

ADDISON COUNTY REGIONAL PLANNING COMMISSION
EXECUTIVE BOARD MEETING
September 23, 2026

The Addison County Regional Planning Commission's Executive Board held its monthly meeting in person at ACRPC's office at 14 Seminary Street in Middlebury and via TEAMS with Chair, Shannon Haggett, presiding.

ROLL CALL

Cornwall Anna Burns
Ferrisburgh Tim Davis
Arabella Holzapfel
Middlebury Melanie Sands
Monkton Stephen Pilcher
New Haven Harvey Smith
Vergennes Shannon Haggett

STAFF: Adam Lougee, Executive Director

Shannon opened the meeting at 6:31 p.m. and welcomed the Executive Board and Adam. Shannon noted the meeting is being recorded and is available to view at ACRPC's You Tube page, <http://www.youtube.com/@AddisonCountyRPC>.

MINUTES

Anna Burns moved to approve the August 26, 2026, minutes. Arabella Holzapfel seconded the motion. The motion to approve the minutes passed by voice vote/show of hands with Harvey Smith and Arabella Holzapfel abstaining.

TREASURERS REPORT

Adam provided an update on the status of our financial operations. Adam shared the current bank balances, which are in good shape, and an accounts receivable page, showing significant and timely billing and payments through year end June 30, 2026. Invoicing is current. **Adam also asked if we could switch the bank balances to show the end of each month rather than the date of each meeting. As long as we are consistent, the Board felt this would be reasonable and approved the change.**

COMMITTEE REPORTS (only committees that have met since the Full Commission meeting)

Local Government: Shannon noted the Committee had not met, but would meet at the end of October to hold a hearing on the newly adopted Leicester Town Plan.

TAC: Shannon noted that the TAC met in September and voted to award TAC grants for transportation planning to towns of Bristol and Monkton. Bristol will plan to create gateways to its downtown. Monkton will study parking in Monkton Village.

Economic Development: The Economic Development Committee will meet as the Brownfields committee in October to select a consultant to administer its new assessment grant.

Old Business

Regional Plan Update: Adam noted that he had planned to submit the Addison County Regional Plan adopted at the September 9th Full Commission meeting to the LURB tomorrow. However, he and Hannah found an inconsistency in the Future Land Use Map and the rules and methodology required to designate village areas and planned growth areas. In its mapping process, ACRPC worked with all municipal planning commissions to map village areas and planned growth areas around village centers and downtowns, largely because housing and providing opportunities for housing in all communities constitutes one of the main objectives of the Plan. However, the rules require that communities have a currently adopted town plan, in addition to other infrastructure regulations, to create village areas and planned growth areas. Six towns in the Addison Region, including Middlebury, have all the infrastructure required for village areas and planned growth areas, except currently adopted town plans. Most are within a year of adopting new plans and all are working on them. Because of this technical requirement, the approved version of the future land use map may not receive approval from the LURB. Rather than submitting the plan and risk rejection based upon this one technical issue, Adam worked with the LURB to create a solution. ACRPC will delay submitting its Plan to the LURB until it conducts a hearing for a “non-minor map amendment as enabled in 24 V.S.A. 4348(n), the statute governing regional plan adoption.” ACRPC will hold that hearing at its October meeting and then vote to amend its map at the Commission meeting immediately after the hearing. The only change it will make will be to change the planned growth area in Middlebury and Weybridge and the village areas in ____ to “Special Use Areas” denoting the areas as “Future Planned Growth Areas” or “Future Village Areas”. All other elements of the Plan will remain the same. Upon adoption and approval of Local Plans, the Special Use Areas will be changed back to Planned Growth Areas or Village Areas. The Executive Board approved of the proposed strategy and encouraged Adam to proceed.

Outreach and New Initiatives: Adam noted we have three training courses coming up in late September and early October.

- On September 30 Katie and Danelle will conduct a training on the “Essentials of Land Use Planning”. The training will instruct new municipal planning commission and DRB members about how those committees function.
- On October 1 we will host a Selectboard Roundtable with VLCT to give local selectboard members an opportunity to share ideas and issues. **Anna Burns asked that staff ask selectboards to express what training or other activities they would like to see/understand to promote local housing development.**
- On October 13 Andrew will host a training on Floodplain Bylaws and the elements they should contain.

Committee Assignments: Adam asked whether any members of the Board had received new committee requests. None had.

Other: None.

NEW BUSINESS

2026 Annual Report and at Work Map: Adam asked to table this item until the Full Commission meeting. It is due on Friday, but he had hoped to have it completed early to share with the Executive Board. He will share it at the next Full Commission meeting.

Other: None.

MEMBERS’ CONCERNS/INFORMATION

None.

EXECUTIVE SESSION

None.

ADJOURNMENT

Shannon ordered the Executive Board adjourned by unanimous consent at 7:07 p.m.

Respectfully submitted,

Adam Lougee