



Regular Meeting

Tuesday, January 20, 2026, at 6:00 p.m.

Town Manager's Conference Room, 43 Bombardier Road, Milton, VT 05468

In Person and/or Via Zoom

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

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 advised that the draft town plan was submitted to the Chittenden County Regional Planning Commission (CCRPC), surrounding towns, the Town lawyer, and the Vermont Department of Housing and Community Development (DHCD) on 01/16/26. There is no Development Review Board (DRB) meeting this week.

V. Business

A. Draft Town Plan – Update

The CCRPC Planning Advisory Committee (PAC) will conduct a formal review of the draft town plan on 02/11/26. The meeting is open to the public both in-person and remotely. We will let you know what feedback, if any, we receive. The Planning Commission will hold a public hearing on the draft town plan on 02/17/26. We are creating a special webpage on the Town's website for the draft town plan. B. Paret has requested that the Town print 50-75 copies of the draft town plan for members of the community who may prefer a print version. Notice about the public hearing will be shared with the community and public feedback will be encouraged.

B. Planning Commission Bylaws – Discussion

B. Paret noted that the current bylaws were approved in 1998 and suggested it was time to update them. The Planning Commission reviewed the draft revised bylaws section by section.

Article II, S. Tatro noted that the 4-year term seemed too long and the length of the terms might be the reason members of the community do not volunteer to serve. He suggested that instead of having the five members of the Planning Commission all serve 4-year terms that there be one 3-year term, two 2-year terms, and two 1-year terms. Once appointed, members may request to be reappointed. There was discussion and agreement to change the terms as proposed. **Article II**, M. McCormick suggested that members be allowed to continue to serve even if they move out of Milton. There was discussion and the Planning Commission agreed membership should

be limited to residents of Milton and non-residents who own property or a business in Milton. **Article III**, M. Golden suggested that members should notify both the Chair and staff if they are unable to attend a meeting or if they plan to attend remotely. Everyone agreed. **Article VIII**, M. Golden suggested moving #4 (...unless otherwise specified in the bylaws, *Robert's Rules of Order Newly Revised* governs procedural matters) to #1. Everyone agreed. **Article X**, C. LaFayette suggested adding to #1: Conducts an annual review of the Town Plan and initiates work on a new Town Plan two years before the current Town Plan expires. Everyone agreed. **Article X**, B. Paret said she reviewed the legislative history of the Town's Administrative Code and found that in 2013 a new function was added to the functions and duties of the Planning Commission. The new duty is to serve as the Town's Energy Committee, but that duty was not added to Section 31 that describes the role of the Planning Commission. B. Paret suggested adding this duty as #8 in the list of functions and duties. Everyone agreed.

B. Paret said she would make all the changes discussed and will send a new draft to everyone to review. A vote to approve the updated bylaws will be on the agenda for the 02/03/26 meeting. Once approved by the Planning Commission, the updated bylaws will be submitted to the Selectboard for approval. B. Paret thanked everyone for taking the time to review the materials and for making so many great suggestions.

C. 2026 Potential Activities – Discussion

B. Paret reviewed the regular meeting dates for the year. Everyone agreed that it made sense not to have a meeting on Town Meeting Day, 03/03/26, because the voting machines will be in the Community Room and there will be a lot of activity in the Municipal Building.

B. Paret reported that she invited Charlie Baker, CCRPC Executive Director, and Chuck Wilton, Milton's CCRPC Board Member, to attend the 02/03/26 meeting to discuss the role of the CCRPC, how the CCRPC helps Milton, and how the Planning Commission can work more closely with Charlie and Chuck in the future.

A. Pitts agreed to contact the DRB to schedule a meeting with the Planning Commission. B. Paret will continue to work on scheduling meetings with developers and property owners, the Selectboard, and subject-matter experts on a range of topics of interest to the Planning Commission (e.g., the Land Use Review Board, Act 250, Act 181, the CHIP Act, the HOME Act, state designations, form-based code, and the downtown core master plan phase II). T. Micklus agreed to provide the name of a contact from the Vermont Economic Progress Council (VEPC) who could discuss Act 181 and Tier 1A and Tier 1B designations.

B. Paret reviewed the list of 2026 projects and asked if anyone had any projects or activities to add. No one did. The list contains several projects (i.e., update the bylaws, update the Planning Commission webpage, submit the Enhanced Energy Plan to the Selectboard for approval, develop a public outreach strategy, review the process for submissions of UDR edits by members of the community, evaluate the UDR edits submitted by M. McCormick and H. Bonges, and identify additional training opportunities and resources for commissioners).

VI. Approval of January 6, 2026, Meeting Minutes

M. Golden made a motion to approve the January 6, 2026, meeting minutes with a second by T. Micklus. The motion was approved unanimously.

VII. Next Meeting – February 3, 2026, at 6:00 p.m.

VIII. Adjournment

T. Micklus made a motion to adjourn the meeting at 6:52 p.m. with a second by M. Golden. 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/IgBiCp--6urLQICcXyFEmWEPAClI7qnN5NJzewHmvA6qcWo?e=9M22Ae>

A video recording of this meeting can be found at the following location:
https://miltonvt.sharepoint.com/:v:/s/TownOfMiltonFilesFolders/IQBOZbmhEC2JQ4x7JlrRH66FAeO18-qnlOk1hVVeW_PZ_8U?e=9qgyBY

Minutes recorded and submitted by Betsy Paret.

APPROVED
MINUTES:

Betsy Paret, Chair

Date

ATTEST:

Milton Town Clerk

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

DRAFT