



Regular Meeting

Tuesday, July 7, 2026, 6:00 p.m.

Community Room, 43 Bombardier Road, Milton, VT 05468

In Person and/or Via Zoom

Members Present: Rich DeSouza, Ben Frye, Julie Rutz, Sean Tatro (remote)

Members absent: Brenda Steady

Staff Present: Amanda Pitts (Planning & Zoning Director); Cassandra LaFayette (Town Planner).

Public Present: Diane Barrows, Mike McCormick

I. Call to Order

Rich DeSouza called the meeting to order at 6:04pm.

II. Approval of Minutes from June 2, 2026

Due to membership changes, the Commission did not have enough members who participated in the June 2 meeting to approve the minutes. Motion made to postpone approval of the June 2, 2026 minutes until the next regular meeting.

Motion: S. Tatro

Second: R. DeSouza

Vote: Motion carried unanimously.

III. Agenda Review

No changes Made

IV. Public Forum

No public comments.

V. Business

▪ **Planning Commission Member & Staff Introductions**

i. **Commission Member Introductions**

Commission members introduced themselves and provided brief background information regarding their experience, professional backgrounds, and interest in serving on the Planning Commission. During introductions, B. Frye disclosed that, through his professional consulting work and assistance with his late father-in-law's estate, circumstances could arise that present the appearance of a conflict of interest. He stated that he has no ownership or financial interest in the estate and would recuse himself from any matter involving an actual conflict. Staff noted that legal counsel had recommended such disclosures be made for transparency.

ii. **Planning & Zoning Department organization overview**

A. Pitts provided an overview of the department's organizational structure and staff responsibilities, including:

- Amanda Pitts, Planning & Zoning Director and Zoning Administrator
- Vivian Warner, Part-Time Zoning Officer
- Michelle Walker, Administrative Assistant
- Cassandra LaFayette, Town Planner

Staff explained each position's primary responsibilities and encouraged Commissioners to reach out with questions as they begin their service.

iii. Resources for Commissioners

Staff reviewed the Planning Commission resource packet and available electronic resources, including links to relevant statutes, guidance documents, and planning materials. Staff discussed:

- Availability of electronic resources and hyperlinks.
- Upcoming distribution of the Unified Development Regulations (UDR), Town Plan, Downtown Core Master Plan, and Active Transportation Plan.
- A tentative Planning Commission training with Town legal counsel scheduled for August 4, 2026, subject to confirmation.

Commissioners indicated a preference for electronic copies of planning documents.

▪ **Discussion and Farewell with long-term Chair Tony Micklus**

Outgoing Planning Commission Chair Tony Micklus addressed the Commission and shared guidance based on his years of service. His remarks emphasized:

- The Planning Commission's role in guiding development consistent with the Town's adopted goals.
- Maintaining communication with the Selectboard.
- Respectful public engagement.
- Preparation before meetings.
- Supporting staff.
- Maintaining civility and neutrality, particularly in the role of Chair.

Staff presented Tony Micklus with a framed Resolution of Appreciation in recognition of his service to the Town. Commission members thanked Tony Micklus for his years of leadership and service.

▪ **Election of Officers**

Commission members discussed officer appointments.

- Chair Nomination: Julie Rutz (there were no additional nominations).
Moved: Ben Frye
Seconded: Sean Tatro
Vote: Motion carried unanimously.
- Vice Chair Nomination: Ben Frye (there were no additional nominations).
Moved: Julie Rutz
Seconded: Rich DeSouza
Vote: Ben Fry was elected Vice Chair unanimously.
- Clerk Nomination: Rich DeSouza with a motion to postpone the election of Clerk until the next regular meeting and have Rich D'Souza serve as Interim Clerk until that time.
Motion: Ben Fry
Second: Julie West
Vote: Approved unanimously.

VI. Staff Update

- The next regular meeting is scheduled for July 21, 2026.
- Staff will confirm the tentative August 4 legal training.
- Commissioners were encouraged to submit future agenda topics to staff.
- Staff will distribute contact information among Commissioners and reminded members to avoid "reply all" discussions regarding Commission business in accordance with Vermont Open Meeting Law.

VII. Adjournment

Motion to adjourn

Moved: Rich DeSouza

Seconded: Sean Tatro

Vote: Motion carried unanimously.

Meeting adjourned at 6:43 p.m.

All documents pertaining to this meeting may be viewed using the following link:
https://miltonvt.sharepoint.com/:f/s/TownOfMiltonFilesFolders/lgB8qTbZD8ECSINGDkulBiMBAWDWSVN1MlfSsd_CbRnSdPE?e=98cDys

Minutes recorded and submitted by Julie Rutz.

APPROVED
MINUTES:

Julie Rutz, Chair

Date

Milton Town Clerk

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

DRAFT