



Regular Meeting

Thursday, March 26, 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:** N. Smith called the meeting to order at 6:00 p.m.
- II. Attendance:** Nick Smith, Vice-Chair; J. Rutz, Clerk; Bill McSweeney. Amanda Pitts, DRB Staff. See sign-in sheet for members of the public.
- III. Absent:** Bruce Jenkins, Chair; Mary Alice Callahan
- IV. Agenda Review:** No changes.
- V. 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).
- VI. Continued Hearing – None**
- VII. New Hearing –**
MACTAW VT Realty, LLC, owner/applicant, is requesting **Site Plan** approval for placement of fill within setbacks within a 1.6-acre area as a soil stabilization measure. The subject property is located at Lot 3 and 4 of the previously approved **Marketplace South PUD**. The subject property is described as Parcel 207015-002000, SPAN 396-123-12284. The subject properties are in the Checkerberry Commercial (M4-C) zoning district, and the Town Core planning area.

N. Smith administered the oath and read through the numbered items. David Marshall, engineer with CEA, attended the hearing representing the applicant.
 - 1. The applicant is advised to provide a Permit Navigator Summary or Project Review Sheet to staff. Applicant shall secure permits identified.
 - 2. Fill material must be uncontaminated and in accordance with section 3007.D.
 - 3. DRB to determine allowance of the placement of fill in the zoning district setbacks.
 - 4. Erosion control practices of section 3009 will be followed.
 - 5. The applicant is advised to maintain surface water buffer areas in conformance with section 3011.
 - 6. Applicant must maintain and operate site in accordance with performance standards of section 3208.
 - 7. 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 (if applicable), shall be made on the plan after approval unless a revised plan is first submitted to the Department of Planning and Zoning for approval.
 - 8. Applicant shall submit one (1) full-sized (to scale) and one (1) reduced (11 x 17) complete final plan sets depicting the requested changes (if required). 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.

9. A Zoning Permit is required prior to placement of fill and an associated Certificate of Compliance is required following completion.
10. 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.
11. The DRB may schedule a site visit.
12. 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 6:11 pm by B. McSweeney. Second by J. Rutz. Motion approved unanimously.

Roger Reilly, Owner/Applicant is requesting **Conditional Use** approval for the removal of an existing camp and rebuilding it with conforming setbacks and elevating the structure. The subject property is located at **3 Rainbow Place**, described as Parcel ID 202031-000000 & SPAN 396-123-13263, and contains 0.46 acres. The property is in the Agricultural/Rural (R5) zoning district, Flood Hazard Overlay (FHO) district, and West Milton planning area.

N. Smith administered the oath and read through the numbered items. Roger Reilly, owner/applicant, attended the hearing representing himself.

1. The applicant is advised to obtain a Permit Navigator Summary or Project Review Sheet and provide to staff. Applicant shall secure permits identified.
2. Applicant shall clarify the dimensional standards for the proposed dwelling, specifically, side and rear setbacks and setback from the shoreline.
3. Applicant must construct dwelling in conformance with section 2201.J(1), specifically, the lowest floor must be rebuilt to one foot or more above the base flood elevation (to at least 107 ft).
4. The applicant must construct in accordance with section 2201.L, which will require engineer hydraulic analysis.
5. Applicant must provide final site plans in conformance with section 2201.M.
6. Applicant shall address all comments received from the NFIP Coordinator prior to issuance of zoning permit for construction.
7. Applicant must submit an elevation certificate by an engineer, land surveyor, or architect prior to issuance of certificate of occupancy.
8. Applicant is advised to clarify if any upgrades or changes to the existing driveway are proposed.
9. Applicant shall provide details on excavation and fill and DRB to determine if proposal is acceptable per requirements of section 3007.
10. Applicant must conform to the State Water/Wastewater rules and provide applicable permitting prior to construction.
11. Applicant is advised to provide erosion control and stormwater management details on final plans in accordance with section 3009 and 3010.
12. Applicant is advised that the surface water buffer area shall be maintained in accordance with section 3011.
13. Applicant must demonstrate the proposed dwelling meets the applicable RBES stretch code.
14. DRB may place conditions of approval as deemed necessary to further the purposes of these regulations, etc., or require mitigation in accordance with section 3306.
15. 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.
16. 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.
17. A Zoning Permit is required prior to construction, and an associated Certificate of Compliance is required following completion.
18. 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.
19. The DRB may schedule a site visit.

20. 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 6:35 pm by J. Rutz. Second by B. McSweeney. Motion approved unanimously.

VIII. Approval of Meeting Minutes of February 26, 2026

There was not a quorum of members that attended the February 26, 2026 meeting to approve these minutes.

IX. Deliberative Session

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

X. Adjournment

Motion made by B. McSweeney to adjourn the meeting at 6:36 p.m., with a second by J. Rutz. Motion approved unanimously. Meeting adjourned by N. Smith.

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

<https://miltonvt.sharepoint.com/:f:/s/TownOfMiltonFilesFolders/IgDliSXx4KvSQ46L7-l72ugZAR6lyslnWkJoPmKP37UVTv8?e=SocdCT>

A video recording of this meeting can be found at the link location above.

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.