

Monkton Development Review Board
Meeting Minutes
Monkton Town Hall & via Zoom
September 14th, 2026
(Approved: TBD)

Attendance:

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

DRB Members Absent: Curtis Layn, Chris Acker

Others in Attendance: Susan Gulrajani (Zoning Administrator), Lisa Burns, Liam Cahill, Mark Guillemette

1) Call To Order and determine quorum; Review Agenda

- a) The meeting was called to order at 7:30PM by S. Gordon with 5 members present.

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

- a) Liam Cahill joined the board with a zoning question. He is a co-owner of Guy Construction Solutions that does small residential construction. They are looking for a new shop space and L. Cahill mentioned that 654 Bristol Rd had been up for sale. Before moving forward with the potential purchase of that land he wanted to check with the Board to see what zoning considerations would be for the property. M. Brennan asked what the intended purpose for the property would be. L. Cahill stated that he would be looking to rent the existing house out, the house would not be owner occupied, and the company would use the barn as storage space for their equipment (mini-excavator, 20-ton excavator, tri-axle dump truck, 2 enclosed trailers, equipment trailer and a skid steer). They would be looking to store as much of the equipment in the barn as possible but most likely would need to store some outside, preferably behind the barn. The barn would also be used for office space for the construction company and fleet maintenance for the machines. He stated that it would constitute a "contractor's yard" legal definition. S. Gordon stated that as the house would not be owner occupied there might be a Conditional Use permit required to use the barn other than occupant use and that the board would need to do some research to determine what could be done. L. Cahill asked the board about next steps. S. Gordon stated that the board had his email address so the board could look into it and contact him at a later date and go from there. J. Schulte stated that this is still with the Zoning Administrator at this stage, but the board could help her research what could be done. He asked whether this would be a change in use for the property or not. The ZA stated that the property is in the RA5 zoning. The ZA asked about potential noise on the property. L. Cahill stated that the company working hours are 8am-4pm, they don't do plowing or anything that requires heavy shop usage. They are mostly residential contractors who are onsite everyday, not coming and going to the shop at all hours. He further stated that they would be happy to provide screening for the road if necessary. M.

Brennan stated that the old permit could be pulled to get more context as to the previous use of the property. J. Schulte stated that it currently looks like a Contractor Yard is a Category 3 Conditional Use in RA5 zoning. S. Gordon stated that the next step would be for L. Cahill and the ZA to determine what the previous use of the property was zoned for.

- b) Mark Guillemette joined the board. He stated that he heard the ZA state that there are noise regulations in the town and asked the question about what that is supposed to mean. S. Gulrajani stated that the town has a noise ordinance. M. Guillemette asked what the ordinance pertains to. J. Schulte stated that the ordinance pertains to any property in town. M. Brennan added that there is a decibel level at certain times of the day. M. Guillemette had a complaint about a neighbor using a megaphone at 122dB. He also wanted to express his displeasure to the board for their decision letter on the Mike Casey appeal. Additionally there was a discussion over what could or could not be done about changing a path on the property.

3) **New Business**

- a) **Johnson, 429 Twin Ridge Road, Parcel ID 03.206.023.008 -** requirements/sketch plan discussion for the installation of a water feature/wildlife pond in yard
 - i) The Zoning Administrator stated that the owners wanted to put in a pond for visual enjoyment in front of their yard to go along with their garden. She stated that the owners would need to check with the state on any requirements or guidelines on building a pond and to come before the DRB in case there were any strange nuances to the project. M. Boltz-Robinson stated that he could not find anything about ponds in the Monkton Unified Planning Document (UPD). The board all agreed that the next step would be to check with the state over any necessary requirements. M. Brennan brought up that he had previous experience working with the State over a very similar project on his property and agreed that connecting with them would be the best next step. M. Boltz-Robinson stated that he suggested to the owners that they come in before the Board and treat it as a Sketch Plan to review and for the Board to give her direction on the pond.

4) **Regular Business**

- a) Zoning Administrator Update
 - i) Upcoming projects & schedule
 - (1) Couple of Building Permits
 - ii) Other Updates
 - (1) ZA is Working with the State on the road naming nomenclature for more than two lot subdivisions and stated that the State will be helping with street numbers for lots.
 - (2) Lisa Burns wants to come before the Board in October, but the ZA stated that she does not have any paperwork yet for that.

- (3) The Board discussed fee schedules for various forms on the Town Website.
- b) Review Meeting Minutes
 - i) Minutes of 08/24/2026
 - (1) **M. Brennan moved to accept the minutes of 08/24/2026 as written/amended. S. Pilcher seconded. The vote passed 5-0-0.**
- c) Decision letters
 - i) No action taken.
- d) S. Pilcher brought an update on the forthcoming joint meeting on 9/28/26 with the Planning Commission (PC). He stated that the PC is making changes to the UPD and those changes have just begun, focusing on changes to Article 2. He continued, stating that the PC will have a meeting on 9/15/26 and he hopes from that to have some draft UPD language and an interactive map for the DRB to review before the joint meeting on the 28th. The interactive map will provide information of all zoning and overlay districts for a particular parcel and additionally the zoning district for the exact pixel you select.

5) **Adjournment**

- a) **J. Schulte moved to adjourn the meeting at 8:35pm. M. Brennan seconded. The vote passed 5-0-0.**

Minutes taken by Mickey Schwarz