

**Monkton Development Review Board
Meeting Minutes
Monkton Town Hall & via Zoom
January 12th, 2026
(Approved: TBD)**

Attendance:

DRB Members Present: Jaime Schulte (Vice-Chair), Stephen Pilcher, Mark Boltz-Robinson, Scott Gordon, Chris Acker

DRB Members Absent: Curtis Layn (Chair), Michael Brennan

Others in Attendance: Mickey Schwarz (Recording Secretary), Susan Gulrajani (Zoning Administrator), Lisa Burns, Mike Leonard, Scott Baker (Barnard & Gervais), Hannah Schwartz, Steve Colby, John MacDonald, Derick Read (Krebs & Lansing), Paul Cassarino, Tracie Cassarino, Seneca Gonzalez, Kathleen Bushey, Miranda Fisk, Jon Binhammer

1) Call To Order and determine quorum; Review Agenda

- a) The meeting was called to order at 7:30PM by J. Schulte with 5 members present. Added consideration of the DRB's 2025 report for the Town Report.

2) Public Comment - None offered.

3) New Business

- a) **Conditional Use Application #2026-01-CU, Kathleen Bushey**, 102 Meader Road. Seeking a permit to rent out an existing shop to a contractor for light woodworking.

- i) Kathleen Bushey joined the board.
- ii) K. Bushey gave an overview of the proposed Conditional Use.
- iii) S. Gordon went through the Conditional Use checklist to check for completeness.
- iv) K. Bushey commented on a few recommendations to make the Conditional Use application process smoother.
- v) J. Schulte suggested that K. Bushey email the DRB those recommendations.
- vi) **S. Pilcher moved to approve the Conditional Use Application #2026-01-CU, Kathleen Bushey conditional on:
(1) Addition of contour lines to Site Plan Map
S. Gordon seconded. The vote passed 5-0-0.**

- b) **Preliminary 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. Gordon went through the Preliminary Application Checklist to check for completeness.
- iii) S. Gordon went through the Site Plan Checklist to check for completeness.

- iv) S. Baker commented on the status of Act 250 Application and Wetlands Permit Application.
 - v) There was a Stake-Out Plan completed to stake out the proposed parking area for use by abutters.
 - vi) J. Schulte invited the public to comment.
 - vii) Mike Leonard joined the board for public comment and emailed his comments. M. Leonard added comments in regards to potential removal and replanting of trees needed to be removed for Cedar Lane widening, privacy landscaping to mitigate noise and headlight pollution, and construction to be done within regular business hours 7am-5pm Monday-Friday and not on the weekends.
 - viii) H. Schwartz discussed the potential moving of old shrubbery and/or trees along the widened gravel drive and that there would be all attempts made to keep as many natural barriers for light pollution along both Cedar Lane and gravel drive.
 - ix) S. Baker added that the construction would be done in phases to prevent too much area on site from being disturbed at one time.
 - x) Tracie and Paul Cassarino offered public comment. Their comments were provided in writing and discussed verbally. Requests included the addition of a landscaped buffer and fence along the entire western and southern abutting property lines, limiting potential mechanical and noise impacts to 45dBA during daytime hours (7am-7pm) and 30 dBA during nighttime hours (7pm-7am), and a traffic study. The Board discussed the requests at some length with the Cassarinos, but did not agree to adopt their recommendations. It was noted that all properties are subject to the General Performance Standards, which will require that Riverflow and the Cassarinos alike not exceed those Standards in the future. There is no support in zoning for restrictions that are more limiting than the Standards. There was discussion over potential traffic impact on Cedar Lane from the proposed development. The Board does not believe it can limit traffic on a Class 3 town highway (relevant to a potential traffic study).
 - xi) H. Schwartz added that the property is designed around light and sound sensitivities for some of the most neurodiverse individuals and that considerations have been made to accommodate those individuals.
 - xii) The board scheduled a site visit for 12:00pm 1/13/2026.
 - xiii) **S. Pilcher moved to approve the Preliminary Application #2025-01-DRB Riverflow Community, Inc conditional on:**
 - (1) **Proof of Wastewater Permit submission and approval****S. Gordon seconded. The vote passed 5-0-0.**
- c) **Continued Final Hearing 2025-09-DRB Jon Binhammer for the Nature Conservancy/Estate of Beverly Latreille**, 2-lot subdivision located at 785 Rotax Road (Parcel 02.114.003.001) in the RA5 Zoning District.

- i) Jon Binhammer joined the board.
- ii) J. Binhammer informed the board on the required additions made to the Plat Map for the Final Application.
- iii) S. Gordon went through the Final Application Checklist to check for completeness.
- iv) There was discussion over the proposed parking area(s). The current parking area (on the TNC parcel adjacent to this project) may accommodate up to 8 vehicles or so. If parking moves to the building envelope on the new parcel it would be limited to a capacity of 8 spaces as well. In that case up to 3 handicapped spaces (2 handicapped and an assistant's vehicle) could be retained at the existing parking location. It was noted that the mapping of the Bobcat Corridor (300' wide) has shifted east, farther onto that building envelope.
- v) **S. Gordon moved to approve the Final Hearing 2025-09-DRB Jon Binhammer for the Nature Conservancy/Estate of Beverly Latreille conditional on:**
 - (1) **If the new parking area is created it would not encroach on the mapped Bobcat Wildlife Corridor and not exceed 8 parking spaces in the new location, with the option to keep up to 3 spaces in the existing location for handicapped use.****S. Pilcher seconded. The vote passed 5-0-0.**

4) Regular Business

- a) Zoning Administrator Update
 - i) Upcoming projects & schedule
 - (1) Potential subdivision change for Kristine Kimball, coming in on possibly February 9th, 2026. ZA requested for K. Kimball to have materials ready for a Sketch Plan review.
 - (2) ZA met recently with Mark Guillemette to gather information.
- b) Review Meeting Minutes
 - i) Minutes of 12/08/2025 - Postponed to next meeting.
 - i) Minutes of 12/22/2025 - Postponed to next meeting.
- b) Decision letters - No action taken.
- c) Budget Request for 2026
 - i) The board reviewed the proposed 2026 budget and made adjustments.
 - ii) **C. Acker moved to approve the 2026 DRB Budget as reviewed. S. Gordon seconded. The vote passed 5-0-0.**
- d) 2025 annual report for the Town Report
 - i) The board reviewed the draft DRB 2025 report for the Town Report.
 - ii) **C. Acker moved to approve the 2025 DRB Report as written. S. Gordon seconded. The vote passed 5-0-0.**

5) Adjournment

- a) **S. Pilcher moved to adjourn the meeting at 10:02pm. S. Gordon seconded. The vote passed 5-0-0.**

Minutes taken by Mickey Schwarz