



Regular Meeting

Tuesday, August 4, 2026, 6:00 p.m.
Community Room, 43 Bombardier Road, Milton, VT 05468
In Person and/or Via Zoom

Members Present: Julie Rutz, Chair; Ben Frye, Vice Chair; Sean Tatro, Clerk; Brenda Steady, Member

Members Absent: Rich Desouza, Member

Staff Present: Amanda Pitts, Planning & Zoning Director; Cassandra LaFayette, Town Planner

Others Present: N/A

I. Call to Order

J. Rutz called the meeting to order at 6:03 p.m.

II. Attendance

J. Rutz confirmed attendance provided quorum.

III. Flag Salute

B. Steady led the attendees in the Pledge of Allegiance.

IV. Public Forum

None.

V. Agenda Review

Staff announced that the Planning Commission legal training had been rescheduled to August 18, 2026. At the request of Town staff and leadership, the presentation portion of the training will be conducted in open session so the recording may serve as an educational resource for current and future Commission members. Following the public presentation, the Commission will enter Executive Session, pursuant to 1 V.S.A. § 313(a)(1)(F), to receive confidential legal advice from the Town Attorney.

Motion made by B. Frye to postpone the legal training to the August 18, 2026, meeting, with a second by B. Steady. Motion approved unanimously.

VI. Approval of Minutes for July 21, 2026, Meeting

The Commission determined the draft minutes included in the meeting packet contained errors.

Motion made by B. Frye to table approval of the July 21, 2026, meeting minutes until the August 18, 2026, meeting, with a second by B. Steady. Motion approved unanimously.

VII. Staff Updates

C. LaFayette reviewed statutory planning resources, the upcoming legal training, and the anticipated process for future Unified Development Regulations (UDR) amendments. Staff requested that Commission members review Part 4 (Administrative Procedures) of the UDR in advance of the August 18, 2026, legal training. B. Steady requested that the Commission review the S.325 updates. A. Pitts

informed the Commission that the Selectboard appointed the Commission's nominee, Vivian Warner, as Acting Zoning Administrator at its August 3, 2026, meeting.

VIII. Executive Session for Legal Training

No Executive Session was held due to the postponement of the legal training to the August 18, 2026, meeting.

IX. Adjournment

Motion made by B. Frye to adjourn the meeting at 6:30 p.m., with a second by B. Steady. Motion approved unanimously. Meeting adjourned by J. Rutz.

A video recording and all documents pertaining to this meeting may be viewed using the following link:

<https://miltonvt.sharepoint.com/:f:/s/TownOfMiltonFilesFolders/IgBuY5T5lFeDTJyBkK9SwLKRAVb6Q0YPrEoWIYXi6uCVO9w?e=Mfen56>

Minutes recorded and submitted by Planning & Zoning Staff.

APPROVED
MINUTES:

Julie Rutz, Chair

Date

Milton Town Clerk

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