

Monkton Development Review Board
Meeting Minutes
Monkton Town Hall & via Zoom
April 14th, 2025
(Approved: TBD)

Attendance:

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

DRB Members Absent: None

Others in Attendance: Lisa Burns, Rob Mullin, Nina Badger, Jill Kopel, Jamie Masefield, Sam Burr

- **Call to order and determine quorum**
 - The meeting was called to order at 7:32 by C. Layn with seven members present.
- **Public Comment** - Not related to the agenda
 - Rob Mullin - may need an easement onto his mother-in-law's property. He built a small shed (10'x11'), which is on her side of the line. The Board discussed that an easement allows access but a boundary line adjustment would be the best way to resolve boundary line setback and access, if agreeable to both parties.
- **New Business**
 - **2025-02-DRB Sketch Plan Review** of New Leaf Farm at 4819 Bristol Rd. Minor Subdivision proposal to create a building lot for a single family home.
 - Jill Kopel would like to have 3 tiny homes on a location east of Bristol Rd. (not one single family home as described above). The location has been reviewed and wetlands flagged by the state wetlands ecologist, Zapata Courage. The concept would be for affordable housing, with the septic on the west side of the Bristol road. Discussed that the section on the east side of the road is approximately 9 acres, so only one dwelling unit is allowed, which can be single family or duplex. To reach 10 acres and allow for three units, with density bonuses in a PUD, an acre could be included from the west side of the road as a subdivided parcel. Other configurations are also possible, potentially to keep farm structures on the east side on the same parcel with the 80 acres to the west. The applicant will consider next steps and come back to the ZA.
 - **2025-03-DRB Sketch Plan Review** of Jamie Masefield at 77 Monkton Ridge. Seeking approval for an increased size of porch, which will be enclosed.
 - Discussed that the online parcel map lines are off for this parcel and agreed on approximately where the lines actually are.
 - J. Masefield would like to remove the enclosed porch on the back of the house, which is not in good repair, and extend the home onto

approximately the same footprint. The proposed footprint is two feet larger in one area.

- The Board determined that the proposed addition is within setbacks for the lot and does not otherwise meaningfully change the degree of nonconformance of the lot. The applicant only needs a building permit to move forward, not a Conditional Use. He will follow up with the ZA.
- **2025-04-DRB Sketch Plan Review** – Sam Burr of 2246 Tyler Bridge Rd and Last Resort Farm. Seeking approval for minor subdivision.
 - The project is on the main farm parcel. The correct name for the farm is now the Doyle Burr Farm LLC.
 - S. Burr described the project, which is to create some farm worker housing near the northwest corner of the farm's land east of Turkey Lane and adjacent to Turkey Lane.
 - The project is awaiting an Act 250 permit. It has been approved by the land trust and has a driveway permit.
 - S. Burr is here to confirm that only a building permit is needed, which appears to be the case. He will follow up with the Zoning Administrator.

- **Regular Business**

- C. Layn recommended moving Regular Business to follow New Business in future meetings, because we otherwise usually change the order. The Board was agreeable to the change of order.
- Zoning Administrator Update
 - Upcoming projects & schedule
 - The ZA has recently completed 5 Building Permits; Andrew Cota came in regarding his Lot 20; Patrick Denton on 290 Bennett Rd. obtained a certificate of occupancy; Seth Sylvester on Boro Hill Rd. wants to submit building plans on Boro Hill; Lynne Caulfield is coming in with a new mylar for Final Plat.
 - **No hearings are scheduled for 4/28, so that meeting is cancelled.**
 - For the May 12th meeting - there a 2-lot subdivision Sketch Plan coming for Shandrow at 781 Nichols Rd.; Ben Rafael is looking to add onto his building or add a separate building - documentation coming; Mike Leonard at 303 Cedar Ln. had a building permit for a shed initially, which was changed to a tiny house, and now to a permanent house.
 - Other updates
 - C. Layn did a site visit to the Riverflow project location as the Fire Chief and also brought up the DRB's 3/24 discussion about a PUD as the likely solution to what the applicant is looking to do, as the DRB had asked him to do.
 - Review Meeting Minutes
 - Minutes of March 24th, 2025

- **C. Acker moved the minutes of March 24th, 2025 as written. S. Gordon seconded.** There was no further discussion. **All were in favor (7-0-0).**

- **Old Business**

- Decision letters - no update
- DRB Clerk job description - discussed progress from the 3/24 meeting. J. Schulte to send the latest ZA and DRB Clerk job descriptions for S. Gulrajani to review as the next step.

Adjournment - S. Pilcher moved to adjourn the meeting at 9:04pm. M. Brennan seconded. So Voted (7-0-0).

Minutes taken by Jaime Schulte