the Comprehensive Plan. It was generally agreed
29 upon that there was not time for this to occur. Staff will follow up with some
30 information that differentiates between the Comp Plan and the Official Map.
- 31 • Public Outreach: Lindsay inquired about plans for outreach after the Unified Bylaw has
32 been adopted. Much discussion has already occurred regarding outreach conducted
33 *before* any changes take effect, but not much has been discussed in the way of outreach
34 following the changes. This is a crucial time to promote Milton and advertise it as an
35 attractive place to invest and build a business or home. Staff agreed this is an important
36 piece that may have been overlooked in the past. The Chair felt that this type of
37 outreach might be best left to the Economic Development Commission (EDC).

38
39 **7(B). Comprehensive Plan Update: Project Planning**

40 Staff asked for some big-picture ideas regarding the Comprehensive Plan; the group quickly
41 brainstormed a few items. They discussed what they liked and didn’t like about the current
42 Plan, new State requirements, and aligning Planning Areas with Zoning Districts. Observations
43 included:

- 44 • The Plan is too long, it should be more concise; put energy into keeping it as short as
45 possible.
- 46 • More clarity, with no internal conflicts.

- Leading the way on metrics that, with continuity, better allows us to track change and progress.
- Goals that are realistic, attainable and measurable.
- Strong and clear policy statements.
- Broad-based input, including other Boards and Commissions.

8. MINUTES

7(A). December 20, 2016

MOTION by Rutz to approve the minutes of December 20, 2016 as written. SECOND by Micklus. Unanimously approved.

9. ADJOURNMENT

MOTION by Rutz to adjourn at approximately 7:14 p.m.; SECOND by Micklus. Unanimously APPROVED.

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

Lori Donna, Chair

/kt

Draft filed with the Town Clerk this 6th day of January, 2016.

Filed with the Town Clerk this _____ day of _____, 2017.