

Office of the Director of Public Works

To: City of Milton Plan Commission
From: Howard Robinson, Director of Public Works
Date: March 8, 2016
cc: Mayor Anissa Welch, Common Council Members
Subject: Discussion and Possible Action on a Site Plan Review for the Milton East Parking Lot Reconfiguration.

Discussion

The Milton School District has submitted a parking lot plan to the city. A parking lot plan for a commercial building requires a site plan review. They have submitted a base overview plot plan of the proposed parking lot. We have informed them of some additional information we require to have a complete site plan.

We need more information on:

- Dimensions of the stalls
- Driveway dimensions
- The distance of the driveway throat entrances from the street
- Where lights are planned
- Where future sidewalks are planned
- Where snow will be stored
- Where the storm water will be drained
- What utility mains (storm water) may be installed
- A landscape plan
- Setbacks from the property lines
- An overall square footage of the paved areas
- An easement agreement for the parking lot and/or driveway use

Staff Recommendation

They are working with Strand Engineering to supply these items. If they are submitted before Plan Commission meets we will try and email you a new memo and plan to review.

Attachments

- Site Plan