

## MONKTON PLANNING COMMISSION MINUTES

October 21st, 2025

Approved: November 4th, 2025

**Members Present:** Marilyn Cargill (co-chair), Wendy Sue Harper (co-chair), Adam Miller (Clerk), Debra Sprague, Sam Burr

**Guests present:** Adam Lougee [Addison Country Regional Planning (ACRPC)]  
Stephen Pilcher [Development Review Board (DRB)]  
Susan Gulrajani [Monkton Zoning Administrator]

The meeting was called to order by Marilyn Cargill at 7:00 pm.

Wendy Sue Harper moved to review the minutes from the October 7th meeting of the Planning Commission, seconded by Sam Burr. A change was made to edit language discussing Act 181. An additional change was made to add the date to the meeting minutes being approved, both changes being made for the sake of clarity. Sam Burr moved to approve the notes as amended, seconded by Wendy Sue Harper. The amended notes were approved unanimously.

Susan Gulrajani joined the Planning Commission for a periodic report on the nature and amount of work that she's been performing. Ms. Gulrajani reported the following for the calendar year 2025:

- 28 Building Permits issued (24 in 2024)
- 4 Certificates of Compliance issued
- 7 Certificates of Occupancy issued (1 in 2024, 12 in 2023)
- 39 Site Visits conducted
- 2 Zoning complaints received from residents of Monkton

A discussion of the town's zoning affairs ensued. Some of the specific topics covered included:

- The handling of driveways during the zoning approval process.
- The nature of the complaints about which the Zoning Administrator was notified.
- The allocation of authority surrounding zoning regulations and the mechanisms by which they are able to be enforced.
- The recordkeeping practices Ms. Gulrajani has employed in her work as Zoning Administrator.

The Commission thanked Ms. Gulrajani for her successful and detail-oriented work.

Adam Lougee [ACRPC] joined us to continue discussion around Act 181 and updates to the Future Land Use (FLU) maps. Specific topics discussed included:

- Potential changes to the composition of the list of Allowed and Conditional Use language in the Towns Unified Planning Document, as well as the effect of Conditional Use requirements on development.
- Potential changes to Monkton's zoning districts to align with FLU maps and provide opportunities for development to occur where it is most suitable.

Adam Lougee plans to return for the Planning Commission meeting on November 4th to continue discussing next steps.

There was no mail.

The 2025 Town Survey results document was approved for public presentation by the Commission after some minor edits. These results will be posted on the town website, and notifications will go out to relevant media and residents who have expressed interest in seeing them.

The Shade Tree Plan recently shared by Town Tree Warden Mark Boltz-Robinson has been received by all members, who have been encouraged to review and comment as is appropriate.

Sam Burr moved to adjourn, seconded by Adam Miller. Approved 5-0 & adjourned at 8:41 pm.

These minutes submitted by Adam Miller, Clerk