

Monkton Development Review Board
Meeting Minutes
Monkton Town Hall & via Zoom
March 9th, 2026
(Approved: TBD)

Attendance:

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

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

Others in Attendance: Mickey Schwarz (Recording Secretary), Susan Gulrajani (Zoning Administrator), Lisa Burns, Jeramy Broderick, Mark Guillemette, Ashley McCullough, Kristine Kimball

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.

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

- a) Mark Guillemette joined the board for public comment. M. Guillemette expressed frustration over not being notified of the updated date for the appeal hearing of Casey, now set for March 23rd, but originally March 9th. M. Boltz-Robinson asked the Zoning Administrator if the updated date (March 23rd) for the appeal hearing had been sent to M. Guillemette and the ZA stated she does not remember sending an update but did send an initial notification for March 9th. M. Boltz-Robinson made a suggestion to improve documentation of the notification process to avoid issues like this in the future.
- b) Kristine Kimball joined the board for public comment. She had questions about a boundary line adjustment for a potential 2 or 3 lot subdivision (Sketch Plan Review 24-402). S. Pilcher stated that this would most likely be handled by a PUD. J. Schulte further explained that the PUD is a type of subdivision and that there is flexibility with a PUD in that the internal boundary lines of the lots could be changed. K. Kimball asked if the existing building plans and septic could be grandfathered in if she were to split the north lots. S. Pilcher stated that the plans would need to be reviewed by the engineer who initially created them. K. Kimball asked about next steps and potential timelines. S. Pilcher stated that the next steps would be a Preliminary application and Final application. J. Schulte explained that the timeline would most likely take 2-3 months and that the earliest starting time for Preliminary would be in May and that the earliest all steps of the process could be complete would be approximately the end of July.

3) New Business

- a) **Preliminary Plat hearing (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. Gordon started the Preliminary Application checklist to check for completeness. Several missing items were noted.
- iii) The public was invited to comment.
 - (1) Ashley McCullough was invited to offer public comment on the application as a neighbor. A. McCullough stated that she did not have any comment, that she was present at the meeting just to get updates on the process of the Preliminary Application.
- iv) **S. Gordon moved to continue the Preliminary Application 24-902, 5-lot Planned Unit Development, Jeramy Broderick to a date certain of May 11th, 2026, conditional on the following:**
 - (1) Description of proposed easements and/or covenants encumbering the property**
 - (2) State of Vermont Water Supply and Wastewater Permit Application and supporting designs and plans**
 - (3) Contours with intervals not more than 5 feet**
 - (4) Location, width and approximate grade of proposed streets**
 - (5) Boundaries of proposed easements over private property**
 - (6) Location of proposed wastewater systems**
 - (7) Location of other proposed utilities including telephone, electric and cable**
 - (8) Location of proposed water supply, fire protection**
 - (9) Plans and profiles of showing existing and proposed elevations along centerlines of all streets within the subdivision, including re-grading plans, as applicable**
 - (10) Show the PUD Set Aside area shaded on the map**

S. Pilcher seconded. The vote passed 5-0-0.

4) Regular Business

- a) Zoning Administrator Update
 - i) Upcoming projects & schedule
 - (1) 2 building permits.
 - (a) 1318 Pond Rd, Accessory for solar
 - (b) 2242 Monkton Rd, tearing down existing shed and replacing with slightly larger shed.
 - (2) Kevin Brennan was scheduled for March 23rd but has requested to move to April. Now scheduled for April 27th.
 - (3) Mike Casey/Mark Guillemette appeal hearing on March 23rd
 - (4) Appeal by Tim Goyette regarding 2 mobile homes on one parcel is coming up on April 13th.
 - ii) Other updates
 - (1) Three members of the Board met with Jim Carroll, town attorney, to discuss the process of the appeal hearing on March 23rd. M. Boltz-Robinson stated that technically all DRB meetings are quasi-judicial proceedings but that this type of hearing is even more so. The general process is that members will disclose any conflicts of interest at the beginning of the hearing. Everyone will

be signed in and sworn in. He also stated that a fair amount of the time in the appeal hearing will be receiving and logging everything the DRB wants to admit into evidence and that the interested parties want to log into evidence as well, including all ex parte communications. Ex parte communications are all the communications where one party was present without the other pertaining to the two specific items under appeal. M. Boltz-Robinson further stated that the Board will need to read through all meeting minutes and enter into evidence where one party made a statement without the other being present. M. Boltz-Robinson stated that the hearing can be continued to additional dates, and that the Board was encouraged to continue as long as is needed for all parties to be heard and all evidence entered. Once the hearing is closed, no additional evidence can be entered. Once closed the Board will have a separate meeting for them to deliberate on the evidence and reach a conclusion that is supposed by a majority of the Board. S. Pilcher re-iterated that no one on the board can discuss the appeal outside of the hearing. M. Boltz-Robinson stated that if anyone on the board individually receives information from either party, all members of the board need to be notified. Any evidence needs to be either given directly to the Board or the Town Clerk. M. Boltz-Robinson stated that the deliberation meeting would not be public. S. Pilcher stated that he will be unavailable from April 19th to May 9th.

- (2) S. Pilcher stated that at the last meeting he proposed a meeting with the Planning Commission. He reached out to the co-chairs of the PC and they said that was a great idea and that maybe a good time to have that meeting would be when the DRB has some downtime and when the PC is a little further along in the process with a draft UPD.
- (3) J. Schulte asked S. Pilcher and M. Brennan about their terms being up for the DRB and whether either had communicated with the Selectboard. M. Brennan stated that what was talked about last time was to wait until after Town Meeting Day. M. Brennan will draft an email to the Selectboard. S. Pilcher has already reached out to the Selectboard for reappointment.
- (4) M. Brennan stated that he is an abutter to the Kimball property and asked whether or not he should abstain from any votes taken on the application. S. Pilcher stated that when the Kimballs come for Preliminary, state that there is a potential conflict of interest.

b) Review Meeting Minutes

i) Minutes of 02/23/2026

- (1) **S. Pilcher moved to accept the minutes of 02/23/2026 as written. S. Gordon seconded. The vote passed 4-0-1. M. Boltz-Robinson abstained due to not being present at the meeting.**

c) Decision letters

i) No action taken

5) Adjournment

a) **S. Pilcher moved to adjourn the meeting at 9:09pm. S. Gordon seconded.
The vote passed 5-0-0.**

Minutes taken by Mickey Schwarz