

Monkton Development Review Board
Meeting Minutes
April 26, 2011
Approved: 5/10/11

Attendance:

DRB Members Present: Peter Close, Curtis Layn, Chris Acker, Philip Russell, Janet Dermody, Marsha Abramo, Alex Goodrich

Others in attendance: John Winsor, Thea Gaudette, Ken Wheeling, Gill Coates, LuAnne Rotax, Nina Badger

The meeting was called to order at 7:36pm.

Administrative

Chris Acker made a motion to approve the meeting minutes from April 12th, 2011 as amended. Alex Goodrich seconded the motion and it was passed 7-0.

Randall- Ken Wheeling and the board discussed the definition of a home occupation. It was decided that Ms. Randall does not need a permit at this time.

LuAnne Rotax 2011-01-MAJ –LuAnne Rotax was present for the preliminary plan hearing.
Preliminary Plan Checklist for Subdivision:

Items marked with an 'X' have been received. Please see the 'Subdivision Checklist: Sketch Plan' form for additional details. Items below have been summarized.

X	All information required for sketch plan included in preliminary plat approval updated.
X	Contour Map
X	Survey Map
X	Location, width and grades of streets and access.
X	Location, dimensions, area and number of proposed lots.
n/a	Location and dimensions of property to be dedicated to public use.
X	Boundaries of proposed easements.
X	Location of existing sewers, water mains, storm drains, culverts, with pipe sizes and direction of flow.
X	Location of existing utilities and easements.
X	Proposal for provision of water supply.
X	Percolation test results and septic system design.
X	Proposal for drainage.
X	Driveway/street construction design.

	Copies of proposed legal restrictions or agreements and covenants.
n/a	Location of flood hazard zones.
X	Copies of Land Use Permit applications.

The board the following information is missing:

- A driveway agreement

Curtis Layn made a motion to approve the Rotax subdivision for preliminary. Marsha Abramo seconded it and it was passed 7-0. Marsha Abramo made a motion to set the Rotax subdivision for final. It was seconded by Alex Goodrich seconded it and it was passed 7-0. The subdivision is set on May 24th at 9:10pm.

Nancy Sabin 2009-03-MAJ- Nina Badger was present for the final plat hearing. Ms. Badger noted that the building envelop has been expanded and it is noted on the map.

Final Plat Checklist for Subdivision:

****Items marked with an 'X' have been received. Please see the 'Final Plat Data' checklist form for additional details. Items below have been summarized.****

X	Information required on Preliminary Plat is updated and accurate.
X	Final Septic Design.
X	Final copy of any legal restrictions or agreements.
n/a	Final copy of any protective covenants.
n/a	Performance bond if required.

Marsha Abramo made a motion to approve the Sabin subdivision for final. Curtis Layn seconded the motion and it was passed 7-0. Ms. Badger has 180 days to submit the mylar for signing.

Procedure-Thea Gaudette noted that a warning must appear no less than 15 days before the day of the hearing; this cannot include the day of publication, but it may include the day of the hearing. A hearing must not be warned more than 30 days prior to the day of the hearing. The file must contain all documents by the day the warning is published. Peter Close suggested that the DRB should begin to set policies and procedures on how they operate. It was decided that there was not enough time to properly warn the Rotax subdivision hearing. Mrs. Rotax will be notified that her hearing will be scheduled on June 28th, 2011 at 8:00pm.

Sutherland- Mr. and Mrs. Sutherland are requesting a variance for a wood shed. This shed will be built as part of a home-school project by their son. Marsha Abramo made a motion to invite the Sutherland family to the May 10th meeting in order to set up a sight visit. Curtis Layn seconded the motion and it was passed 7-0.

Putnam- Mr. Putnam is requesting a variance for an accessory building. Marsha Abramo made a motion to invite Mr. Putnam to the May 10th meeting in order to set up a sight visit. Curtis Layn seconded the motion and it was passed 7-0.

Old minutes- Ken Wheeling noted that there are several old meeting minutes that need to be approved from 2009 and 2010. This will be addressed at the May 10th meeting.

Adjournment

Philip Russell made a motion to adjourn, Marsha Abramo seconded the motion and it passed 6-1. The meeting adjourned at 9:09pm.

Respectfully submitted,
Bailee Layn