

**Monkton Development Review Board
Meeting Minutes
Monkton Town Hall & via Zoom
April 13th, 2026
(Approved: TBD)**

Attendance:

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

DRB Members Absent:

Others in Attendance: Mickey Schwarz (Recording Secretary), Susan Gulrajani (Zoning Administrator), Timothy Goyette, Dale Dingler, Lisa Burns, Don Mannigan

1) Call To Order and determine quorum; Review Agenda

a) The meeting was called to order at 7:30PM by C. Layn with 7 members present.

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

a) None offered.

3) New Business

a) **Appeal of 3A Putty Bed Place, PID 11.105.039.000. Two mobile homes on one acre building lot in Zoning 5A.**

i) **J. Schulte moved to make M. Boltz-Robinson chair for the hearing. S. Pilcher seconded. The vote passed 6-0-1. M. Boltz-Robinson abstained.**

ii) M. Boltz-Robinson noted that there was a quorum of the board with seven members present and mentioned that notice for this hearing was published in the paper of record, Addison Independent, 15 days prior to the hearing and was posted in the three public spaces throughout the town in addition to notice being sent to the appellant and adjoining land owners.

iii) M. Boltz-Robinson asked the board if any members had a personal or financial interest in this appeal or relationship with the parties within the 4th degree of consanguinity (spouse, parent, child, sibling or grandchild). Each board member present answered in the negative.

iv) M. Boltz-Robinson asked the board if any members had any ex parte communication with the appellant, their representatives, or other interested parties. Each board member present answered in the negative.

v) M. Boltz-Robinson administered an oath for all DRB members, the Zoning Administrator, and all interested parties. He asked anyone who intends to testify or offer any physical or digital evidence to please raise their right hand and answer the following oath:

(1) Do you solemnly swear that the evidence you shall give relative to the cause now under consideration shall be the whole truth and nothing but the truth under pains and penalty of perjury?

- (2) All board members, ZA, and interested parties answered in the affirmative.
- vi) M. Boltz-Robinson identified the parties of the hearing as Tim Goyette, the appellant against the decision of the Zoning Administrator that was issued February 12th, 2026 for a perceived violation of Bylaw Section 518 of the Monkton Unified Planning Document.
 - vii) M. Boltz-Robinson stated that any irrelevant, immaterial, or unduly repetitious evidence will be excluded as will any repetitious or irrelevant testimony.
 - viii) T. Goyette joined the board to offer testimony.
 - ix) M. Boltz-Robinson asked Tim Goyette to summarize from his perspective why he appealed and what his position is regarding the property.
 - x) T. Goyette stated that he bought the property in August 2025 and was under the understanding that the property existed with 3 rentals on it. He further stated that the property currently has two mobile homes, one of which was put in place in 1976 and the other in 2016, and that the property was grandfathered in. He stated that an older garage/barn structure was previously on the property and had been converted into two rental units years ago. Half of the structure burned in about 2005 and the owner continued to live in the other half. This structure was replaced with a double-wide trailer in 2016. Taxes have been paid on both structures as dwelling units for many years.
 - xi) T. Goyette stated that he was looking for a certificate of occupancy for the two mobile homes on the property.
 - xii) M. Brennan asked T. Goyette if he would be living in one of the trailers on the property or if they would both be rentals.
 - xiii) T. Goyette stated that they would both be rentals and that they had always existed as rentals, stating that he did not change a thing with how the property was laid out.
 - xiv) J. Schulte asked when the one acre property had been subdivided from the main lot.
 - xv) M. Boltz-Robinson stated that the two lots of Putty Bed Place, designated by 911 as 3 Putty Bed Pl and 12 Putty Bed Pl, have been that size since the lots were parceled out from A. Johnson Co LLC in 1976.
 - xvi) T. Goyette stated that there was the main residence (1973 single-wide trailer) and the garage with two rental units within when the property was purchased from A. Johnson Co LLC in 1976 meaning there have been two buildings on the 1-acre lot since 1976.
 - xvii) C. Layn asked if the two trailers shared septic.
 - xviii) T. Goyette stated that the two trailers each have their own septic, but share the same well.
 - xix) S. Pilcher stated that he had looked for wastewater permits for either mobile home on the property, but was unable to find them.
 - xx) T. Goyette stated that the septic would have had to have been done back in the 1970's.

- xxi) J. Schulte reviewed the town AxisGIS Parcel Map to determine where the wells on the property were.
- xxii) T. Goyette stated that the single-wide trailer was put on the property in 1973 from his understanding.
- xxiii) M. Brennan asked when the garage that previously existed was converted into residential units.
- xxiv) D. Dingler joined the board to offer testimony, not as an interested party but as someone familiar with the property for the past 46 years. He stated that the garage had already been converted at least 46 years ago.
- xxv) D. Dingler further stated that everything existed before zoning in the town.
- xxvi) M. Boltz-Robinson asked if T. Goyette was doing work on the 1973 trailer to bring it up to occupancy standards.
- xxvii) T. Goyette answered yes.
- xxviii) M. Brennan asked T. Goyette if he had done a title search when he bought the property.
- xxix) T. Goyette stated that he did do a title search but did not bring the documentation to the hearing.
- xxx) M. Brennan asked if the garage was bigger than the trailer that replaced it.
- xxxi) T. Goyette stated that the garage had a much larger footprint than the double-wide trailer that replaced it, mentioning the location of a concrete slab from the original structure that extends beyond the mobile home in two directions.
- xxxii) C. Layn asked if there was a building permit for the trailer that was put on the property in 2016.
- xxxiii) M. Boltz-Robinson stated that the town already has on file both Lister records and Bills of Sale for each trailer on the property.
- xxxiv) M. Boltz-Robinson moved forward with presenting documents to the Board on behalf of the DRB for consideration as evidence. The Board members reviewed, or had previously reviewed, each document.
- xxxv) Documents admitted into evidence:
 - (1) **DRB01** - A. Johnson Roland Brace Deed 1976; book 31, pp 237-238
 - (2) **DRB02** - Property Database Report NEMRC
 - (3) **DRB03** - 100' Abutters List Report
 - (4) **DRB04** - VT Mobile Home UBoS Brace - 1973 Fawn Mobile Home
 - (5) **DRB05** - VT Mobile Home UB0S Brace - 2005 Four Seasons Springdale Mobile Home
 - (6) **DRB06** - Lister card - 3 Putty Bed, 2004 Inspection
 - (7) **DRB07** - Lister card - 27 Putty Bed, 2004 Inspection
 - (8) **DRB08** - Lister card - CAMA - Parcel 11.105.039.000
 - (9) **DRB09** - Warranty Deed - 2025; book 181, pp 112-115
 - (10) **DRB10** - Zoning Complaint Form (appeal to the DRB)
 - (11) **DRB11** - ZA decision - notice of alleged violation, 02/12/2026

- (12) **DRB12** - Lister card - 3A Putty Bed w/ notations on tear-down, 2017 Inspection
 - (13) **DRB13** - Email w/ note from M. "Peggy" Darling, interested party, 03/27/2026
 - (14) **DRB14** - Parcel map 11.105.039.000 - 3A Putty Bed Place
 - (15) **ZA01** - Notices to Abutters - Certified Mail Receipts
 - (16) **ZA02** - Notice of Hearing
 - (17) **ZA03** - Notice of Hearing as published in the Addison Independent
 - (18) **LST01** - 2005 Tax Bill for 3A Putty Bed Place
- xxxvi) Zoning Administrator S. Gulrajani joined the board to offer testimony. She stated that she found two mobile homes on a one-acre lot. She tried to figure out a way that the second home could be made a subordinate property, but was unable to do so as the structure exceeded 900 square feet, as referenced in Section 503 of the Monkton Unified Planning Document (Accessory Dwelling Units).
- xxxvii) J. Schulte asked S. Gulrajani if she had made the decision based on Section 518 of the Monkton UPD.
- xxxviii) S. Gulrajani answered yes. She further stated that she looked back through previous UPDs all the way to 2012 and could not see anything that would allow two units on a one-acre property or where the zoning had changed to allow two homes.
- xxxix) J. Schulte asked S. Gulrajani if the property was a previous non-conforming use that was being continued.
- xl) S. Gulrajani answered that it could have, but she did not find any records to indicate that. She stated that she had looked through old DRB archives and couldn't find anything.
 - xli) M. Boltz-Robinson asked if Certificates of Occupancy had been requested by T. Goyette for both mobile homes.
 - xlvi) S. Gulrajani stated that the request was for a Certificate of Occupancy for the purchase of the property which encompassed both mobile homes.
 - xlvi) M. Boltz-Robinson asked to confirm it was a request for a Certificate of Occupancy and not a Certificate of Compliance.
 - xlvi) S. Gulrajani answered that it was a request for a Certificate of Occupancy. She further stated that she did not issue the Certificate of Occupancy because the 1973 mobile home was noted in the lister file as being slated for removal in 2017, indicating to her that it would not be used.
 - xlvi) S. Pilcher asked if the grandfathered status of the property, when sold, remained with the property or if it went with the owners.
 - xlvi) S. Gulrajani answered that the grandfathered status always remained with the property.
 - xlvi) S. Pilcher asked under what circumstances would a property lose its grandfathered status.
 - xlvi) S. Gulrajani stated that she did not know exactly.

- xlix) J. Schulte stated that the UPD does talk about non-conforming structures and what can and cannot be done with them which may be a circumstance for losing the grandfathered status.
- l) S. Gulrajani stated what triggered her to make this decision was that there was a note that said on 12/1/2016 that the other mobile home would be removed in 2017 and believed that meant the previous owner knew the property was not in compliance. She further stated that it seemed like there was intent to remove the older mobile home to leave only one mobile home on the property.
- li) M. Boltz-Robinson asked if that statement was her understanding that was the background of why she chose the decision.
- lii) S. Gulrajani answered yes.
- liii) M. Boltz-Robinson asked T. Goyette if the ZA's testimony had clarified why the zoning violation had been decided and if he had any other questions to ask of the ZA.
- liv) T. Goyette answered that yes, this had been clarified and that no, he had no other questions.
- lv) M. Boltz-Robinson asked if any other board members had questions for the ZA.
- lvi) C. Layn asked about the note on **DRB12**. M. Boltz Robinson stated that Lisa Burns would be answering that question. He then asked Lisa Burns to join the board.
- lvii) L. Burns joined the board to offer testimony.
- lviii) M. Boltz-Robinson asked L. Burns how long she had been a Lister with the town.
- lix) L. Burns answered that she has been a Lister since 2024.
- lx) M. Boltz-Robinson asked L. Burns to offer her insight into **DRB12**, whether the handwriting on the bottom of the document was hers and if she knew who would have made the original typewritten notice.
- lxi) L. Burns answered yes, that was her handwriting at the bottom of DRB12. She further stated that this document is what is called a cost sheet and that there are sections in the document for each structure on the parcel. She explained that what this cost sheet tells her is that there is one mobile home of approximately 1300 square feet with an age attributed to it of 2005 and that there is a second mobile home, 732 square feet, with an approximate age of 1971. She stated that **DRB12** is from a 2017 re-appraisal for the town of Monkton and that the inspector would make notes to the cost sheet for what they had to do once they got back to the office. She then stated that she took this particular note, dated 12/1/2016, that the on site inspector did have a conversation with the owner and had determined the double-wide was the primary residence and that there was a second mobile home on the property. She stated she could not be sure of who made the typewritten note as there were no associated initials along with it. She re-iterated that the note was meant for internal use and was supposed to be suppressed from being printed out on the cost sheet and that assessors, like her, do not have the

- authority to determine whether a structure is occupyable, only the value of the structure.
- lxii) C. Layn asked whether the property was being taxed as having two homes back in 2016-2017.
 - lxiii) L. Burns stated that the property was being taxed as having two homes and is still presently so.
 - lxiv) C. Acker asked L. Burns how long the one-acre property had been taxed as having two mobile homes.
 - lxv) L. Burns stated that she would need to go back into the archives to answer that question and that at the Board's request she could go through the archive to find out.
 - lxvi) M. Boltz-Robinson presented **DRB06** to L. Burns to confirm whether or not the property was assessed as having two mobile homes back in 2004.
 - lxvii) L. Burns confirmed that as far as she can tell, **DRB06** shows two mobile homes on the property in 2004.
 - lxviii) S. Pilcher asked T. Goyette if the 1973 mobile home is currently occupied or has been vacant for more than one year as per Section 400A(2) of the UPD.
 - lxix) T. Goyette stated that, yes the 1973 mobile home has been vacant for more than one year since the previous occupant had passed away 2-3 years prior, at least in terms of being rented. There was some discussion that others had been in and out of the structure for periods of time since.
 - lxx) M. Boltz-Robinson asked T. Goyette if he had any questions for L. Burns.
 - lxxi) T. Goyette answered no, he did not.
 - lxxii) M. Boltz-Robinson asked S. Gulrajani if she had any questions for L. Burns.
 - lxxiii) S. Gulrajani answered no, she did not.
 - lxxiv) C. Acker asked the board if they wanted to get the tax records for evidence to confirm the property had been taxed with two homes since at least 2004.
 - lxxv) M. Boltz-Robinson asked L. Burns to check the tax records and give verbal testimony on how far back the property had been taxed with two mobile homes.
 - lxxvi) M. Boltz-Robinson stated to the board that the board has three avenues to move forward, recessing the hearing to a date certain, close the hearing and enter into deliberative session tonight, or close the hearing and have the deliberative session at a later date.
 - lxxvii) C. Layn asked the board if there was a reason why the deliberative session was not public.
 - lxxviii) M. Boltz-Robinson answered that it allows the board to speak freely to the subject at hand and that there is no artificial imposition to anybody on what they would say.
 - lxxix) L. Burns re-joined the board and stated that as far back as the online tax records go, 2005, the property had been taxed as having two dwellings

on the one-acre lot. The printed out tax record from 2005 was admitted into evidence as **LST01**.

- lxxx) **M. Boltz-Robinson entertained a motion to close the hearing. S. Pilcher so moved. C. Layn seconded. The vote passed 6-0-1. M. Boltz-Robinson abstained due to being chair of the hearing.**
- lxxxi) **M. Boltz-Robinson entertained a motion to table the deliberative session until the end of the meeting. S. Pilcher so moved. J. Schulte seconded. The vote passed 7-0-0.**
- lxxxii) M. Boltz-Robinson returned the meeting to C. Layn.

b) **Organizational Meeting**

- i) The board discussed potential candidates for Chair of the Board.
- ii) S. Pilcher nominated C. Layn for Chair. C. Layn declined to be nominated.
- iii) **C. Layn nominated S. Gordon as Chair of the Monkton DRB. S. Pilcher seconded. The vote passed 6-0-1. S. Gordon abstained.**
- iv) The board discussed potential candidates for Vice-Chair. J. Schulte would prefer not to continue in the role.
- v) **M. Boltz-Robinson nominated M. Brennan as Vice-Chair of the Monkton DRB. S. Pilcher seconded. The vote passed 7-0-0.**
- vi) **J. Schulte nominated M. Boltz-Robinson as Clerk of the Board. S. Pilcher seconded. The vote passed 7-0-0.**

4) **Regular Business**

- a) Zoning Administrator Update
 - i) Upcoming projects & schedule
 - (1) 2 certificates of compliance issued, 3 in the works, and 1 building permit
 - (2) April 27th: New subdivision, Kevin Brennan subdivision, Pete Norris Sketch Plan
 - (3) May 11th: Broderick
 - (4) May 18th: Casey appeal (continuation)
 - (5) May 25th: cancelled (Memorial Day)
 - ii) Other updates
 - (1) No action taken
- b) Review Meeting Minutes
 - i) Minutes of 03/23/2026
 - (1) **S. Pilcher moved to accept the minutes of 03/23/2026 as written. S. Gordon seconded. The vote passed 5-0-2. C. Layn and C. Acker 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 public meeting at 9:07pm. J. Schulte seconded. The vote passed 7-0-0.**
- b) **S. Pilcher moved to enter into a non-public deliberative session for Appeal of 3A Putty Bed Place, PID 11.105.039.000. S. Gordon seconded. The vote passed 7-0-0.**

Minutes taken by Mickey Schwarz