

**Monkton Development Review Board**  
**Meeting Minutes**  
**Monkton Town Hall & via Zoom**  
**February 23rd, 2026**  
(Approved: TBD)

**Attendance:**

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

DRB Members Absent: Mark Boltz-Robinson

Others in Attendance: Mickey Schwarz (Recording Secretary), Susan Gulrajani (Zoning Administrator), Lisa Burns, Jeramy Broderick, Bill Martin, Ann Marie Dingler, Ashley McCullough, Allie Gomez McLam, David Lynch, Kristine Kimball, Chad Hubbard

**1) Call To Order and determine quorum; Review Agenda**

- a) The meeting was called to order at 7:31PM by C. Layn with 5 members present.
- b) C. Acker joined the board at 7:35 at the beginning of consideration of Broderick.

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

- a) None offered.

**3) New Business**

**a) Preliminary Review (continued) 24-902: 5-lot Planned Unit Development, Jeramy Broderick, 4863 Silver Street, PID 13.101.038.001**

- i) Jeramy Broderick joined the board.
- ii) S. Pilcher checked whether the Board had started any Preliminary checklist. S. Pilcher determined that no checklist had been started.
- iii) J. Schulte noted that the continuance was due to re-warning the hearing once the applicant was ready.
- iv) C. Layn started the Preliminary Application Checklist to check for completeness.
- v) The board asked J. Broderick if a Preliminary Application had been submitted. J. Broderick stated that he was not sure, and that Kevin LaRose was to have submitted it.
- vi) C. Layn asked J. Broderick if he could connect with Kevin LaRose to get all the necessary documents and application before March 9th (next DRB meeting). There was discussion of continuing the hearing until March 9th.
- vii) The public was invited to comment.
  - (1) Bill Martin asked if there were any indications of well placement for the three new lots on the Sketch Plan. The board reviewed and determined that there are no provisions for the new wells on the Sketch Plan. C. Layn stated that those well placements will be required in the Preliminary Application.
  - (2) Ann Marie Dingler asked if there were any plans for clearcutting the trees for the envelopes of the new lots. An additional question was asked by A. Dingler over the potential impact of the wildlife

corridor from the proposed subdivision. The board reviewed the Town of Monkton AxisGIS map and wildlife corridors.

- (3) David Lynch asked a question of whether the new houses would be rentals or sold. S. Pilcher stated that that was not under the purview of the Board. D. Lynch brought up that the currently submitted plat map is inaccurate in terms of where the current driveway is placed. It is partially shown as on D. Lynch's property, but actually is not. C. Layn requested that J. Broderick bring this up with Kevin LaRose when connecting with him.
- (4) B. Martin asked if the existing driveway would be in violation of ACT250 with the new subdivision. The board reviewed and came to the conclusion that there would most likely not be an issue with the shared portion of the driveway.
- (5) Ashley McCullough raised concerns over digging and noise for the new subdivision. An additional concern over well and septic placement was noted. C. Layn stated that J. Broderick's surveyor and planner will have to take into consideration what A. McCullough has in terms of existing septic when placing new wells and septics. J. Schulte commented that the state will review the wastewater plan that J. Broderick's designer proposes.
- viii) C. Layn asked the board to make a motion for a date certain.
- ix) **S. Gordon moved to continue the Preliminary Application 24-902 for March 9th, 2026. M. Brennan seconded. The vote passed 6-0-0.**

b) **Sketch Plan Review 24-402:** Brian & Kristine Kimball, 1538 Boro Hill Road. Potential 2 or 3 lot subdivision.

- i) Kristine Kimball joined the board.
- ii) K. Kimball is proposing to subdivide the current lot into three. There was a question about whether it is required for the subdivision to have well and septic provisions shown. C. Layn stated that it is not, but establishing them with the subdivision would save money.
- iii) C. Acker asked who the former owners of the lots were. K. Kimball stated that Dick & Pat Murphy were the previous owners. S. Pilcher stated that the Board had an interest in seeing the deed language of the parcels to determine whether any covenants or easements exist on the parcels. K. Kimball commented that the lot was previously subdivided into three lots in 2008 and that they purchased all three lots in 2013.
- iv) The board reviewed the Town of Monkton AxisGIS map with the Wetlands/Ridgeline/Forest Blocks to determine if there are any potential issues with creating a 5 acre parcel at the southern end of the property. There are both wetlands and a portion of the Ridgeline district that K. Kimball would need to contend with, along with road setbacks, but also likely enough buildable room to work with. S. Pilcher stated that a wetlands impact permit may be necessary for development of that potential southern parcel, because a driveway would cross a stream.

- v) K. Kimball had a question relating to the existing northern 5-acre parcels on how they could be split up to maintain walking trail ownership. C. Layn suggested that the applicant consider a PUD, which would involve conserving a percentage of the land with the benefit of then being able to make smaller lots. The 50% set aside portions (2.5-acres on each parcel) could be retained or kept as part of the larger parcel.
- vi) K. Kimball asked a question about the existing plans for the two building envelopes and septic plans for the two 5-acre northern parcels remaining the same. C. Layn stated that the Board would need to see those plans on a Site Plan.
- vii) The Zoning Administrator will find the associated site plans for the existing parcel and put them into the online folder for this Sketch Plan.
- viii) C. Layn suggested that K. Kimball connect with the Zoning Administrator as a next step to determine when to come back before the Board with either another Sketch Plan or a Preliminary Application.

#### 4) Regular Business

- a) Zoning Administrator Update
  - i) Upcoming projects & schedule
    - (1) Rob Mullen, 91 Dart Rd, possibly coming in for a boundary line adjustment in April.
    - (2) The ZA's site visit to Mike Casey's property, in connection with his second complaint, has been postponed until snow melts.
    - (3) The appeal of Mike Casey regarding the ZA's decision in his first complaint (from 2025), has been warned for March 23rd, 2026. This was previously slated for March 9th, but has been postponed to March 23rd.
  - ii) Other updates
    - (1) C. Layn brought up an email he received about a property with two mobile homes on one lot. Per the lister's files one of the homes was supposed to be removed by 2016, but was not. The property owner was sent a letter by the Zoning Administrator to remove the second dwelling. C. Layn reiterated that in order for the Board to discuss this further the owner needs to appeal the ZA's decision.
- b) Review Meeting Minutes
  - i) Minutes of 01/26/2026
    - (1) **S. Pilcher moved to accept the minutes of 01/26/2026 as written. S. Gordon seconded. The vote passed 4-0-2. C. Layn and C. Acker abstained due to not being present for the meeting.**
  - ii) Minutes of 02/09/2026
    - (1) **C. Acker moved to accept the minutes of 02/09/2026 as written. M. Brennan seconded. The vote passed 4-0-2. S. Pilcher and C. Layn abstained due to not being present for the meeting.**
- c) Decision letters
  - i) No action taken

**5) Adjournment**

- a) **S. Pilcher moved to adjourn the meeting at 9:30pm. C. Acker seconded.  
The vote passed 6-0-0.**

Minutes taken by Mickey Schwarz