

Monkton Development Review Board
Meeting Minutes
Monkton Town Hall & via Zoom
November 24th, 2025
(Approved: TBD)

Attendance:

DRB Members Present: Jaime Schulte (Vice-Chair), Mark Boltz-Robinson, Michael Brennan, Scott Gordon

DRB Members Absent: Chris Acker, Curtis Layn (Chair), Stephen Pilcher

Others in Attendance: Susan Gulrajani (Zoning Administrator), Jon Binhammer (The Nature Conservancy), Peter Close, Debbie Houghton, Lisa Burns, Jessica Riney, Nancy Goodrich, Mike Casey, Laura Farrell, Jim Schlesinger

- 1) **Call to order**, determine quorum, and Review Agenda
 - a) The meeting was called to order at 7:30pm with a quorum of 4 members.

- 2) **Public Comment** - Questions and Comments from the Public Not Related to Agenda
 - a) Mike Casey stated that he has provided concerns in writing about his neighbor, Mark Guillemette, to the Zoning Administrator. There was mention of previous incorrect guidance from a former Zoning Administrator and M. Casey is concerned that the town is not regulating the Guillemette wood shop business. J. Schulte described the process for a complaint, which begins with making a complaint in writing to the ZA. The ZA will investigate and provide a written decision about the complaint. That decision may be appealed to the DRB within 15 days. S. Gordon clarified by stating that a person appealing would have 15 days from the date the decision letter is issued to appeal to the DRB. J. Schulte advised that M. Casey cannot discuss his complaint(s) with the DRB at this time, because the DRB is the next appeal step in the zoning process. M. Casey said he was asked by the ZA to appear tonight, but J. Schulte reiterated that the DRB cannot hear those concerns at this time or give any opinion on them without compromising a potential appeal of the ZA's upcoming decision. J. Schulte stated to M. Casey that the correct process will be followed for his current complaint. M. Casey acknowledged that statement and departed the meeting.

- 3) **New Business**
 - a) **Final 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) J. Binhammer described that the prior conditions from Preliminary have been satisfied.
 - ii) Discussed the ownership of the 10-acre swamp lot, which has been clarified by attorney Benj Putnam. The current ownership of the 10-acre lot has changed since 2022 and the tax map information is not accurate.

Ownership has been entirely different since August 2022, so this transaction does not further landlock it. J. Schulte described the new understanding of ownership for the Board and J. Binhammer confirmed. J. Schulte asked if there are any informal agreements on access to the 10-acres. J. Riney, Administrator of the Estate of Beverly Latrielle, indicated there are not. The land was won in a poker game many years ago and there has not been any regular (or perhaps any) access to it. The other abutting landowner, Peter Close, agreed. S. Gordon and M. Boltz-Robinson agreed the parcel is landlocked and access cannot be made better or worse through this transaction.

- iii) J. Schulte noted the lack of a Final Application and that the new maps provided are not full-size.
- iv) The DRB proceeded to begin reviewing the Final checklist with the goal of surfacing any remaining issues to clarify/resolve.
- v) J. Binhammer clarified that the NRCS easement sample provided is never changed, so should be exactly the same as the final easement. J. Schulte asked if TNC will be the future owner of the larger parcel and NRCS will be the easement holder. J. Binhammer stated that is correct and the Estate will retain the 13.5 acres.
- vi) There was no need for a wastewater permit in the past, so the Board agreed that no permit is needed currently because no construction is proposed. J. Binhammer noted that the existing development is more than 500' from the boundary line also.
- vii) J. Schulte brought up that the Natural Heritage Overlay District is supposed to be shown on all maps submitted to the DRB. The only feature not already on the map from that District is likely the bobcat corridor, which is on the western boundary or just west of the boundary. That corridor has a 150' buffer on either side, which may impact the envelope for the parking area. J. Binhammer said the ~2-acre parking envelope is not intended to be all of that area. TNC may want to move the parking area to this parcel rather than the existing location to the west. In that case a footpath would be needed to connect with the existing boardwalk.
- viii) N Goodrich expressed that more parking would likely mean more visitors. There is wildlife activity (bobcats and bears) across that field and parking envelope. The wildlife activity is wider than that ridge to the west where the bobcat corridor is marked.
- ix) J. Binhammer mentioned that TNC also needs to think about handicapped access - might maintain the existing parking for handicapped use only. Nancy Goodrich asked if existing parking is not large enough? It is currently, but was not during the pandemic. If parking moves it
- x) The board discussed what we are approving. Essentially the "building envelope" for parking, not a curb cut.
- xi) L. Farrell asked about plans for a trail between parking areas or to the boardwalk and stated that a human-use trail across the wildlife corridor

- will negatively impact the corridor. J. Schulte asked about dogs, which TNC does not plan to allow. N. Goodrich stated that dogs are commonly present anyway. J. Schulte clarified that there is a no-dogs policy and signage. J. Binhammer said the trail would be within less than 30 feet of the existing road right of way or perhaps in the ROW. J. Binhammer noted existing trails on Raven Ridge that also cross this corridor.
- xii) Review of the checklist continued. Most items were not applicable, due to no construction planned. J. Riney asked why we are talking about parking and trails and not just the subdivision. J. Schulte noted that the subdivision process is the time when building envelopes are established. N. Goodrich and J. Schulte discussed that the NCRS easement would limit the parking from moving in the future. J. Riney said the easement map already notes the parking location.
 - xiii) J. Binhammer stated that if this project doesn't move forward Latrielle could put housing in that field instead of parking.
 - xiv) P. Close asked about what can/can't happen in the majority of the TNC parcel and wetlands. He understands that trails are not planned, but asked about a possible boardwalk or similar. J. Binhammer said there are no trails planned south of Rotax, except possibly between parking areas. TNC doesn't post their land, so the public could walk on it. They do not expect most people to get into the wetland.
 - xv) M. Boltz-Robinson said any future trails within 50' of a wetland would need a wetlands permit to be approved by the state Wetlands Ecologist.
 - xvi) Discuss a motion - need to continue the hearing to January 12th.
 - xvii) J. Binhammer clarified the items that would be needed: Final application, large maps, Natural Heritage District. What about wetlands? It was noted that CON-P is already on the map and is primarily wetlands. S. Gulrajani said that wetland boundaries should normally be on the map. J. Binhammer stated that the actual wetland boundaries are somewhat different than the CON-P district, but asked how important it is since the entire property would have a conservation easement. The Board was receptive to that point and would not require a delineation of the exact boundary. S. Gordon and M. Boltz-Robinson stated the regulations expect a wetland boundary and it should be there. The Board requested that an appropriate state wetland boundary be used on the map. Reviewed the state layer that is available on the town zoning map, which resembles the actual known wetlands J. Binhammer described and requested that it be shown with 50' buffer. J. Schulte and J. Binhammer discussed keeping the 150' bobcat corridor separated from the parking envelope.
 - xviii) **M. Boltz-Robinson moved to continue the Final Hearing 2025-09-DRB of TNC/Latrielle for a 2-lot subdivision at 785 Rotax Rd to January 12th, 2026, for the submission of the Final Application, with map revisions to show the Natural Heritage corridor and wetlands, and correct sized maps. S. Gordon seconded. The vote passed (4-0-0).**

4) Regular Business

a) Zoning Administrator Update

- i) Upcoming projects
 - (1) Working on the Bushey application for January 12th.
- ii) Other updates
 - (1) Discussed the warning of Riverflow and BEVO for December 8th.
 - (2) Canceled the December 22nd meeting.
- iii) Discussed the process of decision letters - we could authorize a subcommittee to finalize a letter for the Chair to sign if needed. It should be reviewed by more than one member of the board.
- iv) Lisa Burns joined the Board to discuss how the tax map and land records are updated. In the case of the Latrielle parcels, discussed previously, if ownership consolidates over time due to a deed having shared ownership with survivorship, that ownership can consolidate over the years with no activity in the land records to trigger an update to the tax map and Grand List. Unless something is filed no changes happen in the Grand List. The GL is useful, but not always for this purpose and it may not have space to show all owners - it is primarily for value and tax purposes, not ownership transfers.

b) Review Meeting Minutes

- i) November 10 - no action taken

c) Decision Letters

- i) Reviewed 5 draft decision letters and made minor edits to four of them, such as to correct lot numbers.
- ii) **S. Gordon moved to approve the Bendrienne Final decision letter for project 2025-11-DRB as amended. M. Brennan seconded. The vote passed (4-0-0).**
- iii) **S. Gordon moved the Layn Preliminary decision letter for project 2025-10-DRB as written. M. Brennan seconded. The vote passed (4-0-0).**
- iv) **S. Gordon moved the Layn Final letter for project 2025-10-DRB as amended. M. Brennan seconded. The vote passed (4-0-0).**
- v) **S. Gordon moved the TNC/Latrielle Preliminary decision letter for project 2025-09-DRB as amended. M. Brennan seconded. The vote passed (4-0-0).**
- vi) **S. Gordon moved the Pomarico Final decision letter for project 2024-901 at approximately 325 Pond Rd. as amended. M. Brennan seconded. The vote passed (4-0-0).**

5) Adjournment

- a) **S. Gordon moved to adjourn at 9:20pm. M. Brennan seconded. The vote passed (4-0-0).**

Minutes taken by Jaime Schulte