Monkton Development Review Board
Meeting Minutes
Monkton Town Hall & via Zoom
October 26th, 2026
(Approved: TBD)

Attendance:
DRB Members Present: Scott Gordon (Chair), Jaime Schulte, Mark Boltz-Robinson, Stephen Pilcher, Michael Brennan (Vice-Chair)
DRB Members Absent: Curtis Layn, Chris Acker
Others in Attendance: Susan Gulrajani (Zoning Administrator), Mickey Schwarz (Recording Secretary), Lisa Burns, Rob Mullin, Peter Norris, Lydia Parker (The Nature Conservancy)

1) **Call To Order and determine quorum; Review Agenda**
    a) The meeting was called to order at 7:31PM by S. Gordon with 5 members present.

2) **Public Comment** - Questions and Comments from the Public Not Related to Agenda
    a) Rob Mullin joined the board to drop off a Mylar and paper map for a Waiver and Building Permit. He mentioned he was going to pay the required fees tomorrow (10/27/2026).
    b) Peter Norris joined the board. He came before the board to discuss a potential new housesite for an 85-acre property of his at 3401 Mountain Road. He is looking to subdivide 4-acres and use an existing 21-acre set-aside reserved land from a previous subdivision. S. Pilcher asked why he had to set-aside the 21-acres. S. Gordon answered that it was set-aside from a previous subdivision. P. Norris stated that the 21-acre set-aside was done at the same time as the previous subdivision of 9.5-acres to Cavoretto as was the regulation back when the subdivision occurred in 2018. S. Pilcher asked if this was a PUD or normal subdivision. P. Norris stated that he misspoke and that it was actually a Conditional Use due to the property being within the CON-P district. S. Pilcher asked the board if this would be considered double-dipping on the conserved land. S. Gordon asked P. Norris what the size of the parcel that the new 4-acre homesite would be split off from. P. Norris stated that the parcel was 85-acres. He continued stating that the existing 21-acre reserved set-aside was a part of the 85-acres. M. Brennan mentioned that since it is not a PUD there would not need to be a new set-aside piece for the new homesite, just that the lot would need to be 25-acres. S. Pilcher asked if a PUD was done for the original subdivision. S. Gordon stated that it was both a PUD and a Conditional Use due to the CON-P district. J. Schulte reiterated that the 21-acre set-aside was not currently associated with the new 4-acre homesite, rather it was set-aside for the PUD to subdivide off 10-acres for Cavoretto in 2018. He continued that there would still need to be a 25-acre loy size for the new homesite. S. Pilcher explained that the plan was to split off 4-acres *and* use the existing 21-acre set-aside reserved land to combine into one 25-acre lot. P. Norris mentioned that was the guidance he received from the board when he asked about this a

few months ago. S. Gordon asked the board because the land was wet-aside from a different development, can it be used again for a different parcel. S. Pilcher asked the board a different question, whether or not P. Norris could sell the 21-acre set-aside land. The board agreed that he would be able to sell it. S. Pilcher continued that since he would be allowed to sell it, then it stands to reason that it could be used to create the 25-acre lot. J. Schulte agreed that it would seem to meet the 25-acre lot size regulation but was struggling with the logic of being able to reuse the 21-acres from the previous subdivision to create the new lot. There was a quick discussion about landlocked lots, however there would not be an issue there as there is a right-of-way access road going through the lot. The board continued discussing what would need to be done to satisfy the 25-acre requirement and if re-opening the PUD or Conditional Use Permit was necessary. S. Gordon stated that since both a PUD and Conditional Use were done in the previous subdivision, and since PUDs are no longer accepted on CON-P district land, this would technically be only re-opening a Conditional Use permit, which according to the new Conditional Use regulations within the CON-P district, there would need to be a 25-acre lot created. S. Gordon instructed P. Norris that the next steps would be to fill out a Conditional Use application.

3) **New Business**
   a) **2025-09-DRB TNC Latreille -** Re-approval final hearing for Mylar of 785 Rotax Road (Parcel ID 02.114.003.001), The Nature Conservancy / Estate of Beverly Latreille.
      i) Lydia Parker joined the board.
      ii) S. Pilcher asked if this was the re-submission of the Mylar. M. Boltz-Robinson stated that this was the submission of the Mylar that did not get reported until 259 days later.
      iii) S. Gordon asked the board if they wanted to review anything in the application. J. Schulte answered that nothing needs to be reviewed in the application, but there is some language to go over in the Final Decision Letter.
      iv) The board reviewed the Final Decision Letter to amend the wording of multiple instances of the deadline to file the Mylar with the Town Clerk.
      v) **S. Pilcher moved to authorize the Chair of the board to sign the Mylar for 2025-09-DRB TNC Latreille. M. Brennan seconded. The vote passed 5-0-0.**
      vi) **S. Pilcher moved to approve the Final Decision Letter for 2025-09-DRB TNC Latreille as amended. M. Brennan seconded. The vote passed 5-0-0.**
      vii) L. Parker asked the board if she should check back in to confirm recording of the decision letter within the town land record. The board instructed her to check in with the Town Clerk.

b) **2026-05-01 Pilcher -** Sketch plan review, 176 Monkton Ridge Road (Parcel ID 13.101.058.000).
   i) S. Pilcher recused himself and re-joined the board as an applicant. He came forth with two questions. The first is regarding federal grant money and environmental concerns over an existing barn on the property. The question is how he could subdivide the property. He stated that he had met with Jason Barnard to take a look at a potential two lot subdivision of the property, subdividing the house and barn onto a 1-acre lot. He stated that J. Barnard told him that in order to do so you would have to designate an area for a replacement leech field. He then asked if there was a way to do this as a Boundary Line Adjustment (BLA) rather than a subdivision. The claim is that there are two adjoining parcels within the property. J. Schulte reviewed the regulation regarding BLAs. As long as Parcel B is distinct from Parcel C and if S. Pilcher has both deeds, then a BLA could be done.
   ii) L. Burns stated that S. Pilcher did not have two separate deeds for the two Parcels. S. Pilcher referenced Book 38 Page 419 that he did have a deed for Parcel B. L. Burns stated that whoever drew up the deed did not bring forward separate parcels and only brought forward the land as one parcel. S. Pilcher asked if his deed references all three parcels would it make a difference in how to move forward. L. Burns stated it should but the issue is that the current Mylar does not have the correct parcel lines on it. She asked the board if there were any dissolutions of boundary lines that occurred when the subdivision took place and land was sold to the Town of Monkton. J. Schulte reviewed the deed which mentioned Lot 3 with no parcels within and referenced previous deeds. He mentioned that the board has seen survey maps that are missing things so it doesn't necessarily mean the parcels were dissolved into one. S. Pilcher asked if the process for this would be to come in with a BLA application. M. Boltz-Robinson stated that as long as there still exist separate parcels, then yes. J. Schulte mentioned that he did not see anything in the land record stating that the parcels had been merged yet.
   iii) L. Burns brought up that the property has only been assessed as one parcel and not two. J. Schulte asked if buying two parcels at the same time would automatically merge them. L. Burns answered that it would not. J. Schulte remarked that it appeared to be an omission after S. Pilcher bought the property then. L. Burns posits that the parcel record changed when the land was sold to the town for the Town Hall. She suggested that S. Pilcher reach out to his counsel and a surveyor to get the parcel lines correct.
   iv) S. Pilcher re-joined the board as a board member.

4) **Regular Business**
   a) Zoning Administrator Update
      i) Upcoming projects & schedule
         (1) 2 building permits for garages

(2) 5 Certificates of compliance, 1 for an addition and 4 for home sales

ii) Other Updates

(1) No action taken.

b) Review Meeting Minutes

i) Minutes of 10/12/2026

(1) **S. Pilcher moved to accept the minutes of 10/12/2026 as amended. J. Schulte seconded. The vote passed 4-0-1. M. Brennan abstained due to not being present for the meeting.**

c) Decision letters

i) 2026-09-02-WAV Burns

(1) S. Pilcher moved to approve the Final Decision Letter for 2026-09-02-WAV Burns as amended. J. Schulte seconded. The vote passed 4-0-1. M. Brennan abstained due to not being present for the meeting.

5) **Adjournment**

a) **S. Pilcher moved to adjourn the meeting at 8:55pm. M. Brennan seconded. The vote passed 5-0-0.**

Minutes taken by Mickey Schwarz