MONKTON PLANNING COMMISSION MINUTES
November 17, 2026
Approved: _____

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

Members Absent: Jaime Schulte (Development Review Board [DRB])

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

Ivor Hughes moved to review the minutes of the November 10th meeting, seconded by Debra Sprague. Changes were made to nomenclature regarding the end of Ivor and Debra's tenure on the Commission, as well as the language around timeframe constraints relative to the Municipal Planning Grant. The amended notes were approved 7-0.

A letter of support for the Municipal Planning Grant funding the rollout of the revised Unified Planning Document (UPD) was received from the Monkton Conservation Commission (MCC).

After last week's meeting, Stephen Pilcher spoke with Adam Lougee, who provided Stephen with a functionally complete grant application as well as encouragement to get the support from relevant town boards for the grant. After reaching out to the MCC, the town Select Board, the DRB, and Monkton's Zoning Administrator (ZA), the Planning Commission now intends on applying for a $17,116 grant. A review of the Resolution Form and Good Standing Certificate followed, with minor updates.

Stephen PIlcher proposed a motion to approve the grant draft as amended, seconded by Wendy Sue Harper. The motion passed 7-0.

Sam Burr proposed a motion to approve the Resolution Form upon approval from the Monkton Selectboard, seconded by Stephen Pilcher. The motion passed 7-0.

The budget line item for the Municipal Planning Grant was updated to $1,711.60 to reflect the town's 10% contribution to the grant amount. Stephen Pilcher proposed a motion to approve the updated budget, seconded by Debra Sprague. The motion passed 7-0.

The Commission began a review of Section I of the UPD based on amendments proposed by Ivor Hughes. Some revisions were noted, including but not limited to:

- The removal of an Act number, but retention of the Act's name and corresponding statute, for the sake of clarity.
- The removal of references to "affordable housing" due to a lack of definition of the term.
- The relocation of some language around principles of application of the UPD to Section III.

Review of the proposed UPD updates will continue at the next Planning Commission meeting with Article IV.

Ivor Hughes still plans on putting together a schedule outlining the UPD approval timeline, but will wait until we receive approval on the Municipal Planning Grant from the Select Board to finalize it.

Stephen Pilcher moved to adjourn, seconded by Debra Sprague and passed 7-0. The meeting was adjourned at 8:50 pm.

Minutes submitted by Adam Miller, Clerk