

**Monkton Development Review Board
Meeting Minutes
May 28, 2013
Approved: 6/11/2013**

Attendance:

DRB Members Present: Peter Close, Scott Gordon, Curtis Layn, and John Winsor.

DRB Members Absent: Chris Acker, Janet Dermody, and Philip Russell.

DRB Alternate Present: Thea Gaudette (voting)

Others in Attendance: Ken Wheeling, ZA, and Michael Bushey, Denise Walther and David Layn.

Peter Close, Board Chair, called the meeting to order at 7:31pm.

Administrative:

Minutes from the May 14th meeting were reviewed and corrected.

John Winsor moved the minutes as amended and Scott Gordon seconded it.

Vote: 4-0-0 with the Chair voting. (Curtis Layn had not yet arrived.)

Old Business

1. Michael and Suzanne Bushey and Jason and Corrie Fitzgerald Project 2013-04-BA
Hearing at 8:00pm.

Missing materials from the previous review were: 1) an updated survey map and 2) the application fee.

The boundary adjustment checklist questions were reviewed; the project was complete.

Thea Gaudette moved to create the boundary adjustment and Curtis Layn seconded it.

Vote: 4-0-0 with the Chair not voting.

2. Brisson Appeal 2012-02 Change of Use

Liam Murphy has requested hearing from Board members that have yet to respond. Thea Gaudette will contact Marsha Abramo.

New Business

3. Developing DRB Written Procedures

Peter Close discussed the Board having written procedures.

Wendy Sue Harper will write the procedure for reviewing minutes.

Thea Gaudette will write how the agenda is produced and the posting of warnings.

Thea Gaudette reviewed how the agenda is produced. There is a time period when the agenda is open after which the meeting is warned. Once the agenda is posted only issues that do not require a warning can be added. Thea Gaudette has been following the Select Board's timing. The Board discussed when to post agendas on the web. Thea Gaudette suggested she send the Board the agenda on the Wednesday before a meeting for review. She will post the agenda on the town website on Friday.

At the end of each meeting the Board will take the opportunity to review the agenda for the next meeting.

The Board discussed zoning signs and general procedures. Ideally the Board will have a general written procedure for hearing applications.

4. Ken Wheeling brought to the Board the issue of recording votes in the minutes.

Note: Curtis Layn left the meeting before David Layn's first cut was heard.

5. David Layn First Cut on Mountain Road 2013-05-FC

David Layn asked to come before the Board for a first cut on Mountain Road. The Board reviewed the application for completeness. The project was missing proof of notification to abutter's, which can be presented to the Board at the hearing. The project was also missing a letter summarizing the project, a survey of metes and bounds, an easement for ROW, and the fee, which need to be at the Town Hall by Monday, June 10th. The fee was paid after the project was reviewed.

Thea Gaudette moved to set this project for the 25th of June at 8:00pm and John Winsor seconded it. Vote: 4-0-0 with the Chair voting.

6. The Board reviewed the agenda for their next meeting.

7. Ken Wheeling reviewed some changes to properties in town.

Adjournment

John Winsor moved to adjourn the meeting at 8:48pm. The motion was seconded by Scott Gordon and passed 4-0-0 with the Chair voting.

Respectfully submitted,

Wendy Sue Harper
Recording Secretary