

**Monkton Development Review Board  
Meeting Minutes  
Monkton Town Hall & via Zoom  
September 22nd, 2025  
(Approved: TBD)**

**Attendance:**

DRB Members Present: Stephen Pilcher, Scott Gordon, Jaime Schulte, Mark Boltz-Robinson

DRB Members Absent: Chris Acker, Michael Brennan, Curtis Layn

Others in Attendance: Houston Cote, Nicole Cote, John Shandrow, Scott Baker (Barnard & Gervais), Jon Binhammer, Susan Gulrajani (Zoning Administrator), Mark Guillemette, Anne Layn, David Layn

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

- a) The meeting was called to order at 7:30PM by J. Schulte with 4 members present.

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

- a) Mark Guillemette asked about what permits he needs for his property, business operations, equipment, etc. He has been told that he does not have what he needs. The process is for any complaints from others or questions from M. Guillemette to start with the Zoning Administrator.

**3) New Business**

- a) **Final 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) John Shandrow, Houston Cote and Nicole Cote joined the Board. J. Schulte called the hearing to order.
  - ii) The two items needed for the Final hearing were provided: the Wastewater and Wetland General permits.
  - iii) The Final checklist was previously reviewed at the Preliminary hearing.
  - iv) **S. Pilcher moved to accept the Final Application #2025-07-DRB of John & Linda Shandrow 2-lot subdivision. M. Boltz-Robinson seconded.** There was no further discussion. **The vote passed 4-0-0.**
  
- b) **Preliminary Application #2025-09-DRB Jon Binhammer for The Nature Conservancy/Estate of Beverly Latreille.** 2-lot subdivision located at 785 Rotax Road (Parcel ID 02.114.003.001) in the RA5 Zoning District.
  - i) John Binhammer joined the board. J. Schulte called the hearing to order.
  - ii) There was discussion of the plat and access including the future possibility for adding/moving parking for Raven Ridge.
  - iii) The 10-acre parcel (05.114.002.000) adjacent to the southwest portion of the 244-acre proposed parcel is under different ownership and will not be included in the overall project, as was discussed at Sketch. There was

discussion of whether that parcel is currently landlocked and whether this project changes that status negatively.

iv) Reviewed the Preliminary checklist.

v) **S. Pilcher moved to accept the Preliminary Application #2025-09-DRB of TNC/Latrielle 2-lot subdivision, subject to the following conditions:**

(1) **Copy of original deed (book 68, page 489)**

(2) **Copy of the NRCS easement**

(3) **Latrielle existing wastewater permit (proposed 13.5 acre parcel)**

(4) **Show a completed southern boundary on the map for the 13.5ac.**

(5) **Need existing easements, septic, well, culverts, utilities, zoning districts (2ac/5ac, wetland) shown on the map.**

(6) **Need contours shown for the 13.5 acre parcel**

(7) **Clarification of the status of access to the adjacent parcel 05.114.002.000, which is under similar, but different ownership.**

**Does this change the parcel's status as landlocked?**

**J. Schulte seconded.** There was no further discussion. **The vote passed 4-0-0.**

c) **Preliminary Application #2025-10-DRB Layn Farm.** 3984 Bristol Road (Parcel ID 08.103.059.000) Minor Subdivision. 2-lot subdivision at 485 Hardscrabble Road.

i) David and Anne Layn joined the Board. J. Schulte called the hearing to order.

ii) Reviewed the Preliminary checklist. There was discussion of the shared well, streams, contours, and culverts.

iii) **S. Pilcher moved to approve Preliminary Application #2025-10-DRB of Layn Farm for a 2-lot subdivision, subject to the following conditions:**

(1) **Show the easement to Burritt for water from the shared well.**

(2) **Provide a copy of the existing deed (Volume 35, Page 43)**

(3) **Provide a copy of the easement for Sugarhouse Rd.**

(4) **Provide two maps, 24x36", for Final - hardcopy and PDF**

(5) **Contours, not more than 5-feet, to be shown on the Site Plan**

(6) **Culvert for the stream crossing Sugarhouse Rd to be shown on the map.**

(7) **The stream crossing Sugarhouse Rd to be shown on the Site Plan with 50' setbacks.**

**S. Gordon seconded.** There was no further discussion. **The vote passed 4-0-0.**

#### 4) **Regular Business**

a) Zoning Administrator Update

i) Upcoming projects & schedule

(1) The ZA is keeping a new log of permits for quick reference for people to see if an application has been in process. This

spreadsheet will show the Zoning Permits, Certificates of Compliance, and Certificates of Occupancy.

ii) Other updates

- (1) There was discussion of a property where a Certificate of Compliance was requested, but cannot be issued due to having two dwellings on one lot. The older dwelling was supposed to be removed in 2017.

b) Review Meeting Minutes

i) Minutes of August 25th, 2025

- (1) **S. Pilcher moved to accept the minutes of August 25th, 2025 as written. M. Boltz-Robinson seconded. The vote passed 4-0-0.**

5) **Old Business**

a) Decision letters

- i) M. Boltz-Robinson has been making progress on decision letters. Working through verification of details on older applications.

6) **Adjournment** - S. Pilcher moved to adjourn the meeting at 9:29pm. M. Boltz-Robinson seconded. The vote passed 4-0-0.

Minutes taken by Mickey Schwarz and Jaime Schulte