Monkton Development Review Board
Meeting Minutes
Monkton Town Hall & via Zoom
October 12th, 2026
(Approved: TBD)

Attendance:
DRB Members Present: Scott Gordon (Chair), Jaime Schulte, Mark Boltz-Robinson, Stephen Pilcher
DRB Members Absent: Curtis Layn, Chris Acker, Michael Brennan (Vice-Chair)
Others in Attendance: Susan Gulrajani (Zoning Administrator), Mickey Schwarz (Recording Secretary), Lisa Burns, Mark Burns, Adam Rainville, Casey Rougier, Corey Rougier, Andrew Peterson

1) **Call To Order and determine quorum; Review Agenda**
    a) The meeting was called to order at 7:30PM 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) **2026-09-01-FC Rougier -** Corey and Casey Rougier, and Moenter Juliann M Rev Trust, first cut application 261 Boro Hill Road, Parcel IDs 14.224.15.000 [Moenter] and 14.101.140.000 [Rougier].
        i) Corey and Casey Rougier and Andrew Peterson joined the board. C. Rougier overviewed the proposal of subdividing the house from the shop on the property.
        ii) M. Boltz-Robinson reviewed the First Cut application with the Rougiers.
        iii) C. Rougier asked if there was anything else they needed to do to move forward with this application.
        iv) M. Boltz-Robinson asked the Rougiers if they had a notarized letter from Juliann Moenter. He further stated that either her or someone representing her would need to be present as it is her property that would be First Cut.
        v) S. Pilcher stated that parcels ending in .000 do not work particularly well with subdivisions as you cannot rule out whether a property has already been subdivided purely off of the Parcel ID ending in .000.
        vi) M. Boltz-Robinson called upon Lisa Burns to determine whether a property has been previously subdivided. L. Burns stated that going off of purely numerical data from the Parcel ID would not suffice and that it would need to be investigated in the land record. M. Boltz-Robinson asked the Zoning Administrator if she had been able to find anything on this property being previously subdivided. S. Gulrajani answered that she

had been unable to find anything about the property already having been subdivided.

vii) S. Gordon continued with the First Cut application checklist to check for completeness.

viii) S. Gulrajani asked the Board if there would be a separate fee needed for a Boundary Line Adjustment. J. Schulte stated that it depended on what the next steps for the land owner would be.

ix) M. Boltz-Robinson stated that there would be a 45-day period for a Decision letter after the application was approved.

x) **S. Pilcher moved to accept 2026-09-01-FC Rougier application conditional on:**
   (1) Town of Monkton and Applicant agreeing on subdivision fee and that fee being paid
   (2) Written letter from Juliann Moenter stating approval to move forward with application
   J. Schulte seconded. The vote passed 4-0-0.

b) **2026-09-02-WAV Burns -** waiver for the construction of a small shed, 327 Saunders Road, Parcel ID 05.103.017.005.

i) Mark and Lisa Burns joined the board.

ii) M. Burns overviewed the project of adding a shed on the property, less than 100 sq-ft. He continued stating that the ideal location lies within the setback for the property line and that there are no real alternatives for locating the shed.

iii) S. Pilcher asked about the contour lines on the property map. The board reviewed the map and determined that the contour lines are set at one-foot intervals.

iv) S. Pilcher asked whether the shed could be located at the southern end of the garden. M. Burns stated that there is currently a fence and some landscaping in that location and additionally the terrain would need to be flattened.

v) S. Pilcher remarked that he has some hesitation about locating the shed within the setback as there could be some conflict in the future with future landowners over the location of the shed. J. Schulte agreed but stated that moving forward with this waiver falls in line with what the Board has approved of in previous waivers.

vi) S. Gulrajani asked if the Burns would put some sort of screening to hide the shed. M. Burns stated that there are currently some sizable river birch in place and that the shed would be partially hidden without any additional screening.

vii) S. Gordon continued with the Waiver checklist to check for completeness.

viii) **J. Schulte moved to accept 2026-09-02-WAV Burns Waiver application for adding a permanent shed on the property. S. Pilcher seconded. The vote passed 4-0-0.**

4) **Regular Business**
    a) Zoning Administrator Update
        i) Upcoming projects & schedule
            (1) No new applications
        ii) Other Updates
            (1) The board discussed whether The Nature Conservancy/Latreille Mylar could be signed during the next meeting on October 26th, 2026. The 30-day appeal process once the Mylar was signed was also discussed.
    b) Review Meeting Minutes
        i) Minutes of 09/28/2026
            (1) **S. Pilcher moved to accept the minutes of 09/28/2026 as amended. J. Schulte seconded. The vote passed 4-0-0.**
    c) Decision letters
        i) No action taken.

5) **Adjournment**
    a) **S. Pilcher moved to adjourn the meeting at 8:37pm. J. Schulte seconded. The vote passed 4-0-0.**

Minutes taken by Mickey Schwarz