



## DEVELOPMENT REVIEW BOARD

Meeting Type:..... Regular Meeting  
Date:..... Thursday, July 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, Nick Smith, Julie Rutz, Robert Brisson, Maryalice, Henry Bonges, Scott Turner,  
Chair Vice Chair Clerk Alternate Alternate

#### MINUTES

##### 1. Call to Order

The meeting was called to order by B. Jenkins at 6:05 P.M.

##### 2. Attendance

**DRB Members Present:** Bruce Jenkins, Chair; Nick Smith, Vice-Chair; Julie Rutz, Clerk; Scott Turner, Alternate, Maryalice Callahan (attended but did not participate in hearing)

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

**Staff:** Amanda Pitts

**400 Route 7 South:** Colen Johnson; Todd McGinnis, Tom Robbins, Mike McCormick  
**609 Lake Road:** John Towne, Christopher Towne

##### 3. Agenda Review: None

##### 4. Public Forum: No public forum items raised.

##### 5. Staff Updates

##### 6. Continued Hearing/New Business:

The following hearing is a continued hearing:

- a. **MACTAW VT Realty, LLC, applicant**, is requesting **Major Site Plan, Conditional Use and Variance** approval for site work, construction of 4,500 square foot office building and commencement of a Sales Lot use on Lots 1-4 of the previously approved **Marketplace South PUD**. The subject property is described as Parcel 207015-002000, SPAN 396-123-12284, a (1.37 acres); 396-123-12284,n (2.64 acres), 396-123-12284,x (1.46 acres) and 396-123-12284,y (2.07 acres), owned by **applicant**. The subject properties are located in the Checkerberry Commercial (M4-C) zoning district, and the Town Core planning area.

- B. Jenkins administered the oath. Colen Johnson, Todd McGinnis, and Tom Robbins attended the meeting representing the applicant. Discussion regarding the site visit was heard. C. Johnson confirmed site area moved out of wetland area on Lot 2, a turnaround at end of road will be added, storage area will be added, no gravel area outside what's shown, no excessive disturbance of grassed area, and grassed areas will be maintained/mowed regularly.**

**Hearing closed at 6:07 PM.**

The following hearing is a new hearing:

b. **John and Rachel Towne, Applicant** is requesting Final Plan review for a proposed 2 lot subdivision located at **609 Lake Road**, described as Parcel #214003-000000, SPAN 396-123-13542, Book 500 & Page 24, owned by Carroll Towne Revocable Trust. The subject property is recorded as having 373.42 acres and is located within the Agricultural/Rural Residential (R5) zoning district, and the West Milton Planning Area.

**B. Jenkins administered the oath and read through the numbered items. John Towne represented the applicant.** Christopher Towne attended hearing.

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. No site visit*
3. *The applicant is advised that any changes to the camp will require approvals through section 1302 and Shoreland Protection Act review through the State Watershed Division.*
4. *DRB shall determine creation of lot 2 without frontage in accordance with section 2006.E and 3002.*
5. *Applicant is advised to create turn-outs on driveway at least every 500 feet.*
6. *If the seasonal camp is converted to a year-round residency, the driveway shall be upgraded to meet section 3002.*
7. *Applicant is advised that any camping units will need to be located and occupied in accordance with section 3005.*
8. *Applicant is advised that surface water buffers shall be maintained according to section 3011.*
9. *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.*
10. *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.*
11. *Applicant shall submit draft deeds and any other associated legal instruments 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. The Town Attorney must approve of the subdivision plat prior to filing the final plat on mylar.*
12. *In accordance with 24 V.S.A. §4463(b), the applicant must file a final subdivision plat for filing in the town's land records within 180 days of the Development Review Board's final approval. The plat must be deemed Final by Planning Staff prior to being eligible for recording as the final survey plat. Upon written request by the applicant prior to the expiration of the 180 days, the Zoning Administrator may grant a written 90-day extension to the filing deadline if other local or state permits are still pending.*
13. *Applicant shall submit one (1) full-sized (to scale) and one (1) reduced (11 x 17) complete final plan sets depicting any 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*

13. Applicant shall submit one (1) full-sized (to scale) and one (1) reduced (11 x 17) complete final plan sets depicting any 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.

14. A Zoning Permit is required prior to any construction and an associated Certificate of Compliance is required following completion.

15. 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.

16. 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.

Hearing closed at 6:24 PM.

#### 8. Approval of Minutes

A. Motion to approve June 23, 2022 minutes by J. Rutz, second by N. Smith. Motion carried.

#### 9. Adjournment

Motion to adjourn the meeting at 6:25 by N. Smith, second by J. Rutz. Meeting was adjourned.


#### 10. Deliberative Session

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

+Respectfully submitted,

Amanda Pitts

APPROVED MINUTES:

  
Bruce Jenkins, Chair

Date: August 11, 2022

Filed with the Milton Town Clerk's Office on this 12<sup>th</sup> day of August, 2022.

ATTEST: Krista Bees, Milton Town Clerk





