

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

Attendance:

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

DRB Members Absent: Curtis Layn

Others in Attendance: Susan Gulrajani (Zoning Administrator), Lisa Burns, Daniel Reinhart, Tyler Scott, Robert King, Nina Badger, Rob Mullin, Leah Norris

1) Call To Order and determine quorum; Review Agenda

- a) The meeting was called to order at 7:30PM by S. Gordon with 6 members present.

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

- a) Rob Mullin joined the board to present the items required for his conditional approval for the boundary line adjustment and 15-foot setback waiver. R. Mullin stated that there was an issue with the Mylar map that was created with the new property boundary lines, namely the omission of a looped driveway on the map. He further stated that he has been trying to get a hold of the people who made the Mylar to get it corrected. The board discussed that as the driveway was not part of the boundary line adjustment or setback waiver that the error in the Mylar did not matter to the board. R. Mullin will still bring a corrected Mylar map with the looped driveway once it can be remade. The rest of the conditions, abutter notifications and fees, have been met.
- b) Tyler Scott joined the board to discuss a possible Conditional Use permit for building a garage on his property and possible Boundary Line Adjustment with the neighboring property owner. He stated that the BLA might not be mutually agreeable and that he wanted to go ahead with the Conditional Use. S. Gordon stated that he would need to apply for the Conditional Use permit with the Zoning Administrator and then it would be brought to the board. M. Boltz-Robinson stated that the earliest time available to get on an agenda would be August 10th.
- c) Nina Badger joined the board. She stated that she just found out about a parking proposal across from the library. She said she is not opposed to the parking, but would infringe upon the parking for her AirBnB cottage. Lisa Burns stated that the parking proposal was addressed at the last Selectboard Meeting and is on hold, looking for a grant to get a study done to see what can and can't fit. S. Pilcher suggested for Nina Badger to have a discussion with the Selectboard about the proposal.
- d) Robert King joined the board. He had some inter-neighborhood questions regarding issues he is having with a neighbor who put a split-rail fence right along the shared road in the neighborhood. He stated that he had issues finding

the final plat map with assistance from the Town Clerk and Zoning Administrator. The board looked through the completed projects directory in the town's Google Drive and found the Final Plat marked **Rev 1-17-22**. This map shows a proposed shared 20-foot gravel drive and 30-foot shared access and utility easement. The board sent the Final Plat to R. King so that it may help answer the questions he had.

3) **New Business**

a) **2026-06-03 Reinhart Conditional Use application - 364 Bear Pond Rd, Parcel ID 08.105.022.080**

- i) Daniel Reinhart joined the board. He has come before the board to review his Conditional Use application where he is looking to build a 40-foot by 40-foot barn on his property. He stated that upon applying for a building permit the Zoning Administrator found out that the vast majority of the property lies within the RidgeLine Overlay District and was subsequently instructed to go through the DRB to apply for a Conditional Use. The board looked at the property using the AxisGIS parcel and zoning map.
- ii) S. Pilcher asked if there were any emergency vehicle turnarounds on either Bear Pond Rd or Birch Ln. D. Reinhart stated that there were turnarounds at the end of both.
- iii) S. Pilcher asked the board if anyone had issues with a 40-by-40 foot barn as an accessory structure. No one on the board had any objections.
- iv) S. Gordon continued with the Conditional Use application to check for completeness.
- v) **S. Pilcher moved to accept 2026-06-03 Reinhart Conditional Use application conditional on:**
 - (1) **Names and addresses of abutting landowners, Contour lines, utility easements, property identification numbers, applicable zoning districts all on Map**
- C. Acker seconded. The vote passed 6-0-0.**
- vi) The board had a discussion over whether or not the building permit 15-day waiting period and conditional use 30-day waiting period could overlap. The board agreed to look into the answer by the next meeting.

b) **2026-06-04 Russett sketch review and discussion for conditional use - 154 Murray Road, Parcel ID 02.237.004.000**

- i) Leah Norris joined the board. M. Boltz-Robinson stated that the question she had was if a Conditional Use permit was necessary for a home occupation use. S. Pilcher asked what zoning district the property was in. M. Boltz-Robinson answered RA-5, referencing the AxisGIS map. S. Pilcher continued stating that home occupation was under one of the permitted uses for zoning RA-5.

4) Regular Business

- a) Zoning Administrator Update
 - i) Upcoming projects & schedule
 - (1) 3 building permits
 - (2) 2 certificates of compliance
 - ii) Other Updates
 - (1) No action taken
- b) Review Meeting Minutes
 - i) Minutes of 06/22/2026
 - (1) **S. Pilcher moved to accept the minutes of 06/22/2026 as amended. J. Schulte seconded. The vote passed 6-0-0.**
- c) Decision letters
 - i) 2025-401-DRB - Allison New Subdivision
 - (1) **S. Pilcher moved to authorize the chair of the DRB to sign Decision Letter 2025-401-DRB. M. Brennan seconded. The vote passed 6-0-0.**
 - ii) 2026-05-02 - Robert P. Mullin Boundary Line Adjustment and Setback Waiver
 - (1) **S. Pilcher moved to authorize the chair of the DRB to sign Decision Letter 2026-05-02 as amended. M. Brennan seconded. The vote passed 5-0-1.**
 - iii) 2025-402-DRB - Kevin & Bonnie Brennan Final Plat Approval
 - (1) **S. Pilcher moved to authorize the chair of the DRB to sign Decision Letter 2025-402-DRB. M. Brennan seconded. The vote passed 5-0-1.**
- d) Discussion of possible language change to Decision Letter 2026-01-ZA_APPEAL
 - i) The Guillemette's lawyer requested that the board remove the word Equipment from Future Trailers & Equipment as they stated equipment was too broad a term. The board discussed briefly. M. Boltz-Robinson stated that since "as outlined in Section 490 of the UPD" language was also used in that section of the decision letter that equipment referred to anything outlined in that specific UPD section. He added that town counsel recommended no change be made. The board agreed.
- e) Discussion of ACRPC/Planning Commission proposal on the Monkton Boro Village Center Designation / Act 181 Tier 1B
 - i) J. Schulte asked the board whether or not any member had any other input or recommendations over Act 181 Tier 1B. The board discussed briefly but no one on the board had any further input.

5) Adjournment

- a) **S. Pilcher moved to adjourn the meeting at 9:02pm. J. Schulte seconded. The vote passed 4-0-0.**

Minutes taken by Mickey Schwarz