

MONKTON PLANNING COMMISSION MINUTES

September 1, 2026

Approved: September 15, 2026

Members Present: Marilyn Cargill (Co-Chair), Wendy Sue Harper (Co-Chair), Adam Miller (Clerk), Sam Burr, Stephen Pilcher, Debra Sprague

Members Absent: Ivor Hughes

Guests Present: Susan Stasny (Co-Chair, Monkton Conservation Commission [MCC]), Hannah Andrew (Addison County Regional Planning Commission [ACRPC])

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

Stephen Pilcher moved to review the minutes of the August 18th meeting, seconded by Sam Burr. There were no changes and the minutes passed unanimously.

The Addison County Regional Planning Commission (ACRPC) has provided the Planning Commission with a mapping tool to assist the Zoning Administrator (ZA), the Development Review Board (DRB), and landowners considering development in determining the applicability of the various proposed zoning regulations to a given project. Hannah Andrew joined the Planning Commission (MPC) to discuss the tool's current functionality as well as take suggestions for improvement. This tool is anticipated to be fully functional by the end of September.

There has been significant work done by the MPC and ACRPC over the past year to develop proposed changes to the town's Unified Planning Document (UPD), primarily focused on Article II. The remaining portions of the UPD were assigned to Commission members to review for any issues. The results of those reviews will be discussed at the next MPC meeting on September 15th.

There was discussion around the meeting that MPC has scheduled with the DRB on September 28th to discuss the proposed changes to the UPD, the mapping tool developed by ACRPC, and the best ways to make the permitting process clear and easy for all involved parties.

The Monkton Select Board has requested that the MPC submit their budget proposal by November 16th. The MPC discussed their budget history and analyzed what will be necessary in 2027. MPC members were asked to think about any potential costs not currently included in the budget proposal and bring them to discuss at the next meeting on September 15th.

There was discussion around the potential for a Municipal Planning Grant to support the town's efforts at presenting the proposed UPD changes to residents of Monkton. Commission members and Monkton Town employees were identified to lead the grant writing and perform oversight of grant distribution.

The MPC will be joined by ZA Susan Gulrajani at the next meeting to discuss topics such as the number of applications received, the number of permits issued, and the number of complaints received.

Stephen Pilcher was tasked with entering the proposed changes to Article II into the document stored on the Planning Commission drive. The Commission assigned members to review remaining individual sections of the UPD for potential edits as follows:

- Definitions: Debra Sprague
- Article I: Sam Burr
- Article III: Sam Burr
- Article IV: Wendy Sue Harper
- Article V: Adam Miller
- Article VI: Wendy Sue Harper
- Article VII: Stephen Pilcher
- Article VIII: Stephen Pilcher
- Article IX: Marilyn Cargill

Adam Miller moved to adjourn, seconded by Stephen Pilcher and unanimously approved at 8:24 pm.

Minutes submitted by Adam Miller, Clerk