

MILTON PLANNING COMMISSION PUBLIC NOTICE OF MEETING

Meeting Type: **Regular Meeting**
Date: **Tuesday, January 19, 2016**
Time: **6:00 p.m.**
Place: **Municipal Building Community Room**
Address: **43 Bombardier Road, Milton, Vermont 05468-3205**
Contact: **(802) 893-1186**
Website: **miltonvt.org**

Lori Donna, Chair

Julie Rutz, Vice-Chair

Tony Micklus, Clerk

Henry Bonges

John Lindsay

AGENDA

1. Call to Order
2. Attendance
3. Agenda Review

4. Public Forum

The public may attend and be heard in accordance with Vermont's Open Meeting Law (1VSA312).

5. Staff Update

6. Business

6(A). 2016 Bylaw Amendment: Downtown Business District (DB1) Standards

Action: Finalize proposed standards for the first public workshop.

6(B). 2016 Bylaw Amendment: Site Plan Standards

Action: Discuss energy standards provision; revisions & final consideration in February.

6(C). Fee Schedule Proposal

Action: Hear presentation on fee schedule amendment proposal to provide advisory comment at the first February meeting.

7. Minutes

7(A). January 5, 2016

Action: Approve draft as presented or amended.

8. Adjournment

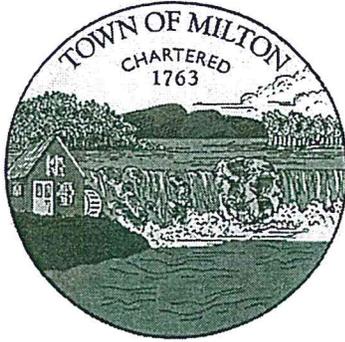
Next Meeting: Tuesday, January 19, 2015

Upcoming Items: Final Review of Site Plan Standards; Introduction of M District Language; Advisory Review of Fee Schedule Amendment



Jacob Hemmerick, Planning Director

Filed in the Town Clerk's Office. Posted in the Municipal Building Lobby, Planning & Economic Development Department, Town's Facebook page, Town's Planning Commission webpage, Middle Road Market, Milton Beverage, & Rene's Discount Beverage. E-mailed to the Regional Planning Commission, Burlington Free Press, Milton Independent, & LCATV.



MILTON PLANNING COMMISSION MEETING MINUTES

Meeting Type:..... Regular
Date:..... Tuesday, January 5, 2016
Time:..... 6:00 p.m.
Place:..... Municipal Building Community Room
Address:..... 43 Bombardier Road, Milton, Vermont 05468-3205
Contact:..... (802) 893-1186
Website:..... miltonvt.org

1. CALL TO ORDER

The Chair called the meeting to order at 6:04 p.m.

2. ATTENDANCE

Members Present: Lori Donna, Chair; Julie Rutz, Vice-Chair; Tony Micklus, Clerk; John Lindsay (via Skype); Henry Bonges.

Members Absent: None.

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

Public Present: None.

3. AGENDA REVIEW

- Staff suggested moving Item 6(B) to the first item of new Business, and this was agreed upon.

4. PUBLIC FORUM

- None.

5. STAFF UPDATE

- Staff gave an update of recent activities and projects being worked on, including Fee Schedule review, preparation of the Annual Report, Fiscal Year 2017 Budget, workflow reporting, and Violations. A recap of recent Development Review Board (DRB) activity and upcoming hearings was also given. Budgeting was a large part of the discussion. A recent DRB decision in an Appeal hearing was briefly discussed, with Commissioners expressing varying points of view.

6. BUSINESS

- **6(A). 2016 Bylaw Amendment: Site Plan Standards**

Discussion began on the subject of landscaping. Saxton commented that upcoming stormwater regulations put some emphasis on existing landscaping. Brief discussion was held regarding these upcoming regulations, landscaping in general and the pros and cons of various plantings. Landscaping sureties were discussed as a useful and necessary tool to ensure successful plantings. The length of time that plantings be required to survive was brought up, and the language for this topic was analyzed. Donna supported the more specific language that was presented. It was generally agreed upon that landscaping should be required to survive in perpetuity, for any given Site Plan.

Stormwater runoff was addressed. Upcoming state regulations were again a guiding factor in the discussion. The relationship between landscaping and stormwater management was discussed. Bonges questioned how the specific language being discussed could be enforced; Saxton replied that a separate stormwater section or ordinance would likely be necessary. This led to a discussion of enforcement, and Bonges asked whether or not guidelines could be separated out from requirements. The use of "shall" vs. "should" was discussed, as was adding a Purpose statement to

1 sections of the regulations. The idea of a Purpose statement was well received, as it would
2 communicate the intent of the regulations to the reader. Saxton advised the Board on what she's
3 seen in other Vermont communities and made recommendations based on the discussion
4 occurring. Donna commented that illustrations would be helpful, and Saxton agreed. Various
5 changes to the language and the general layout of the regulations were discussed at length.
6

7 Parking standards were the next topic of discussion. Planting islands were discussed and Saxton
8 expressed her preference for larger, fewer islands that provide enough green space for the plantings
9 to survive; Micklus expressed his preference for uncluttered, uncomplicated parking lots. Staff
10 reviewed existing regulations regarding this topic. The number of required parking spots was
11 discussed, with Bonges commenting that some existing parking lots are too big, and likely will
12 never be fully utilized. It was agreed that the term "parking lot" must be defined moving forward,
13 as the lack of a definition has been problematic in the past.
14

15 Fences and walls were discussed briefly, especially in terms of screening. Sample language
16 included a restriction on chain link fencing; therefore attractive alternatives to chain link fencing
17 were discussed. Donna expressed hesitation at this type of restriction for various reasons. The
18 topic was tabled for further consideration.
19

20 The next set of standards related to vehicular circulation. These standards address interconnection,
21 safety, accessibility, and connectivity to pedestrian and bike paths. Streetscaping was discussed at
22 length, with a focus on the number, size and diversity of trees that could be needed to accomplish
23 the desired outcome. Bonges remarked that the "Milton: Defining Downtown from the Diner to
24 the Dam" (M4D) project that is currently being worked on by the Town incorporates a lot of the
25 same things being discussed. It was agreed that the M4D plan should be reviewed in relation to the
26 proposed bylaw changes to ensure cohesion.
27

28 Previously developed sites -and how to bring them up to current standards- were discussed. This
29 will be a difficult element that needs to be carefully analyzed, to ensure reasonable expectations are
30 set. The Commissioners agreed that items in this context need to be prioritized and that balance
31 would be crucial. Lighting, landscaping and signage were prioritized.
32

33 The following topics were briefly discussed:

- 34 o pedestrian and bicycle access between parcels
- 35 o transit structures (for example, a sheltered waiting area for a bus stop)
- 36 o parking to the side or rear
- 37 o highway accesses to the side
- 38 o screening of parking areas, via either landscaping or grading
- 39 o walkways and landscaping between parking areas and buildings
40

41 Wrapping up the discussion, the Commission then reviewed their timeline and discussed topics for
42 upcoming meetings.
43

- 44 • **6(B). 2016 Bylaw Amendment Downtown Business District (DB1) Standards**
45 Due to time constraints, this Agenda item was not discussed.
46

47 7. APPROVAL OF MINUTES

48 7(A). Minutes of December 1, 2015

1 MOTION by Rutz to APPROVE the Minutes as written; SECOND by Bonges. Micklus abstained.
2 Discussion: none. Motion APPROVED.

3
4 **8. ADJOURNED**

5 MOTION by Micklus to adjourn at 8:13 p.m., SECOND by Rutz. Discussion: none. Unanimously
6 APPROVED.

7
8 Minutes approved by the Commission this _____ day of _____, 2016.

9
10
11
12 _____
13 Lori Donna, Chair

/kt

14 Draft Filed by Staff with the Town Clerk this 8th day of January, 2016

15
16 Final Filed with the Town Clerk this _____ day of _____, 2016