



Department of Public Works

To: Mayor Welch, Milton Plan Commission
From: Howard Robinson, Director of Public Works
Date: January 21, 2020
Subject: Public Hearing, Discussion and Possible Action Regarding CSM Approval, Conditional Use Permit Approval and Site Plan Approval for Milton High School.

Summary

The Milton School District has submitted a Certified Survey Map (CSM), Conditional Use Permit, and Site Plan in conjunction with the proposed expansion to the High School Facility located along West High Street. Each one of these items is required to accomplish the expansion, and will require separate actions from the Plan Commission. However, this memorandum serves as an overview of each item in order to illustrate each item's necessity in the overall process.

Certified Survey Map

The Milton School District has submitted a CSM to combine their lots located on West High Street. The lots are being combined for the expansion of the high school. Combining the lots allows the school to meet ordinance requirements for setbacks, site plans, green space, etc. The CSM meets city ordinance requirements. An existing sanitary sewer easement will need to be indicated on the new CSM. The sanitary sewer is already existing on the west side of the western most lot.

Conditional Use Permit

As required in the previously approved expansions at Milton East and West Elementary Schools as well as the Milton Middle School expansion, the proposed addition to the High School facility will also require a Conditional Use Permit approval. The City Zoning Ordinances require that institutional uses such as schools require a conditional use permit with residentially zoned districts. The current High School and expansion are zoned R3-Residential. No zoning change is required for the certified survey map, expansion, or conditional use permit.

The Conditional Use Permit application does require a public hearing, which has been properly noticed for this afternoon's meeting. All property owners within 250-feet of the High School property were notified of the public hearing.

Site Plan



In addition to the Conditional Use Permit, site plan approval is also required. Notification letters to the neighboring properties were sent. Plans have been submitted for the site plan and are attached.

As submitted, the Site Plan meets all zoning ordinance requirements with the exception of the following items. These items have been discussed with the architect and will need to be submitted to staff prior to the start of construction.

1. Recording of the final CSM at the county.
2. DNR and City Engineer approval of the storm water plan.
3. Aisle widths for traffic that have 90 degree parking stalls need to be 26' wide. Some of the aisles are 24' to 25'. These will need to be adjusted.
4. Arrows need to be added to the parking areas to show direction of traffic.
5. The driveways that are across from Rainbow Drive and Orchard Row will need to be offset so that they do not directly enter the street intersection. The driveway entrance adjacent/across from Rainbow Drive will allow the current offset stop signs to become a regular stop sign intersection.
6. Sanitary and Water mains will need to be added onto the Utility Plans
7. A lighting plan that meets ordinance requirements and that shows foot candle power needs to be submitted.
8. New sign location needs to be indicated.
9. An architectural drawing that show the height of the buildings is required.
10. Location of dumpsters needs to be indicated.
11. The Storm Water Management Plan needs to be recorded with the property at the county.

Recommendation

City Staff recommends approval of the CSM and approval of the Conditional Use Permit/Site Plan for Milton High School providing that the above contingencies are met prior to construction.

Attachments

Preliminary CSM
Conditional Use Permit Application
Finding of Fact
Site Plan
Letter from Steve Schantz – Bio-retention Areas
Public Notice