



Regular Meeting

Thursday, February 12, 2026, 6:00 p.m.
Community Room, 43 Bombardier Road, Milton, VT 05468
In Person and/or Via Zoom

**If you attend the meeting via zoom and intend to gain interested party status,
please provide your name, email and/or mailing address using the Q&A feature.**

- I. **Call to Order:** B. Jenkins called the meeting to order at 6:00 p.m.
- II. **Attendance:** Bruce Jenkins, Chair; Nick Smith, Vice-Chair, Julie Rutz, Clerk; Bill McSweeney, Maryalice Callahan; and Amanda Pitts, Staff. See sign-in sheet for members of the public.
- III. **Agenda Review:** A.Pitts removed VII. Approval of Minutes from January 8, 2026.
- IV. **Public Forum**
A Public Forum is for items not on the agenda and will be limited to five minutes per person. All participants must clearly state their name. No action will be taken on items raised until a subsequent meeting (if action is needed).
- V. **Continued Hearing – None**
- VI. **New Hearing –**
Rick Sharp & Ruth Masters, Owners/Applicants, are requesting Major Site Plan & Conditional Use approval to amend conditions of their previous 2016 approval for an event facility (host weddings). The proposal is to extend the duration of the permit, allow for up to 120 guests, increase hour of operation, and remove parking attendant requirement. The site is located at 204 Cobble Hill Road, described as Parcel ID # 203064-001000, SPAN #396-123-13248, and contains 101 acres. The property is located within the “Agricultural/Rural Residential” (R5) and “Forestry/Conservation/Scenic Ridgeline” (FC) zoning district and the Cobble Hill planning area.

B. Jenkins disclosed that he lives on Cobble Hill Rd, but not as an abutter and asked if there was any request for recusal. The applicant did not object. B. Jenkins administered the oath and read through the numbered items listed below. Rick Sharp, Ruth Masters, and Nick Bouton attended the hearing representing the applicant. Paul Lavallee, Richard Deso, Betty Barber, Doreen & Raymond Pretty, Nichole Halse, Richard Tracy, and Shannon Anderson attended the hearing as interested parties. The applicant provided information regarding the numbered items and agreed when applicable. Paul Lavallee, Richard Deso, and Richard Tracy brought the following items to the board’s attention: unofficial road maintenance agreement, stormwater run-off, dust control request, potential impaired driving, neighborhood installation of no parking signs, and no parking attendants for past events.
 1. The applicant is advised to provide a Permit Navigator Summary or Project Review Sheet to staff. Applicant shall secure permits identified.
 2. Applicant is advised to maintain and operate the driveway in accordance with section 3002.
 3. Applicant is advised to obtain applicable State Water/Wastewater permitting.
 4. Applicants are encouraged to implement stormwater management best practices to prevent any stormwater issues on neighboring properties or roadways.
 5. Applicant is advised to maintain surface waters and buffers in accordance with section 3011.
 6. Applicant is advised that any new or existing signage must conform to section 3015.
 7. DRB to determine that the proposed use does not result in a greater adverse impact on the character of the area.
 8. DRB to determine if any upgrades are required to the existing parking.
 9. DRB to determine if any additional or amended plans are needed to show landscaping.
 10. Applicant is advised to provide detail regarding any existing lighting and/or temporary lighting used for events.

11. Applicant to provide detail on waste storage and/or dumpsters.
12. Applicant is advised that the site must be maintained and operated in accordance with performance standards of section 3208.
13. Applicant is advised to discuss details regarding traffic for the currently approved uses and for the proposed use. DRB to determine if any additional mitigation measures are recommended.
14. DRB to determine if the proposed use is compatible with the character of the area.
15. DRB may place conditions of approval on the proposed application in accordance with section 3306.
16. This project shall be completed, operated, and maintained as set forth in the plans and exhibits as approved by the Development Review Board and on file in the Department of Planning and Zoning, and in accordance with the conditions of this approval. No changes, erasures, modifications, or revisions, other than those required by this Decision, shall be made on the plan after approval unless a revised plan is first submitted to the Department of Planning and Zoning for approval.
17. Applicant shall submit one (1) full-sized (to scale) and one (1) reduced (11 x 17) complete final plan sets depicting the requested changes. The revised plans must be deemed Final by Planning Staff prior to being eligible for a Zoning Permit from the Zoning Administrator. The Applicant is advised to submit an electronic .pdf plan for staff review prior to submitting all copies of the Final Plan set.
18. A Zoning Permit is required prior to commencement of use an associated Certificate of Compliance is required following completion.
19. Omission or misstatement of any material fact by the applicant or agent on the application or at any hearing which would have warranted refusing the permit or approval shall be grounds for revoking the permit or approval at any time.
20. The DRB may schedule a site visit.
21. The DRB shall motion to recess or close this hearing. If recessed, a specific time, date, and place shall be designated to resume the hearing. If closed, the DRB shall issue a decision within 45 days.

Motion to close the hearing at 6:34 pm by J. Rutz. Second by M. Callahan. Motion approved unanimously.

Kevin Harrison, owner/applicant, is requesting amendments to a previously approved 3-lot subdivision (DRB # 2023-03). This Final Plan amendment approval is for the creation of 4-lots; three lots to be accessed off a shared driveway, and one lot to continue access off North Rd. The original subject parcel is located at 0 North Road, described as Parcel #215132-000000, SPAN 396-123-12255. The subject property is recorded as having 138.13 acres and is located within the Agricultural/Rural Residential (R5) and Forestry/Conservation/Scenic Ridgeline (FC) zoning districts, and the East Milton Planning Area

Nick Bouton attended the hearing representing the applicant. B. Jenkins administered the oath and read through the numbered items. The applicant agreed to all items listed below.

1. The applicant shall secure permits identified on the Permit Navigator Summary.
2. DRB to determine if Lots 1, 2, and 3 can be served off the shared driveway of Mayville Dr per section 2006.E(3)(a) and 3002 without the minimum frontage of R5.
3. Applicant is advised to provide the buildable area on final plans.
4. Applicant is advised that driveways shall be constructed in accordance with section 3002 and public works specifications, and the shared driveways shall have legal documents per section 3002.I reviewed and approved by Town Attorney.
5. Applicant shall obtain State Water/wastewater permits prior to obtaining zoning permit approval for construction of each lot.
6. Applicant shall construct and operate site in accordance with erosion control and stormwater management section 3009 and 3010
7. Applicant shall provide draft legal documents for review and approval by Town Attorney.
8. DRB to determine if any additional details regarding minimizing, or mitigating any adverse effects of natural resources are required.
9. This project shall be completed, operated, and maintained as set forth in the plans and exhibits as approved by the Development Review Board and on file in the Department of Planning and Zoning, and in accordance with the conditions of this approval. No changes, erasures, modifications, or revisions, other than those required by this Decision, shall be made on the plan after approval unless a revised plan is first submitted to the Department of Planning and Zoning for approval.
10. Legal Escrow: Applicant shall submit \$500 (there are no remaining funds from original subdivision approval) to cover the legal review of the deeds and any other required legal instruments by the Town Attorney. Any funds not expended on the legal review will be refunded to the Applicant.

11. Legal Review: Applicant shall submit draft deeds and any other associated legal instruments for all impacted lots for review and approval by the Town Attorney. All requested revisions must be complete before the Plat may be recorded. Only instruments approved by the Town may be recorded in the Town of Milton Land Records. The Town Attorney must approve of the subdivision plat prior to filing the final plat on mylar.
12. In accordance with 24 V.S.A. §4463(b), the applicant must file a final subdivision plat for filing in the town's land records within 180 days of the Development Review Board's final approval. The plat must be deemed Final by Planning Staff prior to being eligible for recording as the final survey plat. Upon written request by the applicant prior to the expiration of the 180 days, the Zoning Administrator may grant a written 90-day extension to the filing deadline if other local or state permits are still pending.
13. Applicant shall submit one (1) full-sized (to scale) and one (1) reduced (11 x 17) complete final plan sets depicting the requested changes. The revised plans must be deemed Final by Planning Staff prior to being eligible for a Zoning Permit from the Zoning Administrator and/or recording the final survey plat. The Applicant is advised to submit an electronic .pdf plan for staff review prior to submitting all copies of the Final Plan set.
14. A Zoning Permit is required prior to construction and an associated Certificate of Compliance is required following completion.
15. Omission or misstatement of any material fact by the applicant or agent on the application or at any hearing which would have warranted refusing the permit or approval shall be grounds for revoking the permit or approval at any time.
16. Site Visit: The DRB may schedule a site visit in accordance with section 4502 and recess the hearing to a date when the DRB may schedule a site visit.
17. The DRB shall motion to recess or close this hearing. If recessed, a specific time, date, and place shall be designated to resume the hearing. If closed, the DRB shall issue a decision within 45 days.

Motion to approve the application as proposed subject to the discussed conditions of approval by N. Smith. Second by J. Rutz. Motion passed unanimously. Application is approved and signed decision will be issued at the next meeting.

VII. Deliberative Session

Private session for deliberations on applications and written decisions in accordance with 1 V.S.A. 312.

VIII. Adjournment

Motion made by N. Smith to adjourn the meeting at 6:44 p.m., with a second by _____. Motion approved unanimously. Meeting adjourned by B. Jenkins.

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

<https://miltonvt.sharepoint.com/:f:/s/TownOfMiltonFilesFolders/IgBaNptYSVzMR6u00nkV0p3WAc9RutOJsUaW7gVEHqqvQ?e=fYiYt0>

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

https://miltonvt.sharepoint.com/:f:/s/TownOfMiltonFilesFolders/IgDoU2wEJsVKQZ7eHY_sbLbJAaIRiYbHDL3FUeFMrlf3F-4?e=2U8g0K

Minutes recorded and submitted by Amanda Pitts

APPROVED
MINUTES:

Bruce Jenkins, Chair

Date

ATTEST:

Milton Town Clerk

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

2.12.2026