



Regular Meeting

Thursday, May 14, 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 6:02 p.m.
- II. Attendance:** Bruce Jenkins, Bill McSweeney, Mary Callahan, Julie Rutz, Nick Smith, Amanda Pitts, DRB Staff, See sign-in sheet for members of the public.
- III. Absent:** None
- IV. Agenda Review:** No changes were made to the agenda.
- 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 –**

Dylan Corr, owner and applicant, is requesting **Major Site Plan approval** for the construction of a triplex at **25 School Street**. The subject parcel is described as Parcel # 132022-003000 and SPAN 396-123-10396, and recorded as having 4.08 acres. The parcel is located in the Old Towne Residential/Commercial (M5) zoning district, and the Town Core Planning Area.

Dylan Corr, owner, attended via zoom representing himself. Steven & Lois Thompson, Fabrian Rainville attended in person, and Richard & Jennifer Berg attended via zoom as interested parties. B. Jenkins administered the oath and read through the numbered items as follows. The neighbors expressed concern regarding the property line, fill, grading, and landscaping.

- 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 address TAC comments.
- 3. The applicant is advised to provide the buildable lot area in order to determine the allowed density.
- 4. Highway access permit and inspection are required for the work within the right of way of School St.
- 5. Applicant must construct and maintain driveway in accordance with section 3002.
- 6. Applicant shall clarify the proposed grading and fill and DRB will determine if the proposal meets the requirement of section 3007 or allowed with this application.
- 7. Applicant must obtain local and state approval for water and wastewater services.
- 8. Applicant must provide an erosion control plan and stormwater management plan per sections 3009 and 3010 for review and approval by Public Works prior to zoning permit approval.
- 9. Applicant is advised to provide the wetland and buffer on final plans. Applicant must construct and maintain site in accordance with surface water section 3011.
- 10. DRB to determine if proposed parking is acceptable.
- 11. DRB to determine if applicant is required to construct a sidewalk along frontage.
- 12. Landscaping required under this section or as a condition of approval must be maintained in a healthy condition. Dead or dying plants must be replaced within 1 growing season with a comparable plant (in terms of type, form, size at maturity, etc.) of at least the minimum size requirements specified in Figure 3-03.
- 13. DRB to determine street tree requirement.
- 14. DRB to determine site landscaping requirement.
- 15. DRB to determine if a buffer or screening is required between the neighboring property and/or utilities.

16. Applicant is advised to provide details regarding lighting and include any proposed lighting on final plans in accordance with section 3205.
17. Applicant is advised to provide details on proposed waste storage for the proposed units. If the applicant is proposing dumpsters, the location must be shown on the final plans in accordance with section 3208 and 3204.
18. Applicant must maintain and operate site in accordance with performance standards of section 3208.
19. If dumpster is proposed, it must be located and secured in accordance with section 3209.C(3).
20. Utilities (electrical pedestal) must be located in accordance with section 3209.C(4).
21. DRB to determine if proposal meets requirements of section 3209.
22. 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.
23. 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.
24. A Zoning Permit is required prior to construction, and an associated Certificate of Compliance is required following completion.
25. 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.
26. The DRB may schedule a site visit.
27. 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 continue to the hearing to June 11, 2026, and schedule site visit for 5:30 pm on June 11, 2026 by N. Smith. Second by B. McSweeney. The DRB requested the following information to be provided for review at the continued hearing: survey or proof of property line, parking plan, lighting plan, details on grading, drainage and stormwater, and landscaping. Motion approved unanimously.

Gabe Handy, applicant, is requesting **Major Site Plan, Conditional Use, Subdivision PUD Amendment** for a proposed amendment to the existing PUD. The proposed amendment includes a change of use from Hotel to a mixed-use building containing 1st floor commercial uses and 20 residential units (upper floor residential). The subject parcel is owned by **Evergreen Residences LLC and Franklin South LLC**, and described as **368 Route 7 South**, Parcel # 207014-001000 and SPAN 396-123-13341, recorded as having 18.46 acres for the entire PUD. The footprint lot is located within the Checkerberry Commercial (M4-C) zoning district, and the Town Core Planning Area.

Karl Marchessault, engineer with O'Leary-Burke Civil Associates, attended the hearing representing the applicant. B. Jenkins administered the oath and read through the following numbered items.

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 address TAC comments.
3. Applicant is advised to provide details on the proposed uses requested for the first floor of the proposed building. See section 2123 for permitted and conditional uses in the M4-C zoning district. **Applicant is requesting all uses listed as "Permitted" and Retail sales listed as "Conditional"**.
4. DRB to determine if the proposed density is allowed using the M4-R zoning district calculation.
5. The applicant shows a height higher than the maximum height allowed in M4-C. The applicant is advised that the height must be revised to conform to 40 feet maximum height. **Applicant agreed to amend plans to 39 feet.**
6. Applicant is advised to provide details regarding all dimensional standards. Assuming dimensional standards are met, applicant is advised to provide final plans to include dimensional standards in conformance.
7. Applicant is advised to provide details on final plans that show conformance with development standards of section 2107.D.
8. Applicant must obtain local and state approvals for water and sewer allocation and connection. The applicant is advised to provide details regarding infrastructure and connection for review and approval by the Water/Wastewater Superintendent with the water and sewer allocation application.
9. Applicant must provide erosion control and stormwater management plans in conformance with section 3009 and 3010 and Public Works Specifications for review and approval by Public Works prior to zoning permit approval.
10. Any signage must be in conformance with section 3015 and obtain sign permit approval if applicable.
11. Applicant does not provide details to determine conformance with section 3101.A. Applicant is advised to provide details on conformance with sections 3101.A(1) to 3101.A(11) and revise final plans to show conformance.
12. Applicant is advised to provide details regarding the proposed commercial uses. DRB to determine parking requirements.
13. Applicant shall construct and maintain parking areas in accordance with section 3202.G and 3202.I. Applicant is advised to provide parking in conformance with section 3202 and to show on final plans.
14. Applicant must provide bicycle storage in conformance with section 3203.A on final plans.

15. Applicant must provide pedestrian access in accordance with section 3203.B on final plans.
16. Landscaping required under this section or as a condition of approval must be maintained in a healthy condition. Dead or dying plants must be replaced within 1 growing season with a comparable plant (in terms of type, form, size at maturity, etc.) of at least the minimum size requirements specified in Figure 3-03.
17. Applicant to confirm if there are changes proposed to previously approved landscaping. DRB to determine if proposed landscaping is acceptable.
18. DRB and applicant to discuss any amended lighting. Final plans shall be provided to show conformance with section 3205.
19. Applicant must maintain site in accordance with performance standards of section 3208, and dumpster in accordance additionally with section 3209.
20. DRB to determine if the applicant has proposed the best fix for the site for the provisions of section 3209.
21. Applicant is advised to provide details regarding proposed traffic. DRB to determine if a traffic impact study is required.
22. DRB to determine if the proposed project aligns with the character of the area per section 3304.
23. DRB to determine if the proposed upper floor residential use expansion results in a greater adverse impact on the character of the area.
24. Applicant is advised to construct the building in conformance with the stretch code.
25. DRB may place conditions as deemed necessary per section 3306 and to mitigate proposed development per section 3306.
26. DRB to determine if additional streetlighting is required.
27. 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.
28. Legal Escrow: Applicant shall submit \$500 with the Final application 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.
29. Legal Review: Applicant shall submit draft deeds and any other associated legal instruments for all impacted lots/footprints and public infrastructure 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.
30. 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.
31. 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.
32. A Zoning Permit is required prior to construction and an associated Certificate of Compliance is required following completion.
33. 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.
34. The DRB may schedule a site visit.
35. 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 7:30 pm by J. Rutz. Second by M. Callahan. Motion approved unanimously.

VIII. Approval of Meeting Minutes

Motion to approve the Meeting Minutes of April 30, 2026 by J. Rutz. Second by M. Callahan. N. Smith and B. McSweeney recused themselves from the vote. Motion approved.

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 7:31 pm to adjourn the meeting at J. Rutz, with a second by N. Smith. 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/IgCipIm9f13CQp5XK1jFBdEwAe4nqjRhn0-djQNkA1OpetQ?e=9a7jBw>

A video recording of this meeting can be found at the following location:
<https://miltonvt.sharepoint.com/:v/s/TownOfMiltonFilesFolders/IQDMHkoAllkmRIhWk4PN9vHfAf50B5FnHggN47YSZqc6PVM?e=SBNdPn>

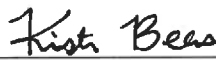
Minutes recorded and submitted by Amanda Pitts

APPROVED
MINUTES:


Bruce Jenkins, Chair

May 28, 2026
Date

ATTEST:


Milton Town Clerk

6/1/2026
Filed this day with the Milton Town
Clerk's Office.

05/28/2026

[illegible]

