



## DEVELOPMENT REVIEW BOARD

Meeting Type:..... **Regular Meeting**  
Date:..... **Thursday, August 11, 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*      *Scott Turner*      *Maryalice Callahan*      *Henry Bonges, Alternate*      *Robert Brisson, 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, Maryalice Callahan

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

**Staff:** Amanda Pitts

**321 Sanderson Road:** Jay Buermann

**Public:** Roth Perry, Earl Gardner

#### 3. Agenda Review: None

#### 4. Public Forum:

- A. Roth Perry from Courtland Construction requested DRB input on interpretation of section 3112.
- B. Earl Gardner gave overview of his request for additional lots on his property. DRB advised that they cannot grant additional lots and to seek approval/guidance from Select Board and/or Planning Commission.

#### 5. Staff Updates

- A. Amanda Costello, Administrative Assistant to Public Works and Planning & Zoning started on August 8, 2022.

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

The following hearing is a new hearing:

- A. **Linda Sanderson Revocable Trust, applicant & owner**, is requesting **Final Plan approval** for a proposed 2-lot **Minor Conventional Subdivision** located across from **321 Sanderson Road**, described as Parcel #210010-000000, Book 502 & Page 169, SPAN 396-123-13136. The subject property is listed as having 180 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. Jay Buermann, engineer, represented the applicant for this hearing.**

1. *The applicant shall secure a Permit Navigator Summary or PRS from ANR and all applicable permits. Applicant has supplied Summary to staff.*

2. *DPW is prepared to issue the highway access permit for the curb-cut/driveway if the subdivision is finalized. Applicant shall construct according to public works specifications.*
3. *DRB shall determine if more than 1 curb-cut on Lot 1 is approved.  
**Three curb-cuts are pre-existing, 4 in total requested.***
4. *Driveway shall be constructed in accordance with public works specifications and section 3002.*
5. *Applicant shall perform all construction activity in accordance with section 3009, 3010 and public works specifications.*
6. *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.*
7. *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.*
8. *Applicant shall submit draft deeds and any other associated legal instruments for all impacted lots 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.*
9. *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.*
10. *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.*
11. *A Zoning Permit is required prior to construction and an associated Certificate of Compliance is required following completion.*
12. *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.*
13. *The DRB may schedule a site visit.*
14. *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 6:39 PM.**

8. Approval of Minutes

A. Motion to approve July 14, 2022 minutes by J. Rutz, second by S. Turner. Motion carried.

9. Adjournment

Motion to adjourn the meeting at 6:39 by J. Rutz, second by N. Smith. Meeting was adjourned.

10. Deliberative Session

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

+Respectfully submitted,

Amanda Pitts

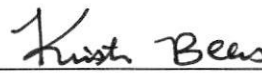
APPROVED MINUTES:



Date: September 8, 2022

Bruce Jenkins, Chair

Filed with the Milton Town Clerk's Office on this 22<sup>nd</sup> day of September, 2022.

ATTEST: , Milton Town Clerk