MONKTON PLANNING COMMISSION MINUTES
November 10, 2026
Approved: November 17, 2026

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

Members Absent: Sam Burr, Debra Sprague

The meeting was called to order by Marilyn Cargill at 7:01 pm.

Stephen Pilcher moved to review the minutes of the October 20th meeting, seconded by Adam Miller. The minutes were unanimously approved as submitted.

The following items were received in the mail:

- Kate Kelly from the Lewis Creek Association copied the Planning Commission on their annual appropriation request sent to the Monkton Selectboard.
- Wendy Sue Harper forwarded to the Commission a letter from Mike Winslow of Addison County Regional Planning Commission (ACRPC) regarding the availability of water quality improvement grants focused on lowering the phosphorous levels of the Otter Creek basin.

Ivor Hughes and Debra Sprague have notified the Planning Commission that they will not be running for reelection in 2027. Discussion ensued around the best way to find interested candidates who will provide value to the Commission. Stephen Pilcher volunteered to work with Stan Wilbur to make the broader public aware of the need for additional board members.

Due to a short time frame and the need to involve multiple other boards and commissions that do not meet prior to the submission deadline, the Planning Commission will not be pursuing a municipal planning grant to aid in the development and public outreach efforts around the proposed changes to Monkton's Unified Planning Document (UPD). The line item for the roll out of the proposed UPD has been filled in based on there being no grant funding, and Wendy Sue Harper will be delivering the finished budget to the Selectboard.

Ivor Hughes spoke to the Monkton Conservation Commission (MCC) regarding the sample management plans they had agreed to develop. He will reach out in the near future to provide them with a February deadline for submitting those plans to the Planning Commission.

The Planning Commission continued review of Article II of the proposed UPD. Notable changes include:

- Adjusting the format of the lists outlining Approved and Conditional Uses in each of the proposed zoning districts for clarity.
- Updating the Objectives and Guidelines section of Section 275 to eliminate redundant language.
- Altering the order of recommended mitigation measures for each of the new Overlay Districts to place references to Management Plan creation at the ends of the lists.
- Adding additional classifications for Special Use and Not Allowed categories in the Conditional Use charts in Article II. There was additional discussion about moving them to another location in the UPD, however there was no resolution on this point.
- The removal of current conditional use categories 5 and 7, as well as assigning Stephen Pilcher to rewrite category 8 for clarity.
- The consolidation of mitigation technique lists in the Wood Turtle and Spring Amphibian Migration Overlay Districts, with Adam Miller assigned to complete this task.

This review will continue at the time of the next MPC meeting.

Given timeframe constraints that the MPC are experiencing on the UPD updates, Ivor Hughes has agreed to put together a scheduling chart to help maintain a timeline that will allow for all milestones to be properly observed prior to submitting the ultimate product to the Selectboard for approval. The current timeline aims to have the proposed UPD language put to the town for a vote on Town Meeting Day of 2028.

Adam Miller moved to adjourn, seconded by Stephen Pilcher and passed 5-0. Meeting adjourned at 9:03 pm.

Minutes submitted by Adam Miller, Clerk