



DEVELOPMENT REVIEW BOARD

Meeting Type:..... **Regular Meeting**
Date:..... **Thursday, April 14, 2022**
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* *Robert Brisson* *Maryalice Callahan* *Henry Bonges, Alternate* *Scott Turner, 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; Robert Brisson; Scott Turner, Alternate (appointed to meeting)

DRB Members Absent: Bruce Jenkins, Chair; Henry Bonges, Alternate, Maryalice Callahan

Staff: Amanda Pitts

546 Route 7 South: Esther Lotz; Doug Hewitt, Allen Burnett

660 Beebe Hill Road: Bonnie Machia, Denis O'Brien, Dennis Briggs, Mark Ozenich

240 Railroad Street: Gary Crowley, Gary Moore

3. Agenda Review

4. Public Forum

No public forum items raised.

5. Staff Updates

6. Continued Hearing/New Business:

The following hearing is a continued hearing:

- A. **Eric Milano**, applicant and **Robert Couillard**, owner, are requesting **Major Site Plan** and **Conditional Use** approval for a change of use to a "rental and leasing" use and "retail store" use and construction of a 4,500 sf building at 546 Route 7 South. The property is located at **546 Route 7 South**; described as Parcel No. 207032-022000, SPAN 396-123-12525. The subject property is recorded as having 1.24 acres and is located within the Checkerberry Commercial (M4-C) zoning district, and the Town Core Planning area.

N. Smith administered the oath. Doug Hewitt represented the applicant and gave an overview of the edits that were made to the site plan. Allen Burnett, representing adjacent property owner Norm Burnett, vocalized concerns regarding stormwater.

Motion to continue the hearing to April 28, 2022 by J. Rutz, second by R. Brisson. Motion carried.

The following hearings are new hearings:

B. Machia Wilderness Camp Inc, owner/applicant, is requesting Major Site Plan and Conditional Use approval for a "campground use" at 0 Beebe Hill Road (Lot A), described as Parcel ID 209014-000000, SPAN 396-123-11915, a, Deed Book 528, Volume 238. The proposal is for the operation of a day camp for the first week of July utilizing the existing barn. The subject property contains a total of 16.0 acres and is located in the Rural Residential (R5) zoning district and the West Milton planning area.

N. Smith administered the oath and read the numbered items. Denis O'Brien, Bonnie Machia, and Dennis Briggs represented the applicant and gave an overview of the application.

1. *The applicant shall secure a Project Review Sheet or Permit Navigator Summary from the Department of Environmental Conservation and all applicable permits.*
2. *The DRB may schedule a site visit.*
3. *Applicant shall clarify if improvements to the existing driveway are proposed. If so, applicant shall construct in conformance with section 3002, 3009 and 3010 and show driveway improvements on final plans.*
4. *Applicant shall obtain appropriate water/wastewater approvals from the State for the campground/day camp use prior to zoning permit approval.*
5. *Any construction related activities requires an erosion control and stormwater management plan reviewed and approved by the Town engineer prior to commencement.*
6. *Applicant shall maintain surface water buffer areas in accordance with section 3011.*
7. *Applicant shall operate camp in accordance with section 3103. If the proposal changes from a 1 week per year day camp without overnight stays for campers, applicant shall obtain an amended conditional use approval by the DRB.*
8. *Applicant shall clarify parking area and spaces provided. DRB shall determine required parking spaces, and which sections of 3202 apply to this application.*
9. *DRB shall determine if any additional landscaping is required.*
10. *Applicant shall clarify if any outdoor use areas will be between existing building and Beebe Hill Rd.*
11. *Applicant shall operate and maintain site in accordance with section 3208.*
12. *The Development Review Board may place conditions on any approval as deemed necessary to further the purposes of these regulations and ensure conformance with all applicable provisions of these regulations.*
13. *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.*
14. *Applicant shall submit one (1) full-sized (to scale) and one (1) reduced (11 x 17) complete final plan sets depicting the changes required by the DRB. The revised plans must be deemed Final by Planning Staff prior to being eligible for a Zoning Permit from the Zoning Administrator. The Applicant is advised to submit an electronic .pdf plan for staff review prior to submitting all the copies of the Final Plan set.*
15. *A Zoning Permit is required prior to commencement of campground use and an associated Certificate of Compliance is required following completion.*
16. *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.*
17. *Applicant shall submit one (1) full-sized (to scale) and one (1) reduced (11 x 17) complete final plan sets depicting the changes required by the DRB. The revised plans must be deemed Final by Planning Staff prior to being eligible for a Zoning Permit from the Zoning Administrator. The Applicant is advised to submit an electronic .pdf plan for staff review prior to submitting all the copies of the Final Plan set.*

18. A Zoning Permit is required prior to commencement of campground use and an associated Certificate of Compliance is required following completion.
19. If approved, 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.
20. 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.
21. 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 the hearing at 6:55 pm by J. Rutz, second by S. Turner. Motion carried.

C. Railroad Street Properties LLC, registered agent Gary Crowley, owner/applicant, are requesting Major Site Plan approval for the construction of two triplex buildings and removal of existing duplex. The property is located at 240 Railroad Street; described as Parcel No. 229036-000000, SPAN 396-123-11363. The subject property is recorded as having 0.88 acres and is located within the Downtown Business (DB1) zoning district, and the Town Core Planning area.

N. Smith administered the oath and read the numbered items below. Owner, Gary Crowley, gave an overview of the project. Gary Moore, representing St. Ann's Cemetery submitted a letter for the record from Father Feltz concerning litter onto cemetery property.

1. *The applicant shall secure a Project Review Sheet or Permit Navigator Summary from the Department of Environmental Conservation and all applicable permits.*
2. *The DRB may schedule a site visit*

(3&4 numbered items not on staff report)

5. *Applicant shall show the buildings moved up to the 20 foot build-to line and in conformance with building coverage at build-to line or obtain a waiver or variance approval from the DRB.*
6. *Applicant shall provide details of the story height. If height of first floor is proposed as less than 12 feet, applicant must obtain a waiver or variance.*
7. *Applicant shall conform with one aspect of section 2101.D(1)(a through e).*
8. *Applicant shall provide pedestrian access from public sidewalks to entrances of building.*
9. *DRB shall determine if driveway/garages are acceptable in the front of the buildings for these townhouse style buildings.*
10. *Applicant is advised to provide a tree for each 30 feet of road frontage.*
11. *DRB shall determine if multiple curb cuts are approved for this development.*
12. *Applicant shall obtain water/wastewater approvals from Town and State and design according to public works specifications.*
13. *Applicant shall construct and maintain site in accordance with sections 3009 and 3010. In addition, applicant shall submit a professionally prepared erosion control plan and stormwater management plan for review and approval by the Town Engineer.*
14. *Applicant shall construct sidewalk along frontage of Railroad Street in accordance with Public Works specifications. Applicant shall follow the Public Infrastructure Acceptance process outlined in the Public Works specifications. If the sidewalk is constructed by the Town prior to applicant sidewalk construction, applicant will provide the approved cost estimate amount to the Town.*
15. *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.*
16. *DRB shall determine if applicant shall provide landscaping or screening in the rear yard.*

17. Applicant shall clarify if any lighting is proposed. If so, applicant shall show lighting on final plans in accordance with section 3205.
18. 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.
19. Applicant shall submit one (1) full-sized (to scale) and one (1) reduced (11 x 17) complete final plan sets depicting the changes required by the DRB. The revised plans must be deemed Final by Planning Staff prior to being eligible for a Zoning Permit from the Zoning Administrator. The Applicant is advised to submit an electronic .pdf plan for staff review prior to submitting all the copies of the Final Plan set.
20. A Zoning Permit is required prior to construction and an associated Certificate of Compliance is required following completion.
21. If approved, the Site Plan shall expire three years from the date of issuance if the applicant does not receive a zoning permit by this date.
22. 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
23. 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 continue hearing to May 26, 2022 by J. Rutz, second by S. Turner. Motion carried.

7. Other Business:

- A. Approval of Minutes from March 24, 2022

Motion to approve minutes from March 24, 2022 as written by J. Rutz, second by S. Turner. Motion carried.

8. Deliberative Session

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

Motion to adjourn public session and enter deliberative Session at 7:55 P.M. by J. Rutz, second by S. Turner. Motion carried. Public session adjourned.

Motion to approve Major Site Plan and Conditional use application for a campground (day camp) use for one (1) week per calendar year at 660 Beebe Hill Rd by J. Rutz, second by S. Turner. Motion carried.

9. Adjournment

Meeting was adjourned.

Respectfully submitted,

Amanda Pitts

APPROVED MINUTES:



Nick Smith, Vice-Chair

Date: 4/28/2022

Filed with the Milton Town Clerk's Office on this 29th day of April, 2022.

ATTEST: Krista Bees, Milton Town Clerk

