

Monkton Development Review Board
Meeting Minutes
Monkton Town Hall & via Zoom
October 27th, 2025
(Approved: TBD)

Attendance:

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

DRB Members Absent: Chris Acker

Others in Attendance: Desiree Cousino, David Guynon, Jackie Fefee (President of the Monkton Ridge Cemetery Association), Ben Raphael, Adrienne Raphael, Andrew Peterson, Mickey Schwarz (Recording Secretary)

1) Call To Order and determine quorum; Review Agenda

- a) The meeting was called to order at 7:30PM by C. Layn with 6 members present.

2) Public Comment - Not related to the agenda

- a) David Guynon and Desiree Cousino joined the board for a comment relating to removal of a mobile home and building of a single story two-bedroom single family house at 1892 Hollow Rd. David Guynon stated that he would not be able to renovate the existing trailer as it would need to be gutted to the frame to do so. Mr Guynon wants to replace the existing 12 foot by 60 foot mobile home with a 24 foot by 32 foot footprint single story house. The board discussed potential issues of non-conformity of the structure and/or lot. C. Layn discussed the placement of the new structure to determine proper setbacks. C. Layn and D. Guynon discussed the well and septic systems on the lot and Mr. Guynon stated that the septic system would be checked out on 10/28/2025. C. Layn suggested for D. Guynon to figure out the septic system first as any changes to the septic would determine where the new house would be located on the lot. D. Guynon stated that if a new septic needed to be built, it would be a mound system. Andrew Peterson commented that since the lot is non-conforming, as long as the new structure meets the required setbacks, there should be no issue with moving forward with the permitting process. The board agreed that there is no change to the non-conforming use, the usage is still the same and suggested for D. Guynon to discuss next steps for permitting with Susan Gulrajani (Zoning Administrator).

3) New Business

- a) **Continuation of 2025-11-DRB Conditional Use Permit Bendrienne LLC (Adrienne & Ben Raphael), 216 Monkton Ridge.** PID 13.101.062.000.

Seeking to renovate a garage into a store and apartment.

- i) Ben and Adrienne Raphael join the board. C. Layn called the hearing to order. S. Pilcher recused himself from the hearing and left the room.

- ii) The two items that were missing for the Conditional Use Permit checklist were the property ID and zoning district. A. Raphael brought new maps that included the missing information.
- iii) C. Layn went through the remaining items on the Conditional Use Permit checklist to check for completeness. C. Layn stated that the fee was the only thing still missing for the Conditional Use Permit.
- iv) C. Layn went through the Site Plan checklist with the board to check for completeness.
- v) A. Raphael discussed proposed parking in front of the town cemetery and stated that the Monkton Ridge Cemetery Association is still determining if the proposed parking plan would be allowed.
- vi) Jackie Fefee commented that the Monkton Ridge Cemetery Association would not allow parking in front of the cemetery.
- vii) J. Schulte requested a more formal statement or position from the Monkton Ridge Cemetery Association as there has been confusion about the position of the Association.
- viii) J. Schulte brought up a potential issue of whether an ADU (accessory dwelling unit) can be added to a lot that is not owner-occupied. There is only one dwelling unit allowed on a lot, except as a PUD or ADU. After some discussion the apartment over the garage probably does otherwise meet the criteria for an ADU. The project would likely work in the Village District as a PUD, if it were presented that way. If the structures were connected it could probably be approved as a multi-family by Conditional Use. So there are two paths that could result in approval.
- ix) C. Layn brought up that the proposed plan more closely matches town guidelines than potentially adding a covered walkway to “connect” the main house to the renovated garage.
- x) M. Boltz-Robinson agreed that the proposed plan followed the “spirit” of the town plan.
- xi) A. Raphael brought up that they have to maintain the historical character of the structure, due to having accepted historic preservation funds. J. Schulte noted that would be a reason not to connect the structures.
- xii) A. Raphael stated that she was looking for the board to approve the Site Plan without the proposed parking in front of the cemetery.
- xiii) The board discussed the wording for conditions of the approval of the Site Plan over the number of parking spaces, not necessarily the placement.
- xiv) **J. Schulte moved to approve the 2025-11-DRB Conditional Use Permit Bendrienne LLC (Adrienne & Ben Raphael), 216 Monkton Ridge, conditional on:**
 - (1) **An updated site plan showing the location of up to 16 parking spaces, in the locations shown on the reviewed site plan or extending farther west along the northern boundary.****S. Gordon seconded. The vote passed 5-0-0, with S. Pilcher having recused himself from the hearing.**

- b) **Continuation of 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) S. Pilcher rejoined the board. The board discussed whether to continue or close and re-warn the Conditional Use Permit as the applicants were not present at the meeting.
 - ii) **C. Layn moved that the board close this hearing and the application will be required to be re-warned. S. Pilcher seconded. The vote passed 6-0-0.**
- c) **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) J. Schulte moved across the table to join the board as the applicant and recused himself.
 - ii) J. Schulte stated that they are looking to subdivide the lot for a new single family home, located in the southwest corner of the property and probably entirely to the west of Coon Club Rd.
 - iii) J. Schulte and the board reviewed the maps and documentation provided to the board by J. Schulte.
 - iv) J. Schulte brought forth two options for the subdivision and was looking to the board for guidance over what would be allowed by the DRB for the subdivision.
 - (1) Option 1 would be to create a 5-acre separate lot off of Coon Club Rd.
 - (2) Option 2 would be to apply for a PUD that would allow the lot to be smaller and potentially accessed off of Piney Woods Rd.
 - v) S. Pilcher asked about the total acreage of the two-lot subdivision. J. Schulte stated that the lot to be subdivided is 44.91 acres.
 - vi) C. Layn and J. Schulte discussed whether approval from all members of the Road Maintenance Agreement on Coon Club Rd. would be needed to create a new curb-cut onto Coon Club. Probably, and that would certainly be the best approach. If not agreed to then a curb cut onto Piney Woods would be necessary instead.
 - vii) The board discussed what would constitute a traditional two lot subdivision versus a PUD and whether a PUD could be considered on a portion of the overall acreage instead of the whole lot. The possibility of re-activating a 10.16 acre lot along Piney Woods (part of the overall 44.91 acres) was discussed as a PUD option.
 - viii) J. Schulte stated that they would not be ready for a Preliminary Application until Spring/Summer 2026.

4) **Regular Business**

- a) Zoning Administrator Update
 - i) Upcoming projects & schedule - (Layn Farm Nov. 10, TNC Nov. 24)

- (1) J. Schulte asked the board about the 10-acre (05.114.002.000) landlocked lot in relation to the Estate of Beverly Latreille/The Nature Conservancy subdivision and whether the subdivision further landlocked the lot in question, as there would be no right of way access. The concern, captured in the conditions of Preliminary approval on 9/22, is that there would be an issue of access as the landlocked lot would no longer be contiguous to the adjacent lot, which appears to be owned by some of the same owners and the estate of Latreille.
 - (2) J. Schulte suggested a letter from the Latreille family stating their understanding of the loss of access, if the 10-acre lot is not being acquired in the transaction and if there is no ROW.
 - (3) C. Layn requested notification to The Nature Conservancy about this potential issue before the meeting on 11/24/2025. J. Schulte will follow up with Jon Binhammer at the request of the DRB.
 - (4) S. Pilcher further stated that there either needs to be an easement to the landlocked lot or a letter from the Latreille family about their understanding of loss of access.
 - ii) Other updates
 - (1) No action taken
- b) Review Meeting Minutes
 - i) Minutes of 9/22/2025 & 10/13/2025
 - (1) **S. Pilcher moved to accept the minutes of September 22, 2025 as amended. S. Gordon seconded. The vote passed 4-0-2.** C. Layn and M. Brennan abstained due to not being present for the meeting.
 - (2) **S. Pilcher moved to accept the minutes of October 13, 2025 as amended. J. Schulte seconded. The vote passed 5-0-1.** M. Brennan abstained due to not being present for the meeting.

5) Old Business

- a) Decision letters
 - i) No action taken
- 6) **Adjournment** - M. Brennan moved to adjourn the meeting at 10:03pm. S. Pilcher seconded. The vote passed 6-0-0.

Minutes taken by Mickey Schwarz