

Monkton Development Review Board
Meeting Minutes
Monkton Town Hall & via Zoom
August 10th, 2026
(Approved: August 24, 2026)

Attendance:

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

DRB Members Absent: Mark Boltz-Robinson, Curtis Layn, Chris Acker

Others in Attendance: Susan Gulrajani (Zoning Administrator), Mickey Schwarz (Recording Secretary), Lisa Burns, Jeramy Broderick, Dan Reinhart, Kelly Norris, Kathleen Norris, Jason Barnard, Richard Davis, Barbara Davis

1) Call To Order and determine quorum; Review Agenda

- a) The meeting was called to order at 7:42PM by S. Gordon with 4 members present.

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

- a) No public comment.

3) New Business

- a) **24-902 Jeramy Broderick continuation of final plat hearing** - 5 lot Planned Unit Development (PUD) at 4863 Silver St., Parcel ID 13.101.038.001

- i) Jeramy Broderick joined the board.
- ii) S. Gordon continued with the outstanding items on the Preliminary Checklist. The Board discussed the outstanding items to determine if they were present on the new maps.
- iii) S. Gordon continued with the Final checklist.
- iv) **M. Brennan moved to accept 24-902 Jeramy Broderick Final Plat application conditional on:**

- (1) **Wastewater supply/disposal permit**

- (2) **Street name once applicable**

S. Pilcher seconded. The vote passed 4-0-0.

- b) **2026-07-01-MAJ Norris PUD** - Kelly M. Norris and Kathleen A. Norris Revocable Trust, 8-Lot Subdivision/Planned Unit Development (PUD) sketch plan review, 3721 Silver Street, Parcel ID 02.101.005.003.

- i) Kelly Norris, Kathleen Norris, and Jason Barnard joined the board.
- ii) J. Barnard reviewed the proposed subdivision map with the board. There was a discussion over the layout of the proposed subdivision and potential environmental impacts. J. Barnard stated that a state wetlands ecologist had reviewed the plan and given their blessing for it. Test pits were located with GPS. Additionally, there is enough driveway to be over

the threshold for a Stormwater permit. The driveways would be 18-foot wide travel portions with 1-2-foot shoulders on each side.

- iii) S. Gordon asked about the length of the driveway and turnaround for Lot 7. J. Barnard stated that the driveway would be roughly 400-450 feet and the turnaround, as planned, is only a residential turnaround. He further stated that the turnaround could be expanded if necessary.
 - iv) S. Gordon continued with the Sketch Plan checklist.
 - v) J. Barnard and the Board discussed potential ways to demarcate the set-aside land on each parcel.
 - vi) **S. Pilcher moved to approve 2026-07-01-MAJ Norris Sketch Plan for an 8-lot subdivision. M. Brennan seconded. The vote passed 4-0-0.**
- c) **2026-07-02-BLA Davis** - Boundary Line Adjustment sketch plan review, 345 Boro Hill Road, Parcel ID 05.224.013.000 and 261 Boro Hill Road, Parcel ID 14.224.015.000.
- i) Richard Davis and Barbara Davis joined the board.
 - ii) R. Davis explained that the proposed BLA would move the property boundary roughly 200-feet from the current boundary line.
 - iii) The Board discussed a possible issue with expanding the lot size over 15-acres. As it currently stands, the property is 14-acres. The acreage added to the property would have to be less than 15-acres total. There was further discussion over shapes of land that could work within the acreage limit.
 - iv) R. Davis asked if a survey of the land would be in the next steps moving forward. J. Schulte stated that yes, a land survey would be the next step.

4) Regular Business

- a) Zoning Administrator Update
 - i) Upcoming projects & schedule
 - (1) 1 building permit & 4 certificates of compliance
 - ii) Other Updates
 - (1) The board had a discussion with Lisa Burns and the ZA regarding a potential boundary line adjustment on a property at 339 Monkton Ridge. A neighbor wants to purchase some of the common shared land of one of the parcels. The board was having trouble finding proper documentation for a subdivision of said property that was proposed and approved of in 2013.
 - (2) The ZA created a Development Review Process document for the public and shared with the Board and Selectboard for review.

- b) Review Meeting Minutes
 - i) Minutes of 07/13/2026
 - (1) **S. Pilcher moved to accept the minutes of 07/13/2026 as amended. J. Schulte seconded. The vote passed 4-0-0.**
 - ii) Minutes of 07/27/2026
 - (1) **J. Schulte moved to accept the minutes of 07/27/2026 as written. M. Brennan seconded. The vote passed 4-0-0.**
- c) Decision letters
 - i) 2026-06-03 Daniel Reinhart Decision Letter
 - (1) **S. Pilcher moved to authorize the chair of the DRB to sign 2026-06-03 Daniel Reinhart Final Decision Letter for Conditional Use. M. Brennan seconded. The vote passed 4-0-0.**
- d) S. Pilcher brought up a discussion regarding a joint meeting between the DRB and Planning Commission. The board made tentative plans for a joint meeting at some point in late September.

5) **Adjournment**

- a) **S. Pilcher moved to adjourn the meeting at 9:45pm. J. Schulte seconded. The vote passed 4-0-0.**

Minutes taken by Mickey Schwarz