

Monkton Development Review Board
Meeting Minutes
Monkton Town Hall & via Zoom
April 27th, 2026
(Approved: TBD)

Attendance:

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

DRB Members Absent: Chris Acker, Jaime Schulte, Stephen Pilcher

Others in Attendance: Mickey Schwarz (Recording Secretary), Susan Gulrajani (Zoning Administrator), Lisa Burns, Michael New, Patricia New, Ally New, Peter Norris, Dolores Norris, Kevin Brennan, Bonnie Brennan, Ian Brennan, Dale Wernhoff

1) Call To Order and determine quorum; Review Agenda

- a) The meeting was called to order at 7:37PM by S. Gordon with 3 members present. C. Layn joined at 7:44PM to reach quorum.

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

- a) No public comment

3) New Business

- a) **Kevin & Bonnie Brennan, 25-402 Preliminary Subdivision Application – 115 Owl's Mountain Road, PID 5.101.153007, 2 lot subdivision**
 - i) M. Brennan stated that he is an abutting landowner but does not have a financial interest in the property.
 - ii) Kevin, Bonnie & Ian Brennan joined the board.
 - iii) K. Brennan showed the board a Site Plan map showing their property with their proposal for creating two additional lots.
 - iv) S. Gordon continued with the Preliminary Application Checklist to check the application for completeness.
 - v) The board reviewed the proposed subdivision Site Plan map with the Brennan's.
 - vi) S. Gordon asked Lisa Burns what the plan was for the numbering of lots.
 - vii) Lisa Burns stated that there is not a definitive plan as there previously was no numbering convention. She further stated that the next logical number would be used for the lot number.
 - viii) C. Layn asked L. Burns her preference for numbering the lot.
 - ix) L. Burns answered that she would like to see what Parcel ID's are available before putting anything on the map, stating she could do so the next day (4/28/26).
 - x) S. Gulrajani stated that the historical information would continue with the original lot and not with the subdivided lots.
 - xi) S. Gordon continued with the Site Plan Checklist to check for completeness.

- xii) **C. Layn moved to approve Kevin & Bonnie Brennan, 25-402 Preliminary Subdivision Application, conditionally on:**
 - (1) **Wastewater Permit**
 - (2) **Lot Numbers on the Site Plan Map****M. Brennan seconded. The vote passed 4-0-0.**

- b) **Michael & Patricia New, 25-401 Preliminary Subdivision Application – 886 Pond Road, PID 13.215.004.000, 2 lot subdivision**
 - i) Michael, Patricia and Ally New joined the board.
 - ii) S. Gordon asked the New's to explain their proposal.
 - iii) Ally New showed the board a Plat map showing the property and their proposal for a 2 lot subdivision. She stated that she is hoping to subdivide 5 acres of land.
 - iv) S. Gordon continued with the Preliminary Application Checklist to check the application for completeness.
 - v) M. Boltz-Robinson stated that there should be a boundary line on the Plat map showing the Wetland boundary.
 - vi) M. Boltz-Robinson asked L. Burns a question about lot numbers for subdivided lots.
 - vii) L. Burns stated that lot numbers have never matched Parcel ID's and therefore the lot number has no bearing on the Parcel ID's for subdivided lots.
 - viii) S. Gulrajani and the Board had a discussion over the differences between lot numbers and parcel id's.
 - ix) S. Gordon continued with the Site Plan Checklist to check for completeness.
 - x) C. Layn stated that the applicant needs a Site Plan map separate from the Plat map printed at the same size as the Plat map.
 - xi) **M. Brennan moved to approve Michael & Patricia New, 25-401 Preliminary Subdivision Application, conditionally on:**
 - (1) **Site Plan map, original and two copies**
 - (2) **Boundary line angles on Site Plan**
 - (3) **Existing structures and proposed structures on Site Plan****C. Layn seconded. The vote passed 4-0-0.**

- c) **Pete Norris, 26-4-1 Sketch Review – Subdivide 80+- acre lot and 5 acre lot**
 - i) Peter and Dolores Norris joined the board.
 - ii) M. Brennan stated that his wife is Dolores Norris' step-mother's niece but that he does not have a financial interest in the property.
 - iii) M. Boltz-Robinson stated that this Sketch Review is re-opening a previous subdivision proposal from 2019.
 - iv) S. Gordon asked the applicant to give an overview of the proposal.
 - v) P. Norris showed the Board a map with the proposed subdivision and stated that the plan is to subdivide 5-8 acres off of the existing 80+ acre lot.

- vi) C. Layn stated that the PUD set-aside rules have changed since the original subdivision proposal in 2019.
- vii) The board reviewed the AxisGIS Monkton Map and town UPD to determine the zoning districts of the property.
- viii) P. Norris suggested that he could make a 25-acre lot that would include the necessary set-aside.
- ix) C. Layn explained that the Sketch Review is not a hearing, but a discussion so the Norris' could come back any number of times with additional questions for the Board. He further explained that this discussion is useful for avoiding spending money on creating maps for plans that are not feasible.

4) Regular Business

- a) Zoning Administrator Update
 - i) Upcoming projects & schedule
 - (1) 2 building permits, 1 certificate of occupancy and 7 certificates of compliance
 - (2) Michael Patnaude asked the ZA about putting two tiny homes on a 10-acre property at 2317 Monkton Rd. The Board and ZA had a discussion over what Mr. Patnaude could do with the property.
- b) Review Meeting Minutes
 - i) Minutes of 04/13/2026
 - (1) **M. Brennan moved to accept the minutes of 04/13/2026 as written. C. Layn seconded. The vote passed 4-0-0.**
- c) Decision letters
 - i) 2026-02-ZA_APPEAL Appeal of Zoning Administrator Decision, Timothy Goyette
 - (1) **M. Brennan moved to accept the Decision Letter for 2026-02-ZA_APPEAL Appeal of Zoning Administrator Decision, Timothy Goyette. C. Layn seconded. The vote passed 4-0-0.**

5) Adjournment

- a) **C. Layn moved to adjourn the meeting at 9:42pm. M. Brennan seconded. The vote passed 4-0-0.**

Minutes taken by Mickey Schwarz