



## DEVELOPMENT REVIEW BOARD

Meeting Type:.....Regular Meeting  
Date:.....Thursday, June 8, 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

*Bruce Jenkins, Chair; Nick Smith, Vice-Chair; Julie Rutz, Clerk; Scott Turner; Maryalice Callahan; Henry Bonges, Alternate; Bob Brisson, Alternate; Bill McSweeney, Alternate*

### MINUTES

#### 1. Call to Order

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

#### 2. Attendance

**DRB Members Present:** Bruce Jenkins, Chair; Julie Rutz, Clerk; Maryalice Callahan; Henry Bonges, Alternate (for Other Business only)

**DRB Members Absent:** Nick Smith, Vice-Chair, Scott Turner

**Staff:** Amanda Pitts

**Hearings:** Derick Read, Cameron Goodrich, Peter Martin, Deborah Dolby, Ryan Wells, Robert Lombard, Bryan Bouchard, Brooke Caragher

#### 3. Agenda Review: None

#### 4. Public Forum: None

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

- A. **20 Lamoille Terrace LLC c/o Gail Turner**, owner/applicant, is requesting Final Plan approval for a 4-lot subdivision located at **20 Lamoille Terrace**, described as Parcel #130001-000000, SPAN 396-123-13057. The subject property is recorded as having 1.10 acres and is located within the Old Towne Residential (R1) zoning district, and the Town Core Planning Area.

**Derick Read, engineer, attended the hearing and gave a summary of their proposed project. B. Jenkins administered the oath and addressed the following 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 must address TAC comments from DPW prior to final plan approval.*
3. *DRB to determine approval of the creation of Lot 3 and 4 without frontage through the shared driveway serving not more than 3 lots.*
4. *Applicant shall obtain a highway access permit for the curb-cut and work within the right of way from public works and an inspection upon completion.*
5. *Applicant shall obtain Town and State water and sewer approvals prior to connection for each lot.*
6. *Applicant to construct and manage site in accordance with erosion control and stormwater management standards of sections 3009 and 3010.*
7. *Street trees to be planted and maintained in accordance with section 3204.*

8. *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.*
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. *Legal Escrow: Applicant has submitted \$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. Any additional amount accrued will be due to the Town.*
12. *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.*
13. *A Zoning Permit is required prior to construction for structures and an associated Certificate of Compliance is required following completion.*
14. *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.*
15. *The DRB may schedule a site visit.*
  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.*

**Motion to close hearing by J. Rutz at 6:15 pm. Second by M. Callahan. Motion carried.**

- B. **Peter Martin & Deborah Dolby, owner/applicant** are requesting Final Plan approval for a proposed 2-lot subdivision located at **58 River Street**, described as Parcel #132034-000000, SPAN 396-123-12881. The subject property is recorded as having 2.00 acres and is located within the Old Towne Residential/Commercial (M5) zoning district, and the Town Core Planning Area.

**Ryan Wells, engineer, attended the hearing and gave a summary of their proposed project. 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 must address TAC comments from DPW prior to final plan approval.*
3. *Applicant shall obtain approval from Vtrans for the curb-cut to the new lot.*

4. *Applicant shall ensure all erosion control and stormwater management in conformance with section 3009 and 3010.*
5. *Lots 1 and 2 shall be maintained and operated in conformance with wetlands buffers per section 3011.*
6. *Applicant is advised to show an additional tree planting on landscaping plan in conformance with section 3204.E.*
7. *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.*
8. *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.*
9. *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.*
10. *A Zoning Permit is required prior to construction of any new structures and an associated Certificate of Compliance is required following completion.*
11. *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.*
12. *The DRB may schedule a site visit.*
13. *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 by J. Rutz at 7:03 pm. Second by M. Callahan. Motion carried.**

#### **6. Other Business**

##### **A. Minutes:**

- a. **Motion to approve May 11, 2023 meeting minutes by J. Rutz. Second by H. Bonges. Motion carried.**
- b. **Motion to approve May 25, 2023 meeting minutes by J. Rutz. Second by M. Callahan. Motion carried.**

**7. Motion to adjourn meeting by J. Rutz at 6:35 pm. Second by M. Callahan. Meeting adjourned.**

#### **8. Deliberative Session**

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

+Respectfully submitted,

Amanda Costello

APPROVED MINUTES:

Bruce Jenkins  
Bruce Jenkins, Chair

Date: June 29, 2023

Filed with the Milton Town Clerk's Office on this 30<sup>th</sup> day of June, 2023.

ATTEST: Kristi Beas, Milton Town Clerk