

**Monkton Development Review Board
Meeting Minutes
December 11, 2012
Approved: 1/8/2013**

Attendance:

DRB Members Present: Chris Acker, Peter Close, Janet Dermody, Philip Russell and John Winsor

DRB Members Absent: Marsha Abramo and Curtis Layn

DRB Alternate Present: Thea Gaudette (voting)

Others in Attendance: Ken Wheeling, Zoning Administrator

Peter Close, chair, called the meeting to order at 7:34pm.

Administrative:

The minutes from the November 27th meeting were reviewed and corrected. Chris Acker moved the minutes as amended and Philip Russell seconded. Vote: 5-0-0.

Ken Wheeling's letter to the Commissioner of Agriculture on the declaratory permit for Mr. Hill for farm gravel extraction and site renovation was read to the Board.

Old Business

1. The schedule of upcoming meetings was reviewed for Board members.

2. New forms were reviewed

Ken will contact ANR to see if they have boilerplate language that says State permits may be required and applicants should contact the State. This new language is now required on all town permits.

New forms format was discussed and specifically the new site plan document. A waterproof sample of a zoning sign was examined. Peter Close and Wendy Sue Harper will work on improving the format of new forms and bring them back to the Board.

New Business

3. Mail received by the DRB was reviewed with the Board.

4. 8:00pm Ted Palmer Site Plan Application and Conditional Use Review for Completeness

The application and maps were reviewed for completeness.

Issues for conditional use review: none.

Issues for site plan review included:

- The map scale was incorrect: 1" must equals 40 feet on map, not 60 feet as shown;
- No boundary angles or bearings were shown on the map;
- The map did not carry the seal of a licensed land surveyor or engineer;
- Storm water facilities were unclear;
- The project was missing plans and elevation of proposed structures drawn on a scale not smaller than 1/8th inch;
- The project was missing the number of employees, operating hours, list of toxic materials and chemicals stored on site, treatment of wastes or chemicals; and
- The project was missing written notice by the Town Zoning Administrator of receipt of applicant's State approved plans for sewage disposal and water supply.

Thea Gaudette moved the application was deemed incomplete and the applicant would be contacted for the missing information. Janet Dermody seconded it. Vote: 5-0-0

Adjournment

Philip Russell moved to adjourn the meeting at 9:27pm. The motion was seconded by Chris Acker and passed 5-0-0.

Respectfully submitted,

Wendy Sue Harper
Recording Secretary