



PLANNING COMMISSION

Meeting Type:.....SPECIAL Meeting
Date:.....Tuesday, July 16, 2019
Time:.....6:00 p.m.
Place:.....Milton Community Room
Address:.....43 Bombardier Road Milton, VT 05468
Contact:.....(802) 893-1186 or mburris@miltonvt.gov
Website:.....www.miltonvt.gov

MEETING MINUTES

Lori Donna, Chair Tony Micklus, Vice-Chair David Ross, Clerk John Lindsay Jason Heath

1. Call to Order & Welcome

The meeting was called to order by L. Donna at 6:07 p.m.

2. Attendance

Members Present: All present

Lori Donna, Chair; Tony Micklus, Vice-Chair; John Lindsay; Jason Heath;
David Ross, Clerk attended via Skype and telephone conference call.

Members Absent: None

Staff Present: Michael Burris, Director of Planning & Zoning

Others Present: None

3. Agenda Review

Agenda approved with no changes.

4. Public Forum

The public may attend and participate in accordance with Vermont's Open Meeting Law (1VSA312).

No members of the public were in attendance.

5. Staff Updates

Burris discussed the following with the Planning Commission.

a) The amendment to the Milton Comprehensive Plan to enable application to the Agency of Commerce and Community Development's Village Center Designation Program was approved by the Selectboard on July 15, 2019. In addition, the Selectboard authorized applying to the program. The application will be submitted in September.

b) Only one member from each commission may staff the commission for the hourglass park - Lindsay and Donna to determine who will be the representative from the Planning Commission.

6. Business

A. UDR Revisions:

- 1) **Irregularly-shaped lots and road frontage:** The Commission discussed clarifying the definition of irregularly shaped lots as one that has more than 4 sides. This is potentially a loophole for development patterns not intended in the UDR or the Comprehensive Plan, where lots could bypass the district's intended road frontage requirements. Frontage waivers for irregularly-shaped lots should have additional review criteria requiring the need for the waiver to directly relate to the irregular lot shape. See UDR section 2006.E(3)(c). Commission members agreed that staff should draft language consistent with the change and eventually hold a public hearing addressing this issue.
- 2) **Pet grooming:** The Commission discussed adding pet grooming to the list of permitted uses in NC2, because "veterinary" care is a permitted use. See UDR section 2123, p.2-45, row 41. Commission members agreed that staff should draft language consistent with the change and eventually hold a public hearing addressing this issue.
- 3) **Fire department review of plans:** The Commission discussed adding language to the UDR such that the Fire Chief or their designee would review development plans before approval could be granted to ensure that adequate fire protection can be provided. Commission members agreed that staff should draft language consistent with the change and eventually hold a public hearing addressing this issue.
- 4) **Accessory Home businesses:** The Commission discussed allowing home businesses in Checkerberry Commercial Zoning District (M4-C) to further bring pre-existing single-family/two-family dwellings into compliance with the regulations and zoning district goals. See sections 2107.B(2) and 2123. Commission members agreed that staff should draft language consistent with the change and eventually hold a public hearing addressing this issue.
- 5) **ADA parking:** The Commission discussed adding language regarding ADA parking ratios and dimensional specifications to be included in the site plan review to conform with Vermont law. See UDR section 3202. Commission members agreed that staff should draft language consistent with the change and eventually hold a public hearing addressing this issue.
- 6) **Coffee shop characterization:** The Commission discussed reducing the required number of parking spaces for a coffee shop by reclassifying coffee shops from "high turnover use" ("characterized primarily by primarily drop-in customers or visitors staying for a short period of time") to "regular customer traffic" ("characterized by primarily scheduled customers or visitors staying for moderate period of time") See UDR section 3202, Minimum Parking Ratios Figure 3-01, Notes, p.3-42. Commission members agreed that staff should draft language consistent with the change and eventually hold a public hearing addressing this issue.
- 7) **Conditional use review:** The Commission discussed whether to include language in the UDR that the character of the area review is informed by the Town's Comprehensive Plan and its zoning district goals. Character of the area is the established sum of the elements and qualities that distinguish one area of town from

another “as informed by the zoning district’s goals and the planning area’s objectives detailed in the comprehensive plan.” See UDR Section 3304.A Commission members agreed that staff should draft language consistent with the change and eventually hold a public hearing addressing this issue.

- 8) **Infrastructure for single /two-family:** The Commission discussed whether single-family/ two family dwellings and their accessory uses/ structures should be exempt from site plan review. See UDR section 3201.A and section 4302. Commission members agreed that staff should draft language consistent with the change and eventually hold a public hearing addressing this issue.
- 9) **Family childcare homes:** The Commission discussed increasing the number of non-school aged children cared for full time by family childcare homes to up to 10, as long as two staff members are present. This change would match Milton’s regulations to requirements in Vermont state regulations. See UDR sections 1111.A, B, C, and 24 V.S.A. 4412(5). Commission members agreed that staff should draft language consistent with the change and eventually hold a public hearing addressing this issue.
- 10) **Expand commercial uses in Old Towne Residential/Commercial (M5) Zoning District:** The Commission discussed permitting mixed uses, restaurants, offices, and retail, permit multi-family in M5 to encourage greater commercial activity, but not multi-family. See UDR Section 2123, pp.2-43 -- 2-45. Concerns were expressed that permitting greater commercial development on Railroad Street would actually draw new commercial development away from River Street. Commission members agreed that staff should draft language consistent with the change – and setting strong limits on expanding this commercial use -- and eventually hold a public hearing addressing this issue. It was stated that such concerns would have to be addressed at the time of the public hearing.

** The UDR is Milton's Unified Development Regulations (formerly known as the Zoning and Subdivision regulations) as approved by the Selectboard on September 18, 2017, Amended by the Milton Selectboard on October 2, 2018. The UDR can be found at the Town Planning and Zoning Office, the Town Clerk's Office, and at <https://www.miltonvt.gov/DocumentCenter/View/247/Adopted-Unified-Development-Regulations-PDF>.*

*** Milton's Town Zoning Map is posted at <https://www.miltonvt.gov/DocumentCenter/View/560/Official-Town-Zoning-Map-Sep-2017-PDF>, and a more detailed map with the districts at <https://www.miltonvt.gov/DocumentCenter/View/559/2017-Zoning-Map-Downtown-Detail-PDF>.*

****A copy of the Town's Comprehensive Plan (dated February 5, 2018) as adopted is posted at <https://www.miltonvt.gov/DocumentCenter/View/608/Milton-2018-Final-Comprehensive-Plan-PDF>.*

7. Minutes:

June 25, 2019: Lindsay motioned at 7:45 pm to approve the minutes of the Tues, June 25, 2019 Planning Commission meeting (as amended). Seconded by Heath. Minutes approved.

8. Adjournment:

Micklus motioned to adjourn at 7:46 pm. Seconded by Lindsay. Meeting adjourned at 7:47 pm.

9. Next Meeting:

Tuesday, July 23, 2019

Regularly scheduled Tuesday, August 6, 2019 meeting is cancelled.

The next Planning Commission meeting after that will be held on Tuesday, August 20, 2019.

Respectfully Submitted,
David Ross

APPROVED MINUTES:



7/23/2019

Date: _____

John Lindsay, Chair (as of 7.23.2019)

Filed with the Milton Town Clerk's Office on this _____ day of _____, 2019.

ATTEST: _____, Milton Town Clerk