

**Monkton Development Review Board
Meeting Minutes
July 26, 2011
DRAFT**

Attendance:

DRB Members Present: Curtis Layn, Chris Acker, Marsha Abramo, Peter Close, Phillip Russell

DRB Members not Present: Alex Goodrich, Janet Dermody

Others in attendance: Ken Wheeling, Michael Norris, Peter Norris, John Winsor, Justin Huizenga, Karla Huizenga, Charles Huizenga, Chuck Huizenga

The meeting was called to order at 7:38 pm.

Administrative

Marsha Abramo made a motion to approve the meeting minutes from July 12th, 2011 as amended. Curtis Layn seconded the motion and it was passed 5-0.

Michael Norris- 2009-06-MAJ

Michael Norris and Peter Norris were present to discuss the subdivision. Peter Norris explained the subdivision had to be redesigned due to changes in septic rules. The waste water approval letter and the mylar were presented to the DRB at this meeting. The mylar was examined and the deed language was discussed among those present. Peter Close noted that the mylar should reflect the location of all utilities and septic lines. Marsha Abramo stated that the minutes should reflect that the proper paper work has been submitted except for the corrected mylar. Mr. Norris will submit the corrected mylar for signing.

Charles Paolantonio- 2010-04-MAJ

The board received the final mylar; it was inspected and signed by the board.

Peter and Delores Norris- 2011-06-MAJ Sketch (2 lots) Windy Ridge

Peter and Delores Norris decided to withdraw their application for a subdivision. Mr. Norris has requested his application fee be refunded. This letter was recorded in the file.

Raymond, Charles, and Mary Jane Huizenga-2011-08-MAJ Sketch (2 lots- East Parcel) Monkton Rd. Justin and Karla Huizenga were present to discuss the subdivision. The board was presented with a sketch map and the waste water permit.

Sketch 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	Boundaries and names of all abutting landowners.
X	Zoning district in which property is located.
X	Zoning boundaries (if applicable)

n/a	Location of easements.
X	Lot boundaries.
n/a	Location of access for all proposed lots.
X	Location of existing buildings.
X	Water courses, marshes, wooded areas, public facilities and other significant physical features.
n/a	Existing and proposed streets.
X	Proposed pattern of lot layout, including width and depth, open space, drainage, water and sewage systems.
X	Narrative statement of conformance with Town Plan, zoning and subdivision regulations.
	Act 250 status/information.

The board determined that the application was missing the Act 250 status/ information. At the June 14th meeting the Act 250 project review sheet was checked off; however it cannot be found at this time. It was unclear if the sheet was checked off because it was in the file or if because the subdivision will not require Act 250. The DRB will try to locate the paperwork before the next hearing. The Huizenga's will also look to see if they have a copy of the project review sheet.

Chris Acker made a motion to approve the subdivision for sketch. Curtis Layn seconded the motion and it was passed 5-0. The subdivision will be set for the preliminary hearing once the information is submitted.

Raymond, Charles, and Mary Jane Huizenga-2011-09-MIN Sketch (2 lots- Farm homestead)

Monkton Rd. Karla, Justin, Charles, and Chuck Huizenga were present to discuss the subdivision.

Sketch 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.

	Boundaries and names of all abutting landowners.
X	Zoning district in which property is located.
n/a	Zoning boundaries (if applicable)
n/a	Location of easements.
X	Lot boundaries.
X	Location of access for all proposed lots.
X	Location of existing buildings.
X	Water courses, marshes, wooded areas, public facilities and other significant physical features.
n/a	Existing and proposed streets.
X	Proposed pattern of lot layout, including width and depth, open space, drainage, water and sewage systems.
X	Narrative statement of conformance with Town Plan, zoning and subdivision regulations.

Act 250 status/information.

The board determined that the application was missing:

- Abutting landowners on the other side of Nichols road
- Act 250 project review sheet

Curtis Layn made a motion to accept the subdivision for sketch. Chris Acker seconded the motion and it was passed 5-0. The subdivision will be set for the preliminary hearing once the information is submitted.

Adjournment

Philip Russell made a motion to adjourn, Curtis Layn seconded the motion and it passed 5-0. The meeting adjourned at 9:15 pm.

Respectfully submitted,
Bailee Layn-Gordon