

**Monkton Development Review Board**  
**Meeting Minutes**  
**Monkton Town Hall & via Zoom**  
**May 12th, 2025**  
(Approved: TBD)

**Attendance:**

DRB Members Present: Jaime Schulte, Scott Gordon, Stephen Pilcher, Michael Brennan

DRB Members Absent: Curtis Layn, Mark Boltz-Robinson, Chris Acker

Others in Attendance: Nicolle Cote, Lisa Burns, Houston Cote, Susan Gulrajani (Zoning Administrator), Mickey Schwarz

**1) Call To Order and determine quorum; Review Agenda**

- a) The meeting was called to order at 7:30PM by J. Schulte with four members present.
- b) No changes were made to the agenda

**2) Public Comment - Not related to the agenda**

- a) Nicolle Cote joining via Zoom for agenda item Project 2025-07-DRB Sketch Plan Review

**3) New Business**

- a) Kathleen Bushey of 102 Meader Lane is interested in renting out an existing workshop on her parcel. Is a Conditional Use or a permit needed to do so?
  - i) DRB requests Kathleen Bushey to fill out form for Conditional Use - Light Manufacturing
- b) Review of materials for application 2021-03-MAJ of Lynne Caulfield, for completeness, prior to Final Plat. As noted in the minutes of January 27th, 2025 and August 28th, 2023, certain adjustments were needed. Needed for Final: the Final application with Plat and Site Plan, WW permit, and warning of the hearing.
  - i) Not evaluating Final Plat tonight; determining that everything is squared away for Final Plat
  - ii) Materials for Final Plat deemed complete.
  - iii) Zoning Administrator, Susan Gulrajani to send out Abutters letters
  - iv) Hearing tentatively set for first DRB meeting in June (June 9th, 7:30PM)**
  - v) Mylar copy to be left with Sharon Gomez for documentation
- c) [Project 2025-06-DRB Sketch Plan Review](#) of Ben Rafael at 140 Monkton Road for a workshop (addition or as a separate building).
  - i) Potential viewshed issue due to being located in the Pond Overlay District - next steps would be to determine size and peak elevation of building, erect temporary wooden structure for DRB to determine viewshed impact within the week (May 12-16th).

- ii) **Scheduled for DRB to complete a site visit of viewshed impact structure on Friday, May 16th @ 9AM**
  - iii) Pending DRB site review next steps are to apply for Conditional Use
  - iv) To be included into the June 9th, 2025 DRB meeting agenda, **decisions about the structure and application for Conditional Use need to be submitted by Applicant no later than May 22nd, 2025.**
- d) [Project 2025-07-DRB Sketch Plan Review](#) of John and Linda Shandrow at 781 Nichols Rd. for a 2-lot subdivision.
- i) Representative for John and Linda Shandrow present - Houston Cote
  - ii) Potential new right of way off of Nichols Rd between existing lot's right of way and driveway south of lot, approximately 700 ft in length
  - iii) DRB and H. Cote discussed potential environmental impacts of the proposed driveway location. Based on the Natural Resource Inventory map, DRB concluded that there shouldn't be any problems with the proposed location.
  - iv) Quick discussion of the timeline of next steps. S. Pilcher estimated at least 2-3 months through to Final Plat.

#### 4) Regular Business

- a) Zoning Administrator Update
  - i) Upcoming projects & schedule
    - (1) The ZA has a question from Kristine Kimball who is not sure if she can continue to subdivide her property. K. Kimball may come in for continued discussion of existing Sketch Plan Review to understand what might pre-exist the Ridgeline District.
    - (2) The ZA has completed seven building permits
    - (3) The ZA has completed two certificates of occupancy
    - (4) Motion to approve \$75 for workshop training for ZA. M. Brennan makes motion, seconded by S. Pilcher. The vote passed 4-0-0.**
  - ii) Other updates
    - (1) No action taken
- b) Review Meeting Minutes
  - i) The scheduled meeting on April 28th was canceled.
  - ii) Minutes of April 14th, 2025
    - (1) 2025-03-DRB Sketch Plan Review amended from "Seeking approval for an increased size of porch, which will be enclosed" to "Seeking approval to enclose, enlarge & replace current sunroom"
    - (2) S. Pilcher moved the minutes of April 14th, 2025 as amended. S. Gordon seconded. The vote passed 4-0-0.**

#### 5) Old Business

- a) Decision letters
  - i) No action taken

- b) DRB Recording Secretary
    - i) Mickey Schwarz attending as potential DRB Recording Secretary
  - c) DRB Clerk job description
    - i) **Amended Primary Duties:**
      - (1) Draft decisions for review by the DRB
      - (2) Post approved decisions to the Town of Monkton's website and send to interested parties by certified mail. (also the Town Clerk and ZA)
    - ii) **Marked to be moved to other job descriptions:**
      - (1) Maintain sign-in sheet for board members, staff, applicants, interested parties who attend each public session
      - (2) Take minutes and post draft minutes for Town of Monkton's website within five calendar days of each public meeting
      - (3) Work with ZA to ensure all appropriate meeting warnings and public notices are posted
      - (4) Previous experience taking meeting minutes is preferred
- 6) **Adjournment** - S. Pilcher moved to adjourn the meeting at 8:44PM. S. Gordon seconded. The vote passed 4-0-0.

Minutes taken by Mickey Schwarz