

Monkton Development Review Board
Meeting Minutes
Monkton Town Hall & via Zoom
August 25th, 2025
(Approved: TBD)

Attendance:

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

DRB Members Absent: None

Others in Attendance: Houston Cote, Nicole Cote, John Shandrow, Scott Baker (Barnard & Gervais), Jon Binhammer, Susan Gulrajani (Zoning Administrator), Mickey Schwarz (Recording Secretary)

1) Call To Order and determine quorum; Review Agenda

- a) The meeting was called to order at 7:33PM by C. Layn with 7 members present.

2) Public Comment - Not related to the agenda

- a) No public comment offered.

3) New Business

- a) **Preliminary Application #2025-07-DRB John & Linda Shandrow**, 2-lot subdivision located at 781 Nichols Road (Parcel ID 07.221.015.000) in the RA5LD Zoning District.

- i) S. Baker described pertinent landscape features for the property.
- ii) S. Baker stated the replacement septic location had been identified for subdivision property 1.
- iii) S. Baker stated the wetlands permit was in process, proposing intermediate pull-off area
- iv) 3 State permits on the property, wastewater, wetlands, construction general permit. All 3 State permits have been submitted.
- v) S. Baker stated that all documents and information to go directly to Final Application have been collected in hopes to get construction started in the Fall 2025.
- vi) S. Baker requests that the DRB moves forward to allow Application to go directly to Final Application tonight.
- vii) C. Layn asked when the property was last subdivided. J. Shandrow stated that he has owned the property for at least 30 years
- viii) C. Layn with assistance from the rest of the DRB board reviewed the Preliminary Application checklist and supplied documentation to determine that the Preliminary Application was complete.
- ix) S. Baker asked if his testimony would be allowed stating that the Wastewater Permit had been submitted in lieu of a physical copy of said submitted permit. S. Baker supplied the permit number: WW9-3471.

- x) S. Baker and J. Schulte discussed a stream that is mapped in the Monkton Wildlife Inventory map but was not included into the subdivision property survey plat. J. Schulte determined that since the construction would be a couple of hundred feet away from, and not affect, the stream, there was no issue.
- xi) J. Schulte stated that according to regulations, there needs to be a Preliminary and Final, both warned separately.
- xii) S. Baker stated that the warning was for both the Preliminary and Final, but Schulte clarified that it was only printed in the Addison Independent and in the warning notices and agenda as the Preliminary hearing, because the two hearings are separate. S. Baker referenced the May meeting minutes and stated that S. Pilcher had noted the project could go directly to Final. J. Schulte reviewed the language from May and stated the minutes refer to the end-to-end timeframe that was then feasible for the subdivision process, and do not agree to skip a required step (Preliminary).
- xiii) J. Schulte suggested that the board review the Final checklist as well to help move the process forward smoothly at the Final hearing.
- xiv) After thoroughly reviewing all supplied documents and plats, C. Layn stated that all that is missing are hard copies of the submitted Wastewater and Wetland General permits.
- xv) **S. Pilcher moved to accept the Preliminary Application #2025-07-DRB John & Linda Shandrow, conditional on there being hard copies of the Wastewater Permit and Wetland General Permit given to the DRB. M. Boltz-Robinson seconded. The vote passed 7-0-0.**
- xvi) S. Baker stated that the abutters' letters would be sent out by Thursday, August 28th, 2025.
- xvii) S. Baker asked the DRB if the Final could be submitted as soon as possible. C. Layn said that given all that has been supplied for the Preliminary, the Final Application could be submitted.
- xviii) S. Gulrajani stated the Final Application notice would be sent to the town paper by Thursday, August 28th, 2025.

b) Preliminary Application #2025-09-DRB Jon Binhammer for The Nature Conservancy/Estate of Beverly Latrielle,

- i) J. Binhammer stated that the estate needs more time to compile all necessary documentation to continue.
 - ii) **S. Pilcher moved to reschedule the Preliminary Application #2025-09-DRB Jon Binhammer for The Nature Conservancy/Estate of Beverly Latrielle to the DRB meeting on September 22nd, 2025. C. Acker seconded. The vote passed 7-0-0.**
- c) There was a discussion over how to mitigate Zoom Bombing and what options the board has for recording the meetings.

- d) **Sketch Plan of Stephen Pilcher for a Conditional Use at 1599 Monkton Rd, Parcel 14.101.142.000.** S. Pilcher is currently renting the property. There is a barn on the property that was converted to a business in 1986, and the parcel includes a duplex.
- i) The parcel is divided into R5 and R5V zoning.
 - ii) S. Pilcher stated that there are potential tenants that have spoken to him about possible commercial uses for the barn, including a cafe or a catering business. The barn is currently used as a woodworking shop and is permitted as such.
 - iii) S. Pilcher asked about the Conditional Uses in this zoning district: category 4 (allowing mini-marts or retail stores), category 1 (allowing community centers) and if there was an issue with him coming back for a Conditional Use permit.
 - iv) S. Pilcher does not currently own the property, but hopes it would be owned by a 501(c)(3) non-profit within the next two years through a lease-to-own.
 - v) S. Pilcher was looking to apply for a grant called the Village and Trust Initiative geared towards towns with populations under 2,500 and wanted to include information for Conditional Uses in the grant application.

4) **Regular Business**

- a) Zoning Administrator Update
 - i) Upcoming projects & schedule
 - (1) No Zoning permits
 - ii) Other updates
 - (1) No action taken
- b) Review Meeting Minutes
 - i) Minutes of August 11th, 2025
 - (1) **S. Pilcher moved to accept the minutes of August 11th, 2025 as amended. J. Schulte seconded. The vote passed 5-0-2.** There were two abstentions: S. Gordon and C. Acker were not present for the August 11th meeting.

5) **Old Business**

- a) Decision letters
 - i) There was discussion over the use of AI to draft decision letters for #2021-03-MAJ Lynne Caulfield and #24-901 Steven Pomarico. There were some discrepancies with how the AI wrote the letters and the Board reviewed both to determine what needed changing.
 - ii) J. Schulte proposed additional combing through of the decision letters so as to remove any erroneous information and finalize the letters. S. Pilcher requested the letters to be re-reviewed at the next DRB meeting.

b) Addison County Regional Planning Commission (ACRPC) Monkton Village Zoning Map

i) S. Pilcher supplied the Board with a draft land use map that the ACRPC made for the Monkton Planning Commission. There was discussion of the recommended expansion of the Village Area and other zoning areas.

6) **Adjournment** - S. Pilcher moved to adjourn the meeting at 9:32PM. J. Schulte seconded. The vote passed 7-0-0.

Minutes taken by Mickey Schwarz