

MONKTON PLANNING COMMISSION MINUTES

September 15, 2026

Approved: _____

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

Members Absent: Sam Burr

Guests Present: Susan Gulrajani (Monkton Zoning Administrator [ZA])

The meeting was called to order by Marilyn Cargill at 7:02 pm.

Wendy Sue Harper moved to review the minutes of the September 1st meeting, seconded by Adam Miller. The minutes were amended to reflect absent members as well as action items assigned to members. The amended minutes passed 4-0 with Ivor Hughes abstaining and Stephen Pilcher not yet present to vote.

Mail was received from the Town Treasurer regarding the Planning Commission's share of printer expenses. Additionally, Hannah Andrew from Addison County Regional Planning Commission (ACRPC) notified the Commission that she would be unable to deliver a map tool with the requested functionality prior to the September 15th meeting. ACRPC's September Newsletter was also received.

ZA Susan Gulrajani joined the Commission to discuss happenings in the town since her last visit in May. Topics of discussion included the nature and uses of Certificates of Compliance, the process of naming private streets to maintain compliance with 911 regulations, subdivided properties not noted in the town's grand list, and the rate of construction for Accessory Dwelling Units in Monkton. The following figures were noted for the period between May 18th and September 15th:

- 2 New Residential Building Permit applications
- 8 Accessory Building Permit applications
- 12 Certificate of Compliance applications
- 0 Certificate of Occupancy applications
- 0 Zoning complaints received from residents of Monkton

The Commission thanked Ms. Gulrajani for her continued efforts as Zoning Administrator.

The Planning Commission will be meeting with the Development Review Board (DRB) on September 28th to discuss the proposed changes to Article II of the Unified Planning Document (UPD) as well as a map tool being created by ACRPC to assist parties associated with development decisions. There was discussion about current map tool functionality, resulting in Marilyn Cargill and Wendy Sue Harper committing to a conversation with Hannah Andrew at ACRPC about options around which version of the still-in-development tool will be presented to the DRB. Additionally, potential topics at the meeting were assigned to Planning Commission members to act as subject-matter experts as follows:

- Flood Hazard and Ridgeline District rationale and structure: Wendy Sue Harper
- Subdivision regulations: Marilyn Cargill
- New proposed overlay district rationale and structure: Ivor Hughes
- Proposed changes to lot size regulations: Adam Miller
- Map Tool: Stephen Pilcher

There was discussion around the potential for a Municipal Planning Grant to subsidize the efforts at publicizing and discussing with town residents the proposed changes to the UPD. A review of costs associated with previous efforts at public communication was conducted. The initial cost estimate for this effort falls below the minimum threshold of the grant program, and there was discussion around whether to expand the effort to meet the minimum grant amount or focus on accomplishing the rollout without the grant. The question remained unresolved, but Stephen Pilcher and Wendy Sue Harper committed to speaking to ACRPC about the best route to ensure that Monkton residents are fully informed before making any decisions.

There will be no meeting of the Monkton Planning Commission on November 3rd, as the room in Town Hall will be occupied with the midterm election.

Ivor Hughes moved to adjourn, seconded by Wendy Sue Harper and approved unanimously. Adjourned at 8:43pm.

Minutes submitted by Adam Miller, Clerk