

**Monkton Development Review Board**  
**Meeting Minutes**  
**Monkton Town Hall & via Zoom**  
**February 24th, 2025**  
(Approved: TBD)

**Attendance:**

DRB Members Present: Curtis Layn, Jaime Schulte, Mark Boltz-Robinson, Chris Acker, Scott Gordon, Vicky Stern, Stephen Pilcher, Michael Brennan (alternate)

DRB Members Absent: None

Others in Attendance: Susan Gulrajani (Zoning Administrator), Andrew Downey, Michael New, Patricia New, Allison New, Andrew Peterson, Corey Rougier, Casey Rougier, Ian Brennan, Kevin Brennan, Bonnie Brennan, Lisa Burns

- **Call to order and determine quorum**
  - The meeting was called to order at 7:31 by C. Layn with six members and alternate present. S. Pilcher joined the meeting at 7:33 during Public Comment.
- **Public Comment**
  - Andrew Peterson brought forward some questions with Corey and Casey Rougier about Maria Rougier's property at the intersection of Boro Hill and Vergennes Rd. The Rougiers would like to subdivide the auto shop area from the residence and also to consider a conditional use for storage buildings. There is a wetland zone showing on the parcel which would need evaluation by the state wetlands ecologist. There was discussion of zoning districts and the DRB referred the potential applicants toward the Planning Commission to clarify zoning on the half of the property that appears to be in the Village district.
- **Regular Business**
  - The scheduled DRB meeting on February 10th, 2025 was cancelled.
  - Zoning Administrator Update
    - Upcoming projects & schedule
      - Lynne Caulfield is going to be back for a Final Plat in the near future. J. Schulte mentioned that we have discussed reviewing materials for completeness before the Final. We also have never done a site visit, so that will be needed before a Final and after materials for final are complete.
      - S. Gulrajani has done a couple of Certificates of Occupancy and permits recently. There was discussion of the new curb cut policy.
  - Review Meeting Minutes
    - Reviewed minutes of January 27th, 2025. **S. Pilcher moved the minutes as written and M. Brennan seconded. So moved (5-0-2).** S. Pilcher and V. Stern abstained: not present at the meeting on 12/23.

- **New Business**

- **Sketch Plan Review of Michael, Patricia, and Allison New for a 2-lot subdivision at 886 Pond Rd. Parcel ID #13.215.004.000.**
  - Discussed the proposed subdivision to split off 5 or 10 acres on the north end of the parcel from the parcel owned by Michael and Patricia new for Allison New to build a residence. The parcel and location appear to meet all of the general requirements to do so. J. Schulte noted that the Pond Overlay District district requires a Conditional Use, which can happen concurrently with a subdivision. The Pond Overlay District primarily expects structures not to impede views of the pond. The applicants assured the Board that the location does not have views of the pond due to elevation and a treeline.
- **Sketch Plan Review of Andrew Downey for a 20-ft Connex box storage unit at 26 Hilltop Lane (Conditional Use). Parcel ID #06.206.029.000.**
  - Reviewed the proposed location for a 20-foot Connex storage unit. We would need to do a site visit after the Conditional Use hearing is warned and scheduled. A. Downey will proceed with a Conditional Use application.
- **Sketch Plan Review of Kevin and Bonnie Brennan for a 3-lot subdivision at 115 Owl's Mountain Road. Parcel ID #05.101.153.007.**
  - There is an existing home and an ADU on this large parcel. The proposal is to subdivide into lots for the existing home and the ADU as well as a third building lot. The ADU would become a primary residence. J. Schulte asked if alternate M. Brennan is related to the potential applicants, as they are neighbors and have the same last name. They are not related. The initial review did not surface any likely concerns with the proposed subdivision.

- **Old Business**

- Decision letters for recent projects
  - Need a decision letter for the Pomarico project on Pond Rd. from September. J. Schulte will work on this one as time allows.
- DRB Clerk job description
  - Reviewed the draft job description. The job description needs more discussion, but it is a good working draft that reflects the general process we would like to have with a Clerk. Some tasks shown are actually ZA items, such as electronic and physical copies, notices to abutting landowners. Discussed the process for notifying abutting landowners as part of warnings.
  - Discussed getting the materials sooner for upcoming meetings and how members who prefer paper vs. electronic materials can see everything.

**Public Comment, continued**

- At the end of the meeting C. Layn requested an additional Public Comment or New Business item and brought forward a Sketch Plan for a 2-lot subdivision on

Hardscrabble Rd., which is located at the entrance and first portion of Sugarhouse Rd. C. Layn recused himself and became the applicant, turning the meeting over to J. Schulte. There is an existing residence at this location, which was formerly farm worker housing, and would be split to its own ~2.75 acre parcel (in 2-acre zoning). Residents farther down Sugarhouse Rd would continue to have an easement over that section of road on the proposed parcel, in addition to the Layns. There are existing pins that a line can be drawn between to separate the new lot from the rest of the parcel. There was discussion of what group of abutting landowners to the Layn parcel(s) would need to be notified. No concerns noted at this Sketch Plan stage.

**Adjournment** - S. Pilcher moved to adjourn the meeting at 9:43pm. So Voted (7-0-0).

Minutes taken by Jaime Schulte