town of miltonvt

Planning Commission
MEETING MINUTES

Regular Meeting
Tuesday, July 21, 2026, 6:00 p.m.
Community Room, 43 Bombardier Road, Milton, VT 05468
In Person and/or Via Zoom

Members Present: Rich DeSouza, Ben Frye, Julie Rutz, Sean Tatro, Brenda Steady
Members absent:
Staff Present: Amanda Pitts (Planning & Zoning Director); Cassandra LaFayette (Town Planner).

Public Present: Mike McCormick

I. **Call to Order**
Julie called meeting to order at 6:02pm.

II. **Attendance**
Julie confirmed all members and staff were present.

III. **Public Forum**
Brenda requested that the Pledge of Allegiance be discussed as a potential addition to future Planning Commission meeting agendas, similar to Selectboard meetings. The Commission agreed to add the discussion under Business..

IV. **Approval of Minutes for June 2, 2026 & July 7, 2026 Meetings**
Discussion about approving June 2nd minutes confirmed new commission members had time to review. Ben moved to approve the June 2, 2026 Planning Commission meeting minutes. Sean seconded the motion.
Vote: Ben, Julie, and Sean voted in favor. Brenda abstained due to her absence from the June 2 meeting. Rich was not yet present. Motion carried, 3-0-1.

Prior to the July 7th Minutes vote, Brenda apologized for missing the July 7, 2026 meeting and abstained from voting. Ben moved to approve the July 7, 2026, Planning Commission meeting minutes. Rich seconded the motion.
Vote: Ben, Julie, Rich, and Sean voted in favor. Brenda abstained. Motion carried, 4-0-1.

V. **Agenda Review**
A. Pitts requested Acting Zoning Administrator nomination be added to the agenda. Julie recommended adding the item as Business Item A.i. All members agreed.

VI. **Business**

A. Position Discussion

i. Nomination of Vivian Warner for Acting Zoning Administrator
Staff explained that the Planning Commission had previously nominated Cassandra to serve as Acting Zoning Administrator; however, the recommendation was never presented to the

DRAFT

Selectboard for appointment as the timing no longer aligned with the Town's staffing needs. Amanda & Cassie explained that with Vivian joining the Town as the part-time Zoning Officer, it was more appropriate to nominate Vivian to serve as Acting Zoning Administrator. Because the Zoning Officer position includes serving in that capacity, this approach also avoids any perceived conflict of interest associated with the Town Planner serving as Acting Zoning Administrator while also staffing the Planning Commission.

Staff explained that the Acting Zoning Administrator designation does not change an employee's position, compensation, or regular duties. Rather, it authorizes the individual to perform limited statutory duties, such as signing permits during periods when the Zoning Administrator is unavailable. Internal procedures also prevent the Acting Zoning Administrator from exercising that authority while the Zoning Administrator is present and actively serving.

Ben moved to nominate Vivian to serve as Acting Zoning Administrator. Sean seconded the motion.

Vote: Ben, Brenda, Julie, Rich, and Sean voted in favor. Motion carried, 5-0.

ii. Discussion about Clerk Position

The Commission discussed the responsibilities of the Clerk position, including statutory duties and administrative support for meeting minutes. Conversation between Rich, Brenda and Sean about availability and potential partnership.

B. Election of Clerk

Sean Tatro was nominated to serve as Clerk. Brenda moved to appoint Sean Tatro as Clerk. Ben seconded the motion. Sean abstained.

Vote: Ben, Brenda, Julie, and Rich voted in favor. Sean abstained. Motion carried, 4-0-1.

C. Discussion about Commission Priorities

i. UDR Review: Establish Timeline and Expectations

Staff presented an overview of the upcoming Unified Development Regulations (UDR) review, including recent state legislative changes affecting municipal land use regulations, anticipated project timelines, and staff recommendations for organizing the Commission's work. The Commission discussed establishing priorities for the review process, including implementation of recently adopted state legislation, review of sign regulations, and ensuring consistency with the recently adopted 2026-2034 Town Plan. Commissioners discussed the importance of developing a manageable work plan and identifying priority topics early in the review process. Staff requested that Commissioners consider their priorities and provide feedback to assist in developing a proposed work plan. Staff will return with recommendations and a proposed timeline for discussion at the August 18, 2026 meeting.

ii. 2026-2034 Town Plan Review: Alignment and Expectations

The Commission discussed implementation of the recently adopted Town Plan and how future amendments and implementation activities would be tracked. Julie asked how changes to the Town Plan would be documented over time. Staff explained that implementation efforts are being tracked internally and that future amendments will be documented as implementation progresses. The Commission discussed using the Town Plan as the framework for future UDR amendments and other planning initiatives. No action was taken.

iii. Additional Duties Review: Discussion and Expectations

The Commission discussed additional responsibilities anticipated over the coming year, including implementation of recently adopted planning documents, coordination with other Town boards and commissions, and maintaining regular communication regarding ongoing planning initiatives. The Commission also discussed the value of routine staff updates to assist

Commissioners in tracking projects and understanding how current planning efforts align with adopted goals and priorities.
No action was taken.

iv. Discussion of adding the Pledge of Allegiance to the Agenda

Brenda requested that the Pledge of Allegiance be added to future Planning Commission meeting agendas, similar to Selectboard meetings. The Commission discussed that the Pledge of Allegiance is not required by law for Planning Commission meetings. Brenda explained that her request was based on personal preference and felt the pledge would be an appropriate addition as part of the nation's 250th anniversary celebration.
Following discussion, Julie requested a motion. Brenda moved to add the Pledge of Allegiance as a standing agenda item for future Planning Commission meetings. Ben seconded the motion.
Vote: Ben, Brenda, Rich, and Sean voted in favor. Julie abstained. Motion carried, 4-0-1.

D. Discussion/Requests for August 4, 2026 Legal Training

The Commission discussed topics for the upcoming Planning Commission legal training, including statutory responsibilities, meeting procedures, ethics, and decision-making. Commissioners were encouraged to submit additional questions or topics in advance of the training.
No formal action was taken.

VII. Staff Updates

Staff provided updates regarding current planning initiatives, implementation of recently adopted planning documents, and upcoming projects. Staff also discussed continuing to provide routine updates during future meetings to keep the Commission informed of ongoing planning activities.

VIII. Adjournment

Motion to adjourn by Ben. Sean seconded the motion. Motion carried unanimously at 6:55pm.

All documents pertaining to this meeting may be viewed using the following link:
https://miltonvt.sharepoint.com/:f:/s/TownOfMiltonFilesFolders/IgB8qTbZD8ECSINGDkuIBiMBAWDWSVN1MlfSsd_CbRnSdPE?e=98cDys

Minutes recorded and submitted by Julie Rutz.

APPROVED MINUTES:

Julie Rutz, Chair	Date
Milton Town Clerk	Filed this day with the Milton Town Clerk's Office.

DRAFT