

Monkton Development Review Board
Meeting Minutes
Monkton Town Hall & via Zoom
December 8th, 2025
(Approved: TBD)

Attendance:

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

DRB Members Absent: Chris Acker

Others in Attendance: Mickey Schwarz (Recording Secretary), Susan Gulrajani (Zoning Administrator), Seneca Gonzalez, William Leceane, Elizabeth Campbell, River Parker, Hannah Schwartz, Derick Read (Krebs & Lansing), Scott Baker (Barnard & Gervais), Kathleen Stine, Aaron Stine, Tracie Cassarino, Paul Cassarino, Lisa Burns, Andrew Petersen, Jason Barnard (Barnard & Gervais)

1) Call To Order and determine quorum; Review Agenda

- a) The meeting was called to order at 7:30PM by C. Layn with 5 members present. M. Brennan arrived shortly after.

2) Public Comment - Questions and Comments from the Public Not Related to Agenda

- a) None offered.

3) New Business

- a) **Conditional Use Application #2025-01-DRB** Riverflow Community, Inc., Proposed residences and accessory structures, 57 Cedar Lane, Monkton VT
 - i) Scott Baker and Hannah Schwartz joined the board.
 - ii) S. Baker explained the lengthy process of coming back with a completed application for a PUD, Conditional Use, and Site Plan review; including the development of a long term Master Plan, looking into water supply, waste water and storm water management, meeting with the Agency of Natural Resources and Agency of Agriculture, Food and Markets, as well as the Division for Historic Preservation.
 - iii) S. Baker described the existing lot. Parcel is 29.58 acres, 8 bedroom single family dwelling, office space, extensive landscaping, 350 ft Vermont Gas pipeline easement on western side of property.
 - iv) What Riverflow is proposing are additional buildings, including 4 homes & accessory structures, 3 tiny homes, parking areas for community and residential structures.
 - v) Property is bisected by a wetland through the center of the parcel.
 - vi) Broad stroke is to have the majority of residential development up towards the front of the property, close to existing infrastructure, with additional buffers for neighbors.
 - vii) Most of the parking would be situated in a low spot on the parcel, to minimize headlight disturbance.

- viii) There would be a 2.04-acre section of Prime Ag Mitigation (preparation for Act 250 application). Mitigation will be on site. The minimum viable size for Prime Ag mitigation is 2 acres. Proposed use would be small scale pasturing of sheep/goats.
- ix) Proposed design fits all necessary constraints the Board had previously put forth.
- x) C. Layn opened the hearing for public comment. Tracie Cassarino had a question about the proposed parking area. H. Schwartz and S. Baker stated that the parking area was moved further into the depression and a fence would be constructed to block off the lot to the North. There is a proposed addition of 48 parking spots with 8 existing parking spots.
- xi) S. Baker further explained that the current Cedar Lane Town highway is roughly 7-9 ft wide and would need to be improved and widened to at least 16 ft wide. The plan is for a 16 ft wide improved road instead of 20 ft to maintain the character of Cedar Lane. There was discussion over the proposed pull off area for safe passage of vehicles on the south side of the widened Cedar Lane.
- xii) T. Cassarino asked about where the access to the new houses would be. The original plan was to have a new driveway that would run by the pond on the eastern side of the property, but S. Baker explained that that plan is no longer feasible as it would go through wetlands.
- xiii) S. Baker stated that Krebs & Lansing made a construction phasing plan. The plan is to complete construction in smaller chunks to avoid too much surface area disturbance at one time. The initial phase would include the improvement of Cedar Lane. The earliest timeline for breaking ground would be Spring 2026.
- xiv) T. Cassarino asked a question about potential traffic on Cedar Lane. S. Baker stated that with the current master plan there would be an estimated 36 trips per day along Cedar Lane.
- xv) There was further discussion over the exact placement of the proposed parking. Derrick Read (Krebs & Lansing) stated that he would have the proposed parking staked out for the Cassarino's to review.
- xvi) S. Pilcher went through the Conditional Use Checklist to check for completeness.
- xvii) S. Pilcher went through the Site Plan Checklist to check for completeness.
- xviii) There was discussion that the project is also a Planned Unit Development (on one lot). That requires a Preliminary and Final hearing, because a PUD is a subdivision. The PUD aspect was discussed in the application, but we have not had the required Preliminary hearing (only a Sketch Plan in early 2025). Discussed whether we could approve the Conditional Use portion of the project tonight (for the use as a group residential facility) and the PUD to follow in January as two hearings.

- xix) **S. Gordon moved to approve the Conditional Use Application #2025-01-DRB Riverflow Community, Inc. conditional on:**
 - (1) Addition of property lines for Paul & Tracie Cassarino and to the Abutters list
 - (2) Completed Wastewater Permit**J. Schulte seconded. The vote passed 6-0-0.**

- b) **Conditional Use Application #2025-12-DRB BEVO, LLC, 1823 Monkton Road.** Seeking to update a structure to a 1-bedroom dwelling unit with catering business and eight (8) employees.
 - i) Jason Barnard, Kathleen Stine and Aaron Stine joined the board.
 - ii) C. Layn called the hearing to order.
 - iii) J. Barnard stated that the question about the restaurant aspect had been looked into with the state engineer. The state said that no food could be prepared and sold on the property or it would be considered a restaurant. The pizza nights have been taken off the schedule of upcoming events as a result. The state engineer stated to J. Barnard that temporary events would still be exempt, however food still would not be able to be prepared on location (would need to be catered or a food truck provided). This would allow for the several planned music events in the summer/fall.
 - iv) J. Barnard explained the Wastewater and Stormwater Discharge permit statuses. A Stormwater Discharge permit would not be required.
 - v) A Construction General Permit would not be required.
 - vi) J. Barnard brought up a resolution for the nuisance issues and notification requests from Andrew Petersen. The Stines have agreed to give a minimum of 24 hour notice for orchard spraying and necessary out of business hours deliveries.
 - vii) A. Petersen stated that he only got information on the changes for the concerns he had over the Conditional Use permit earlier today (12/08/25), but that he was not necessarily opposed to the application proceeding tonight. He was primarily concerned with the short notification timeframe. The board stated that there are not currently any guidelines on when documentation needs to be available to interested parties, just that it needs to be available before the meeting time. All parties agreed that the response to A. Petersen's concerns had been provided same-day. The board took the general position that the concerns appear to have been addressed by the response.
 - viii) **S. Pilcher moved to approve the Conditional Use Application #2025-12-DRB BEVO, LLC. M. Brennan seconded. The vote passed 6-0-0.**

4) Regular Business

- a) Zoning Administrator Update

- i) Upcoming projects & schedule
 - (1) Five (5) Site Visits and Two (2) Certificates of Compliance
 - (2) Schedule: Hearing on January 12th. Kathy Bushey Conditional Use, TNC - continuation of Final Application, Riverflow.
 - (3) ZA will be warning Preliminary and Final for Riverflow this week.
 - ii) Other updates
 - (1) No action taken.
 - b) Review Meeting Minutes
 - i) Minutes of 11/10/2025
 - (1) **S. Pilcher moved to accept the minutes of November 10, 2025 as written. J. Schulte seconded. The vote passed 5-0-1. C. Layn abstained due to being Applicant for one of the hearings.**
 - ii) Minutes of 11/24/2025
 - (1) **S. Gordon moved to accept the minutes of November 24, 2025 as amended. M. Brennan seconded. The vote passed 4-0-2. S. Pilcher and C. Layn abstained due to not being present for the meeting.**
 - b) Decision letters
 - i) No action taken.
- 5) **Adjournment**
- a) **S. Gordon moved to adjourn the meeting at 10:33pm. S. Pilcher seconded. The vote passed 6-0-0.**

Minutes taken by Mickey Schwarz