



DEVELOPMENT REVIEW BOARD

Meeting Type:..... **Regular Meeting**
Date:..... **Thursday, September 14, 2023**
Time:..... **6:00 p.m.**
Place:..... **Community Room or Via Zoom**
Address:..... **43 Bombardier Road**
Contact:..... **(802) 893-1186**
Website:..... **www.miltonvt.gov**

MEETING MINUTES

*Bruce Jenkins, Chair; Nick Smith, Vice-Chair; Julie Rutz, Clerk; Scott Turner; Maryalice Callahan;
Henry Bonges, Alternate; Bob Brisson, Alternate; Bill McSweeney, Alternate*

MINUTES

1. Call to Order

The meeting was called to order by N. Smith at 6:00 P.M.

2. Attendance

DRB Members Present: Nick Smith, Vice-Chair; Julie Rutz, Clerk; Henry Bonges, Alternate; Bill McSweeney, Alternate

DRB Members Absent: Bruce Jenkins, Chair; Scott Turner, Maryalice Callahan

Staff: Amanda Pitts

Hearings: Karl Marchessault, Armand Turner Jr, Bonnie Turner, abutters from 52 Lake Rd (see sign-in sheet), Lori Donna, Robert Brisson

3. Agenda Review: Change order of hearings (5B to 5A).

4. Public Forum: None

5. Continued Hearing/New Business:

- A. **E. Jen Baird & R. Reid Hutchinson, owner/applicant** request Preliminary Plan approval for a proposed 9-lot **Major Conservation Planned Unit Development (PUD)** located at **52 Lake Road**. Subdivision proposes new private road, connection to municipal water for 3 new houses, and private well and septic for remaining lots. Subject parcel is described as Parcel ID 215004.000000, SPAN 396-123-11661, recorded as having 53.15 acres, and is located within the Medium Density Residential (R2) zoning district, and the Arrowhead Lake Planning Area.

Staff stated that applicants were unable to attend due to an emergency and have requested their hearing be continued to September 28, 2023.

Motion to continue hearing to September 28, 2023 by J. Rutz. Second by B. McSweeney. Motion carried.

- B. **5-9 River Street LLC c/o Armand Turner Jr, owner/applicant** request **Major Site Plan & Conditional Use** approval for the addition of a 7-unit multi-family dwelling principal building located on parcel described at **5-9 River Street**. The proposal includes modifications to the driveway, addition of parking and connection to municipal water and sewer. The subject property consists of approximately 1.68 acres, is described as Parcel ID 134002-000000, SPAN

396-123-13069, and is in the Historic Neighborhood Center (NC2) Zoning District and Town Core Planning Area.

Karl Marchessault, engineer, gave overview of the project. N. Smith administered the oath and read through the numbered items. Armand Turner Jr and Bonnie Turner attended as owners. Robert Brisson and Lori Donna attended as abutters/interested parties.

1. *Applicant must submit a letter of intent from Vtrans for proposed land development.*
2. *The applicant shall secure a Project Review Sheet or Permit Navigator Summary from the Department of Environmental Conservation and all applicable permits.*
3. *Applicant is advised to address TAC comments.*
4. *Height for 1st story of new residential building must be 12 feet to 24 feet in height from finished floor to finished ceiling.*
5. *Applicant is advised to provide density calculation based on buildable area and show on plans/dimensional table.*
6. *DRB to determine if proposed building meets development standards of section 2103.D.*
7. *DRB to determine requirements of district's development standards of section 2103.D(2)*
8. *Applicant is advised to clarify width of driveway and parking spaces along driveway.*
9. *Applicant shall provide the total impervious area per DPW TAC comments. Applicant shall revise erosion control and stormwater management plans to the satisfaction of DPW.*
10. *Site shall be maintained and operated in accordance with section 3011. Additionally, flood hazard overlay area shall be maintained and operated in accordance with section 2201.*
11. *Applicant is advised to show existing parking and loading areas for DRB & Staff to determine conformance.*
12. *All parking, including accessible parking spaces, shall be designed and maintained in accordance with sections 3202.G & 3202.I*
13. *Applicant must provide internal walkways in accordance with section 3202.B(2) for the new residential buildings.*
14. *Landscaping required under this section or as a condition of approval must be maintained in a healthy condition. Dead or dying plants must be replaced within 1 growing season with a comparable plant (in terms of type, form, size at maturity, etc.) of at least the minimum size requirements specified in Figure 3-03.*
15. *DRB to determine landscaping conformance with section 3204 and if applicant shall provide existing landscaping on site plan.*
16. *DRB to determine if any additional lighting needs to be provided or shown on plans.*
17. *Site shall be maintained and operated in accordance with performance standards of section 3208.*
18. *DRB to determine if applicant proposed best fix meets requirements for Special Provisions section 3209.*
19. *Applicant must meet the Residential Building Energy Standards stretch code for the new residential units.*
20. *DRB may place conditions of approval as deemed necessary to further the purposes of these regulations and ensure conformance with regulations.*
21. *This project shall be completed, operated, and maintained as set forth in the plans and exhibits as approved by the Development Review Board and on file in the Department of Planning and Zoning, and in accordance with the conditions of this approval. No changes, erasures, modifications, or revisions, other than those required by this Decision, shall be made on the plan after approval unless a revised plan is first submitted to the Department of Planning and Zoning for approval.*

22. Applicant shall submit one (1) full-sized (to scale) and one (1) reduced (11 x 17) complete final plan sets depicting the requested changes. The revised plans must be deemed Final by Planning Staff prior to being eligible for a Zoning Permit from the Zoning Administrator and/or recording the final survey plat. The Applicant is advised to submit an electronic .pdf plan for staff review prior to submitting all copies of the Final Plan set.
23. A Zoning Permit is required prior to construction and an associated Certificate of Compliance is required following completion.
24. The Site Plan and Conditional Use Approval shall expire three years from the date of issuance if the applicant does not receive a zoning permit by this date.
25. Omission or misstatement of any material fact by the applicant or agent on the application or at any hearing which would have warranted refusing the permit or approval shall be grounds for revoking the permit or approval at any time.
26. The DRB may schedule a site visit.
27. 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.

Motion to schedule Site Visit on September 28, 2023 at 5:00 PM by J. Rutz. Second by H. Bonges. Motion carried.

Motion to continue hearing to September 28, 2023 by H. Bonges. Second by J. Rutz. Motion carried.

6. Other Business

- a. Motion to approve July 27, 2023 meeting minutes by J. Rutz. Second by B. McSweeney. Motion carried.
- b. Staff introduced Deb Rose as new Planning & Zoning Officer.

7. Motion to adjourn meeting at 7:20 PM by J. Rutz. Second by H. Bonges. Meeting adjourned.

8. Deliberative Session

Private session for deliberations on applications and written decisions in accordance with 1V.S.A. 312.

+Respectfully submitted,

Amanda Costello

APPROVED MINUTES:



Nick Smith, Vice-Chair

Date: 9/28/2023

Filed with the Milton Town Clerk's Office on this 29th day of September, 2023.

ATTEST: Kirsti Beas, Milton Town Clerk

