



DEVELOPMENT REVIEW BOARD

Meeting Type: **Regular Meeting**
Date: **Thursday, January 26, 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

<i>Bruce Jenkins,</i> Chair	<i>Nick Smith,</i> Vice Chair	<i>Julie Rutz,</i> Clerk	<i>Scott Turner</i>	<i>Maryalice</i> Callahan	<i>Henry Bonges,</i> Alternate	<i>Robert Brisson,</i> Alternate
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MINUTES

1. Call to Order

The meeting was called to order by B. Jenkins at 6:03P.M.

2. Attendance

DRB Members Present: Bruce Jenkins, Chair; Nick Smith, Vice-Chair; Julie Rutz, Clerk; Maryalice Callahan, Scott Turner

DRB Members Absent: Bob Brisson, Alternate; Henry Bonges, Alternate

Staff: Amanda Pitts

Hearings: Jeff Jimmo, Shawn Cunningham, Karl Marchessault, Dave Wark

3. Agenda Review: None

4. Public Forum: None

5. Staff Updates: New DPW Director, Lisa Schaeffler, started this week.

6. Continued Hearing/New Business:

- A. **Sizzling Sausage LLC c/o Jeff Jimmo, owner/applicant**, has submitted an application for **Major Site Plan** approval for the construction of a 69,500 square foot commercial building with associated site work including a driveway off Gonyeau Rd, stormwater, parking, connection to municipal water and sewer. The property is located at 985 Route 7 South, and is described as Parcel# 203008-000000/ SPAN 396-123-13134. It is located in the General Industrial (I2) and the Catamount Planning area.

Shawn Cunningham, Oleary Burke Civil Associates, and Jeff Jimmo, owner, represented the applicant for this hearing. B. Jenkins administered the oath and read through the numbered items.

1. *The applicant shall secure a Project Review Sheet or Permit Navigator Summary from the Department of Environmental Conservation and all applicable permits.*
2. *Applicant is encouraged to provide public art display on-site visible from the Route 7.*
3. *Applicant must obtain DRB approval for any use listed as "Conditional" on the Use Table of section 2123.*
4. *Curb cut on Gonyeau Rd will require issuance of a highway access permit prior to issuance of a zoning permit.*

5. *Applicant shall follow the public infrastructure acceptance process outlined in the Public Works Specifications, and address TAC comments from Water/Wastewater prior to issuance of zoning permits.*
6. *DRB shall determine if directory sign example is acceptable.*
7. *Applicant must construct and maintain parking in accordance with sections 3202.G and 3202.I.*
8. *Landscaping required 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.*
9. *Applicant is advised to revise parking lot landscaping to meet requirements of section 3204.G.*
10. *Applicant shall show screening in accordance with section 3204.H for the dumpsters.*
11. *Applicant shall provide outdoor lighting in accordance with section 3205.*
12. *Applicant must operate and maintain site in accordance with performance standards of section 3208.*
13. *Public Infrastructure: The process outlined in the Town of Milton Public Works Specifications Section 110, the General Procedures for Acceptance of Public Infrastructure, shall be followed for the installation of the water line, hydrant, and sewer line and its future ownership and maintenance.*
 - a. *Cost Estimate: Applicant will provide a cost estimate to the Director of Public Works for review, and Selectboard will approve the value. Applicant shall establish a surety in that approved amount.*
 - b. *Legal Escrow: The Applicant shall submit \$500 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.*
 - c. *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. Only instruments approved by the Town may be recorded in the Town of Milton Land Records.*
14. *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.*
15. *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.*
16. *A Zoning Permit is required prior to construction and an associated Certificate of Compliance is required following completion.*
17. *The Site Plan Approval shall expire three years from the date of issuance if the applicant does not receive a zoning permit by this date.*
18. *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.*
19. *The DRB may schedule a site visit.*

20. *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 close hearing at 6:30 pm by S. Turner. Second by M. Callahan. Motion carried.

7. Other Business

- A. Review of Unified Development Regulations and Development Review Board Bylaws.
 - a. Members discussed revisions to the UDR, Comprehensive Plan and Zoning Map.
 - b. Members discussed DRB bylaws.
- B. N. Smith motion to approve December 22, 2022 minutes, second by S. Turner. Motion carried.

8. Motion to adjourn meeting by N. Smith. Second by M. Callahan. Meeting adjourned.

9. Deliberative Session

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

+Respectfully submitted,

Amanda Costello

APPROVED MINUTES:

_____ Date: _____
Bruce Jenkins, Chair

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

ATTEST: _____, Milton Town Clerk