

Monkton Development Review Board
Meeting Minutes
Monkton Town Hall & via Zoom
June 22nd, 2026
(Approved: July 13, 2026)

Attendance:

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

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

Others in Attendance: Susan Gulrajani (Zoning Administrator), Lisa Burns, Peter Norris, Andrew Peterson, Allison New, Kevin Brennan, Bonnie Brennan

1) Call To Order and determine quorum; Review Agenda

- a) The meeting was called to order at 7:38PM by M. Brennan with 4 members present.

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

- a) Andrew Peterson joined the board. He stated that he came before the board about a year and a half ago to discuss figuring out how to separate the shop from the house on the Rougier's property. The primary issue, he stated, was that the parcel straddles two zoning districts and he had requested a waiver to separate the structures and the board said no. He had discussed with an engineer and an attorney about what could be done and a neighboring property to the East would be willing to sell the Rougier's enough land to make the parcel 10 acres. That way they could subdivide the property to split the shop from the house while maintaining the necessary acreage for the zoning districts. A. Peterson was coming before the board to figure out how to go about making the necessary property modifications happen. The easiest way for this to happen, A. Peterson continued, would be to do a Boundary Line Adjustment with the eastern neighboring property to bring the parcel up to 10 acres, and then do a subdivision of the newly enlarged 10-acre parcel to separate the shop from the house. The issue would be that with Boundary Line Adjustments, the area of change shall not be disproportionate to the size of either lot affected. Alternatively, the neighboring property owner could do a subdivision of their property, sell the section to the Rougier's, and then the Rougier's would come before the board to merge the two parcels, to then subsequently subdivide again into two 5-acre lots to split the shop from the house. S. Pilcher stated that the second option would be able to be completed in the same amount of time as the first. J. Schulte added that the issue with the first option, the Boundary Line Adjustment, would be unprecedented in its scope. S. Pilcher brought up that he is on the Planning Commission as well and stated that the PC was working on updating the UPD and one of the potential updates would be to make Monkton Boro part of the Village zoning district. He did state however that there was no timeline as to when or even if it would happen.

- b) Peter Norris joined the board. He asked a question regarding a subdivision that he made a few years ago. Lot 19 has two house sites that are too close together. He would like to move the house sites to give more space between them. His question was if he could expand the house site envelope. S. Pilcher stated that the Board would have to spend some time to look at the zoning and that the Board did not necessarily have a procedure for this. The Board discussed and first steps would be to get state engineering done for a new septic system and potentially a new drawing (Mylar) for Lot 19 showing all setbacks, house locations and new septic locations. S. Pilcher stated that the Board would entertain the changes and review in a Site Plan Review on only Lot 19.

3) New Business

- a) **26-4-1 Continued Sketch Plan review** - Peter Norris for a 2-lot subdivision on Plains Rd off of Mountain Rd
 - i) Peter Norris joined the board. He wants to do a 25-acre subdivision of an 80-acre lot. There was discussion over the ability to use a previously set-aside 21-acre parcel in the new subdivision. The Board concluded that the previously set-aside land could not be “double dipped” when creating the new 25-acre subdivision.
 - ii) S. Pilcher stated that a Conditional Use Permit would be needed as well as the subdivision. J. Schulte added that P. Norris should apply for the Conditional Use Permit before the subdivision in case anything comes up that would make the subdivision not possible. P. Norris asked if he could get a site visit from the Board. J. Schulte stated that yes, they might as well do the site visit first as one would be needed anyways, to see if the site is workable at all in the first place before the process goes too much further. The Board agreed to do a site visit on July 11th, 2026 at 2pm.
 - iii) S. Pilcher stated he could not see any issues with the Subdivision, but there might be issues with the Conditional Use Permit over putting a house site within the Forest conservation district.
- b) **2025-401 Final Plat application of Michael, Patti, & Allison New** - 2-lot subdivision at 886 Pond Road
 - i) Allison New joined the board. She brought the maps required under the conditional approval of the Preliminary Plat application.
 - ii) S. Pilcher continued through the Final Plat Application checklist to check the application for completeness. There was discussion over including the building envelope instead of the proposed house location on the final Mylar copy as to give the New’s more flexibility in where to place the house.
 - iii) There was a discussion about next steps in order to get a building permit. M. Boltz-Robinson stated that there would be a Decision Letter made within 45 days of this hearing and that there would be a 30 day appeal window once the Decision Letter was sent out. A. New asked if the conditions for the Final application were required within that 45-day

Decision Letter window. M. Boltz-Robinson answered that no, the Decision Letter can be issued with the conditions in place, meaning the New's have more time to get everything together.

- iv) **M. Boltz-Robinson moved to accept 2025-401 Final Plat Application of Michael, Patti, & Allison New conditional on:**
 - (1) A completed Wastewater Permit**
 - (2) Updated Mylar with adjustments to the building envelope****M. Brennan seconded. The vote passed 4-0-0.**

c) **2025-402 Final Plat application of Kevin & Bonnie Brennan - 2-lot subdivision at 115 Owl's Mountain Road**

- i) Kevin and Bonnie Brennan joined the board. They brought updated Site Plan maps with updated lot numbers provided by the town. K. Brennan stated that he checked online and that the Wastewater Permit had been accepted but not sent out yet. The Board reviewed the new maps to determine correct lot number placement. J. Schulte asked if anything else had changed since the Preliminary application. K. Brennan answered that there was one additional change, being the addition of a shallow well with easements to the Site Plan Map. There was a discussion over the details of the addition of the shallow well to the map.
- ii) J. Schulte continued with the Final Plat Application checklist to check the application for completeness.
- iii) **S. Pilcher moved to accept 2025-402 Final Plat application of Kevin & Bonnie Brennan conditional on:**
 - (1) A completed Wastewater Permit being supplied****M. Brennan seconded. The vote passed 4-0-0.**

4) **Regular Business**

- a) Zoning Administrator Update
 - i) Upcoming projects & schedule
 - (1) 1 Zoning Permit for a Leanto
 - (2) 1 Certificate of Occupancy
 - (3) 1 Complaint
 - (a) Someone is building a fence too close to a private road on Apple Blossom Rd
 - ii) Other Updates
 - (1) none
- b) Review Meeting Minutes
 - i) Minutes of 06/04/2026
 - (1) **S. Pilcher moved to accept the minutes of 06/08/2026 as written.**
 - J. Schulte seconded. The vote passed 4-0-0.**
- c) Decision letters
 - i) 2026-01-ZA_APPEAL

(1) S. Pilcher moved to accept the Decision Letter for 2026-01-ZA_APPEAL. J. Schulte seconded. The vote passed 4-0-0.

d) Discussion of ACRPC/Planning Commission proposal on the Monkton Boro Village Center Designation / Act 181 Tier 1B

i) The Board compared the ACRPC 2018 and 2026 Future Land Use Areas maps and had a discussion over the newly proposed land uses. S. Pilcher additionally brought up Act 181 Tier 1B and how it would relax regulations on the amount of building lots in the town without triggering Act 250.

5) Adjournment

a) **S. Pilcher moved to adjourn the meeting at 9:48pm. J. Schulte seconded. The vote passed 4-0-0.**

Minutes taken by Mickey Schwarz