



DEVELOPMENT REVIEW BOARD

Meeting Type: _____ **Regular Meeting**
Date: _____ **July 26, 2018**
Time: _____ **6:00 p.m.**
Place: _____ **Municipal Building Community Room**
Address: _____ **43 Bombardier Road Milton, VT 05468**
Contact: _____ **(802) 893-1186**
Website: _____ www.miltonvt.gov

MEETING MINUTES

1. CALL TO ORDER

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

2. ATTENDANCE

Members Present : Bruce Jenkins, Chair; Julie Rutz, Clerk; Robert Brisson

Members Absent : Henry Bonges, Vice Chair; Ron Harding

Staff Present : Michael Burriss, Development Review Planner

Public Present : Nancy Turner; Doug Goulette; Mr. Buik

3. AGENDA REVIEW

None.

4. PUBLIC FORUM

None.

5. New Hearings/Business:

A. Final Minor Conventional Subdivision - Cameron's Run, LLP. The Applicant is requesting approval for a proposed 2-lot Subdivision located at **Erin Court**, described as Deed Book 321 & Page 523, SPAN 14334. The subject property contains a total of 0.52 acres and is located within the Milton Crossroads Marketplace Center (M1) District.

The Chair administered the Oath to Interested Persons.

1. **The DRB may require that the applicant schedule a site visit prior to closing the hearing.**
2. **Applicants proposing a shared driveway must file a legally executed agreement for the perpetual maintenance of the driveway by the owners of the lots or dwellings served in the Town of Milton Land Records.**
3. **All construction activities that will disturb soil must implement appropriate measures to prevent erosion and sedimentation from adversely impacting nearby properties or public infrastructure.**
4. **The applicant shall install lot corner monuments in accordance with UDR 3405.K.**
5. **The applicant must proceed with all construction on the proposed lot in accordance with the guidelines outlined in UDR 3409, Soil Preservation, to preserve soils of statewide significance.**

Mr. Buik asked about storm water regulations.

Jenkins said that the applicant must design the subdivision or development with adequate drainage and stormwater infrastructure in accordance with Section 3010 and the Town of Milton Public Works Specifications. Jenkins also said that the applicant is proposing to divert stormwater to catch basins and a

stormwater treatment area.

Burris said that it is a general DRB condition that the applicants contact the Act 250 permit specialist and get a project review sheet to complete and deliver to the board.

- 6. **Legal Escrow:** The Applicant shall submit \$500 with the Final application to cover the legal review of the deeds and any other required legal instruments by the Town Attorney. Any funds not expended on the legal review will be refunded to the Applicant.
- 7. **Legal Review:** The applicant shall submit draft deeds and any other associated legal instruments for all impacted lots for review and approval by the Town Attorney. All requested revisions must be complete before the Plat may be recorded. Only instruments approved by the Town may be recorded in the Town of Milton Land Records.
- 8. **Staff Review of Revisions:** The applicant shall submit one paper or electronic .PDF version of the revised final Plat (and any associated plans) for review and approval by Staff prior to submitting the mylar. The Applicant shall also submit one full-sized (to scale) paper Final Plat and one 11x17 paper plat depicting the requested changes, to be maintained in the Planning Office's application file.
- 9. **Final Plat Submission:** The final Plat shall be submitted on mylar (18" x 24"), signed by the licensed surveyor and the Chair of the DRB, and recorded in the Town Clerk's Office within 180 days of the date of the DRB's Final Approval Decision per Subdivision Regulations Section 4408. Final approval expires if not filed within 180 days, unless extended by the Zoning Administrator for pending local or state approvals. In the event a subdivision plat is recorded without complying with this requirement, the plat shall be considered null and void.
- 10. **The DRB shall motion to recess or close this hearing. If recessed, a specific time, date, and place shall be designated to resume the hearing. If closed, the DRB shall issue a decision within 45 days.**

Jenkins said that approval was not needed to build a duplex as it was a part of a previous approval to construct a duplex.

Rutz MOTIONED to close the hearing at 6:20 p.m. APPROVED.

6. Other Business:

None.

8. Possible Deliberative Session

Private session for deliberations on applications and written decisions in accordance with [1V.S.A. 312](#).

9. Adjournment

MOTION to ADJOURN at 6:23 p.m. by Rutz. SECOND by Brisson. APPROVED.

Minutes approved by the Development Review Board this _____ day of _____, 201 8.

Bruce Jenkins, Chair

/tc

Draft filed with the Town Clerk this _____ day of _____, 201 8.

Filed with the Town Clerk this _____ day of _____, 201 8.