

Monkton Development Review Board
Meeting Minutes
Monkton Town Hall & via Zoom
July 28th, 2025
(Approved: TBD)

Attendance:

DRB Members Present: Stephen Pilcher, Michael Brennan, Mark Boltz-Robinson, Curtis Layn

DRB Members Absent: Scott Gordon, Chris Acker, Jaime Schulte

Others in Attendance: Lisa Burns, Lynne Caulfield, Jill Marsano, Cyrus Marsano, Janet Schwarz, Susan Gulrajani (Zoning Administrator)

1) Call To Order and determine quorum; Review Agenda

a) The meeting was called to order at 7:46PM by C. Layn with 4 members present.

2) Public Comment - Not related to the agenda

a) No public comment

3) New Business

a) **Final Plat Application #2021-03-MAJ Lynne Caulfield**, 2-lot subdivision located at 886 Bristol Rd (Parcel ID 05.103.017.001) in the RA-2/RA-5 Zoning Districts.

i) C. Layn, M. Boltz-Robinson, and M. Brennan reviewed all documentation pertaining to Final Plat Application

(1) Stormwater Amendment for Permit 4229-9050.1 - deemed subdivision would not affect Saunders Rd development

(2) Reviewed Wastewater Permit WW-9-066806

(3) C. Layn and M. Brennan reviewed final subdivision maps to determine if Mylar copy matched final

(4) S. Gulrajani made copies of Stormwater Permit/Amendment and Wastewater Permit for DRB files.

(5) S. Pilcher moved to approve Final Plat Application #2021-03-MAJ as a 2-lot subdivision. M. Boltz-Robinson seconded. The motion passed 4-0-0.

b) **Sketch Review #2025-08-DRB Sketch Review Jill & Cyrus Marsano**, subdivision of property (2 options) located at 3776 Mountain Road.

i) J. Marsano asked DRB for clarification on what was possible for subdivision ideas for the property before any significant money was spent.

(1) Potential subdivision into two (2) 5 acre lots. DRB determined that is a possibility

(2) Conservation of open land - rural is 50%

(3) S. Pilcher explained the density bonus (one of units would have to be either affordable housing or senior housing)

- ii) Discussion over where wetlands fall within property boundaries
- iii) There was a person who joined the Zoom meeting and turned out to be perpetrating a “Zoom bombing”. S. Pilcher proceeded to terminate the Zoom call due to outside interference.
- iv) L. Burns stated that VHFA affordable housing calculation is dependent on Monkton’s Adjusted Median Income
- v) C. Layn explained the state permitting process takes quite a bit of time
- vi) S. Gurajani confirmed it was best to submit paperwork through her
- vii) S. Pilcher asked J. Marsano if the DRB gave sufficient clarification of possibilities for subdivision of property. J. Marsano stated that yes, at present all of their questions had been answered.

4) Regular Business

- a) Zoning Administrator Update
 - i) Upcoming projects & schedule
 - (1) No Certificate of Compliances
 - (2) 3 Shed permits, 1 Single Family home permit, 1 Addition permit
 - ii) Other updates
 - (1) S. Gulrajani stated that J. Binhammer got back to her and the TNC/Latrielle application would move forward in August.
- b) Review Meeting Minutes
 - i) Minutes of July 14th, 2025
 - (1) **S. Pilcher moved the minutes of July 14th, 2025 as written. M. Boltz-Robinson seconded. The vote passed 4-0-0.**

5) Old Business

- a) Planning Commission
 - i) S. Pilcher expressed interest in contacting the Planning Commission about a PUD of two lots with two dwelling units. DRB discussed whether the PUD gives the ability to reconfigure the existing lot line. C. Layn stated they felt ok to move forward with the process. S. Pilcher confirmed he will be going in person to the Planning Commission meeting to discuss with them the PUD.
- b) Decision letters
 - i) No action taken.
- c) DRB Recording Secretary
 - i) **S. Pilcher moved to make Mickey Schwarz the DRB Recording Secretary. M. Boltz-Robinson seconded. The vote passed 4-0-0.**

- 6) **Adjournment** - S. Pilcher moved to adjourn the meeting at 9:00PM. C. Layn seconded. The vote passed 4-0-0.

Minutes taken by Mickey Schwarz