

Monkton Development Review Board
Meeting Minutes
Monkton Town Hall & via Zoom
October 13th, 2025
(Approved: TBD)

Attendance:

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

DRB Members Absent:, Chris Acker, Michael Brennan

Others in Attendance: Mark Benitt, Jason Barnard (Barnard & Gervais), Aaron Stine, Kathleen Stine, Jackie Fefee (President of the Monkton Ridge Cemetery Association), Ben Raphael, Adrienne Raphael, Andrew Peterson, 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 7:32PM by C. Layn with 5 members present.
- 2) **Public Comment** - Not related to the agenda
 - a) No public comment.
- 3) **New Business** - the hearings were conducted out of order from the agenda
 - a) **2025-11-DRB Conditional Use Permit Bendrienne LLC (Adrienne & Ben Raphael), 216 Monkton Ridge.** PID 13.101.062.000. Seeking to renovate a detached garage into a store and apartment.
 - i) Adrienne Raphael and Ben Raphael joined the Board. S. Pilcher recused himself. C. Layn called the hearing to order.
 - ii) There was discussion over the supplied documentation for proposed parking and septic.
 - iii) Adrienne Raphael pulled the last five years of crash data for the intersection and attached it to an email sent to the Board.
 - iv) Adrienne and Ben Raphael are proposing 45 degree angled parking in front of the cemetery on Monkton Ridge.
 - v) J. Schulte and Adrienne Raphael discussed the proposed additional storage units for tenants needed due to the garage plans.
 - vi) M. Boltz-Robinson asked what was proposed for the wastewater removal. Adrienne Raphael stated that a new septic was proposed to deal with the wastewater.
 - vii) Jackie Fefee, President of the Monkton Ridge Cemetery Association, joined the Board and asked to see plans for the proposed parking in front of the cemetery.
 - viii) There was a discussion over the placement of the proposed septic and a need to show marked shields for wastewater and well on the map.
 - ix) C. Layn went through the Conditional Use Permit Checklist to check for completeness.

- x) C. Layn stated that there would be no vote on approving the Conditional Use Permit at this meeting as there are items on the checklist that still need to be supplied to the Board.
 - xi) List of items to be given to the Board:
 - (1) Property identification numbers and zoning districts need to be added to the site map
 - (2) Original and two copies to be filed with Zoning Administrator
 - (3) Site map scale no smaller than 1 inch to 40 feet
 - xii) **S. Gordon moved to continue the Conditional Use Permit of 2025-11-DRB Conditional Use Permit Bendrienne LLC (Adrienne & Ben Raphael), until the meeting on October 27th, 2025. C. Layn seconded. The vote passed (4-0-1), with S. Pilcher having recused.**
- b) **2025-12-DRB Conditional Use Permit. BEVO, LLC, 1823 Monkton Road.** PID 14.101.154.000. Seeking a Conditional Use permit to update a structure to a 1-bedroom dwelling unit with catering business and eight (8) employees.
- i) Jason Barnard, Aaron Stine, and Kathleen Stine joined the board. S. Pilcher rejoined the meeting. C. Layn called the hearing to order.
 - ii) Jason Barnard gave an overview of documentation supplied relating to the Conditional Use Permit.
 - iii) Jason Barnard discussed an external grease trap with the board.
 - iv) S. Pilcher asked if there was a change in the footprint of the building. Jason Barnard stated that there is not, only a change in use of the building.
 - v) The public was invited to comment. Andrew Peterson had a number of points that he presented. He described issues with signage, as well as being in violation of the bylaws by already running a restaurant, and suggested coming back with a proposal for changing the Conditional Use to a restaurant. Andrew Peterson further stated that this location is an Agriculture operation and has been operating as a Commercial operation in violation of bylaws. The original 2008 Wastewater permit is a concern of his regarding whether the system is properly sized, as he is a neighbor directly downhill. A limit of 16 seats for dining was discussed, to avoid crossing a threshold. Listers should be notified that this is now a Commercial operation. Andrew Peterson asked for the Conditional Use Permit be denied and that the application should be resubmitted with these concerns taken into mind.
 - vi) Andrew Peterson also described concerns that may or may not be associated with the Conditional Use, including stormwater flooding over Monkton Rd into his property, the location where chemicals may be stored relative to his property, the timing of spraying or courtesy notification thereof, noise from events, and noise/light in early hours associated with commercial deliveries.
 - vii) Jason Barnard answered some of A. Peterson's concerns. If a restaurant is going forward Jason Barnard stated that yes, the application would need to be resubmitted. No impervious surfaces have been added to the

property. Jason stated that right now, the proposal is for a catering business, not a restaurant.

- viii) S. Pilcher asked if there public restrooms are available. Aaron Stine stated that there are two Port-A-Potties.
- ix) S. Pilcher had a question about agriculture versus commercial use. Jason Barnard said the State permit was for an agriculture store, when the Boyers permitted the property before Stine ownership. Andrew Peterson stated that it is a retail space selling agriculture products and not a store in the State permit.
- x) C. Layn suggested that the DRB receive a statement from the Vermont Board of Health over the definition of whether the property is considered a restaurant. J. Barnard agreed to obtain that response from the state. J. Schulte requested a copy of the communication to the state and the response, when available. Applicants expect to have the response by the Board's next meeting on 10/27.
- xi) M. Boltz-Robinson requested a copy of Andrew Peterson's statements for review.
- xii) C. Layn stated that he would like to digest Andrew Peterson's concerns before moving forward with the Conditional Use permit.
- xiii) **S. Pilcher moved to continue the Conditional Use Permit of 2025-12-DRB Conditional Use Permit, BEVO, LLC, until the meeting on October 27th, 2025. S. Gordon seconded. The vote passed 5-0-0.**

- c) **24-902 Continuance of Preliminary of 5-Lot PUD/Jeramy & Brittany Broderick, 4863 Silver Street, Preliminary application.** PID 13.101.038.00. Seeking to dissolve parcel boundaries between 2 lots and create new parcel boundaries.

- i) Jeramy Broderick joined the Board. C. Layn called the hearing to order.
- ii) The board had a discussion about previous Board meetings in regards to the Preliminary application.
- iii) S. Pilcher reviewed the Preliminary Application Checklist for completeness.
- iv) S. Pilcher asked Jeramy Broderick if Wastewater and Storm Water Permits had been filed. Jeramy Broderick stated that neither have been submitted.
- v) S. Pilcher and C. Layn suggested for Jeramy Broderick to continue gathering necessary documentation for the Preliminary Application and to re-warn Preliminary once ready, instead of issuing a Continuance.

- d) **2025-13-DRB Sketch Plan Review Jaime Schulte & Sabrina Bateman & Lynn Bateman, 156 Coon Club Road.** PID 08.230.003.000. 2-lot subdivision.

- i) Postponed to a future meeting.

4) Regular Business

- a) Zoning Administrator Update
 - i) Upcoming projects & schedule

- (1) Postponed to a future meeting
- ii) Other updates
 - (1) Postponed to a future meeting
- b) Review Meeting Minutes
 - i) Minutes of September 22nd, 2025
 - (1) Postponed to a future meeting

5) **Old Business**

- a) Decision letters
 - i) Decision Letter for **2025-07-DRB John and Linda Shandrow**. The board reviewed the letter drafted by M. Boltz-Robinson. The mylar for the project was also on-hand for signing and the board confirmed there were no pending conditions and that the mylar appeared as expected.
 - ii) **S. Pilcher moved that the Chair sign the mylar, as amended, for 2025-07-DRB John and Linda Shandrow and sign the Decision Letter. The vote passed 5-0-0.**
 - iii) The Chair signed the mylar and letter.
- 6) **Adjournment** - S. Pilcher moved to adjourn the meeting at 9:57pm. J. Schulte seconded. The vote passed 5-0-0.

Minutes taken by Mickey Schwarz