

Montgomery Planning Commission Meeting Minutes

Special Meeting (replaces Regular Meeting)

Public Safety Building

October 9, 2026 - 6:00pm

Present: Alissa Hardy; Amy Sekol, Diane Sherman, Patrick Calecas

Guest: Emily Klofft (Northwest Regional Planning Commission); Ellen Fox (Zoning Administrator)

Meeting called to order at 6:05 pm

1. Welcome Members of the Public and Guests

None

2. Additions/Deletions to the Agenda

None

3. Review the Minutes from the Special Planning Commission Meeting held on September 22, 2026

Alissa motioned to approve the minutes, Amy seconded, passed 4-0-0

4. Brief update – Short-Term Rental Registry Ordinance

Application is live on the website. Hiring committee is setting up interviews with candidates. Selectboard decided recently to waive fee for those that have conditional use permit.

5. Review the final changes to the current draft of Montgomery's Zoning Regulations/By-Laws

Ellen Fox (Zoning Administrator) recommends the following additional changes:

- 3.1(A)(2) – in the description of rural residential district, if the Regional Planning Commission can verify this is accurate, then add that the boundaries where rural residential meets Con 1, the boundary is 1000 feet from the edge of the right of way from specific types of roads, subject to the exemptions identified by the Regional Planning Commission

- 3.2 - add that the official zoning map controls in instances of any conflict with the text of these Regulations
- 4.1(A)(1):
 - Change intro to read “unless Special Flood Hazard Area or River Corridor review is required (See Article 8)”
 - Change “located in the district setback” to “located in the setback area for the district”
- 4.1(A)(2):
 - Add after RAP “and that notification shall be recorded in the land records”
 - Replace “sketch plan” with “plot plan”
- Table 4(A)
 - Correct section reference to Home Business to section 7.6(C)
 - Remove “Home Occupation” from table
- 4.3(A)(1) – add text to capture exception for existing non-conforming small lot and where zoning districts border
- Table 4(B) – add missing footnote reference to 1 and make larger font for the footnote
- 5.2(D)
 - Missing “adjoining properties” at end of second to last sentence.
 - Add an example of 20% density increase
- 6.6(A) – capture reference to appeal period
- 6.6(E)
 - Ellen noted indicated that people think that right of ways and roads always create a natural boundary but it’s more complicated and a fact specific analysis; Planning Commission decided to keep section as is
- 6.8(1)
 - Add “glare”
- 7.6 – correct references to A, B, and C
- Definitions
 - Refine definition of “lot” to make it clearer and ensure people know it’s the same as a parcel

Emily clarified that Montgomery does not have a subdivision regulation but only reviews subdivisions (called “division of a lot” in our Bylaws) for compliance with lot dimensions, road access, and similar. Ellen mentioned that the Planning Commission may want to consider, in the future, adopting subdivision regulations because currently there is no significant review of subdivisions resulting in a large number of new lots.

Ellen identified that it would be helpful to ensure the DRB is trained on the new regulations, particularly conditional use review.

Other changes identified by the Planning Commission, a few carrying over from prior decisions:

- Section 6.2 should read 6,000 cubic feet rather than cubic yards
- For short-term rentals, make them an exempt use, rather than a permitted use, in Village I, II, and Rural Residential. Need to clarify that new structures or changes to existing structures require a zoning permit to avoid confusion.
- Change term “plat plan” to the term “plat” throughout the Bylaws
- Update definition to only read the second sentence and be updated to “A development plan map...”
- Table of Contents needs updating and correcting and the links need to be checked
- Replace feet symbol with the term “feet” throughout; there are many instances in Article 3
- 4.1(A)(1)
 - The numbering is off
 - In last provision it should say “14 days” rather than “14 calendar days”
- 4.2
 - Change “dwelling, accessory unit” to “accessory dwelling unit” in all use lists
- Table 4(A)
 - Change “dwelling, accessory unit” to “accessory dwelling unit”
 - Remove footnote 1 and insert text similar to this in the banner below other statement: “See also additional exempt uses listed in Section 4.1(A)(1-2)”
 - Remove double reference to District in the banner
 - Spell out Con I and Con II
 - Make uses alphabetical
- Table 4(B)
 - “acres” missing a c in one instance
- On page 30 move graphic up; delete page 31
- 7.4, 7.5, 7.6 – add “In accordance with § 4412 of the Act, ...” to the beginning
- 7.7 – add a similar phrase that references the applicable statute
- 7.11 – final (C) should be a (3)
- Definitions

- Add term “Accessory Dwelling Unit” and move definition of ADU here with minor tweak – begin definition with “A distinct unit that is clearly subordinate...”
- Keep “Dwelling, Accessory Unit” as a term and refer to “Accessory Dwelling Unit”
- Revise definition of “Plat Plan” by changing term to “Plat,” removing first sentence, and update remaining sentence to begin “A development plan map...”

Patrick motioned to send the bylaw draft to public hearing with the changes proposed tonight and any typographical corrections. Diane seconded. 4-0-0.

Emily will update the Bylaws for final typographical review and will draft the public hearing notice that needs to go out shortly after October 22. Emily sent the Planning Commission the required report that will accompany the draft.

Public Hearing will take place the same day as our regularly scheduled November meeting, November 10.

Planning Commission will create an agenda and notice for the meeting if needed.

6. Other Business

None

7. Public Comment

None

8. Future Agenda Items

Motion to adjourn made by Amy at 9:08 pm

Minutes prepared by: Diane Sherman