



Regular Meeting

Tuesday, January 6, 2026, at 6:00 p.m.
Community Room, 43 Bombardier Road, Milton, VT 05468
In Person and/or Via Zoom

Members Present: Rich Desouza, Maureen Golden, Tony Micklus, Betsy Paret, Sean Tatro (via Zoom)

Members Absent: None

Staff Present: Amanda Pitts (Zoning Administrator), Cassandra LaFayette (Zoning Officer)

Others Present: Mike McCormick (via Zoom)

I. Call to Order

B. Paret called the meeting to order at 6:02 p.m.

II. Agenda Review

B. Paret asked if anyone had any changes to the agenda. No changes were requested.

III. Public Forum

No discussion.

IV. Staff Updates

A. Pitts reported that the Planning and Zoning staff have been busy working on the draft town plan, the Unified Development Regulations (UDR) edits, and preparing for the upcoming Development Review Board (DRB) meeting. She noted that the DRB hearing on the final plan of the O'Brien Brothers housing development is on 1/8/26.

V. Business

A. Draft Town Plan

B. Paret asked for feedback on the latest version of the draft town plan. S. Tatro said it was very good. T. Micklus agreed and said the rewrite was very well done and a long time coming. R. Desouza said the draft plan looked great. M. Golden agreed with everyone and said she thought the draft plan was excellent. She only had one suggestion. M. Golden wondered if it would be possible to use the format for the grounded insights and three themes used in the earlier version instead of the call out boxes used in this version. She noted that the call out boxes disrupted the flow of the narrative and seemed to make the document longer. Everyone agreed that they liked the format from the earlier version better.

B. Paret reported that the Conservation Commission has requested that we mention the development of a Natural Resources Inventory (NRI) in the parks and recreation chapter to help the Conservation Commission obtain grant funding in the future. A. Pitts and C. Lafayette volunteered to do one final review of the draft town plan to check for any typos, redundancies, and statutory compliance before the draft town plan is warned for the public hearing. If there are any changes, they will be non-substantive. Any substantive changes will be brought to the Planning Commission for approval. Everyone agreed.

M. Golden made a motion to approve the draft town plan with the changes described above with a second by T. Micklus. The motion was approved unanimously.

B. Timelines for the Draft Town Plan and the UDR Edits

B. Paret discussed the timeline for the town plan and noted that the Planning Commission will hold one public hearing on 2/17/26 and the Selectboard will hold two public hearings on 3/23/26 and 4/6/26. The town plan will be posted on the Town's website on 1/26/26 so members of the community will have an opportunity to review it and submit comments. If all goes as planned, the 2026 town plan will be approved by the Selectboard on 4/6/26.

T. Micklus made a motion to approve the town plan timeline with a second by R. Desouza. The motion was approved unanimously.

B. Paret discussed the timeline for the UDR edits. She noted that these edits are a compilation of UDR edits going back to 2023 that was approved by the Planning Commission on 12/2/25. The Planning Commission will hold one public hearing on 2/17/26 and the Selectboard will hold two public hearings on 3/23/26 and 4/6/26. The UDR edits, however, will go into effect after the first Selectboard public hearing.

T. Micklus made a motion to approve the UDR edits adoption timeline with a second by S. Tatro. The motion was approved unanimously.

C. Joint Meeting with the Development Review Board (DRB)

At the last meeting, everyone agreed it would be helpful to have a joint meeting with the DRB to discuss any UDR edits they might like to propose. B. Paret will compile a list of possible meetings dates and check with the Chair of the DRB as to which date would be best. T. Micklus asked A. Pitts if there is a process in place for transmitting recommendations or questions from the DRB to the Planning Commission. A. Pitts stated that in the past the DRB has come to the Planning Commission for an interpretation of a UDR issue so that they are clear on the process. This has been informal. There is no formal process in place.

D. Public Forum with Developers, Property Owners, Architects & Engineers

At the last meeting, everyone agreed it would be helpful to hear from more developers, property owners, architects, and engineers to find out if there are requirements in the UDR that may be a barrier to residential and commercial development in Milton. B. Paret said that she would contact some developers to see if they would be interested in participating in a public forum with the Planning Commission. She will send out some possible dates to see what works best for everyone.

E. Potential Activities for 2026

Subject-Matter Experts – B. Paret suggested that it might be helpful to have subject-matter experts come to a few Planning Commission meetings to get us up to speed on issues relevant to our work. As potential topics, she suggested: the role of the Chittenden County Regional Planning Commission (CCRPC); the role of the Land Use Review Board (LURB); Act 250; Act 181; the Community and Housing Infrastructure Program (CHIP Act); the HOME Act; state designations; form-based code; and the downtown core master plan. There was interest in having subject-matter experts speak to the Planning Commission. B. Paret will send everyone information about these topics in advance of having a subject-matter expert join us for a meeting. As a preview, she shared a handout explaining the role of the CCRPC. She asked if anyone there was a preference for hard copies or digital copies of documents. Everyone expressed an interest in getting emails with links or PDF attachments. B. Paret encouraged everyone to think of additional topics to add to the list.

Planning Commission Bylaws – B. Paret suggested updating the bylaws and noted the current bylaws were adopted in 1998. She mentioned that all the commissions are updating their bylaws and are ensuring the bylaws are consistent with the Town's Administrative Code. There was support to update the bylaws. T. Micklus suggested changing the bylaws to permit non-residents who own property or a business in Milton to serve on the Planning Commission. S. Tatro noted that the four-year terms are long and suggested having a mix of terms like on the Selectboard. There was some discussion about filling vacancies especially if the Chair or Vice Chair were to become vacant. B. Paret noted that there is a provision in the Administrative Code that permits the Selectboard to appoint a Selectboard member to serve as an ex officio member on the Planning Commission. B. Paret thanked everyone for the suggestions and said she would send a draft out for review for discussion at a future meeting.

Enhanced Energy Plan – At the 8/19/25 meeting, the Planning Commission approved an Enhanced Energy Plan. Since there are two new members, B. Paret will send the plan to everyone for their information. B. Paret asked A. Pitts to find out if the Selectboard needs to approve the plan or if approval is just required by the Planning Commission. A. Pitts said she would report back at the next meeting.

Planning Commission Website – B. Paret suggested updating the Planning Commission's page on the Town's website to make information more accessible to the community. She would also like to make sure the draft town plan and related documents are easy to find to encourage as much public engagement and feedback as possible. Everyone agreed.

Public Outreach Communications Strategy – B. Paret suggested developing a public outreach communication strategy to keep the community informed about the Planning Commission's work. M. Golden agreed and asked if there was a way for us to compile a list of significant development projects that might be of interest to the community. Everyone thought that was a great idea and suggested large development projects, like the new O'Brien Brothers housing development, the Sterling Homes housing development, and the A. Dui Pyle industrial project, as examples of the types of projects that might be of interest to the community.

Capital Improvement Plan (CIP) – T. Micklus noted that there might be a role for the Planning Commission as it relates to the types of projects included in the CIP. B. Paret noted that the Town is working on updating the CIP now, so this might be a good time to review the current CIP. She said she would send the current version of the CIP to everyone.

VI. Approval of December 16, 2025, Meeting Minutes

R. Desouza made a motion to approve the December 16, 2025, meeting minutes with a second by M. Golden. The motion was approved. T. Micklus abstained.

VII. Adjournment

M. Golden made a motion to adjourn the meeting at 7:05 p.m. with a second by T. Micklus. The motion was approved unanimously. Meeting adjourned by B. Paret.

All documents pertaining to this meeting may be viewed using the following link:

<https://miltonvt.sharepoint.com/:f:/s/TownOfMiltonFilesFolders/lqDUI2bdF-rkRY4hhK7R8ZXnAU9PsGZUJia2PpKiW-8-MLQ?e=UgseUi>

A video recording of this meeting can be found at the following location:

<https://miltonvt.sharepoint.com/:v:/s/TownOfMiltonFilesFolders/lQCYDR16XW90QK0X9ZaOS-6GAdojfGgZhA8t-AhhxWtngCE?e=SLr1dv>

Minutes recorded and submitted by

APPROVED
MINUTES:



Betsy Paret, Chair

1/20/2026

Date

ATTEST:



Milton Town Clerk

1/23/2026

Filed this day with the Milton
Town Clerk's Office.

