

**Monkton Development Review Board
Meeting Minutes
June 11, 2013
Approved: 6/25/2013**

Attendance:

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

DRB Members Absent: Scott Gordon, and Curtis Layn.

DRB Alternate Present: Thea Gaudette (voting)

Others in Attendance: Ken Wheeling,

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

Administrative:

Minutes from the May 28th meeting were reviewed and corrected.

Chris Acker moved the minutes as amended and John Winsor seconded. Vote: 5-0-0 with the Chair not voting.

Old Business

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

Materials for this project were not received. So the first cut hearing was rescheduled. John Winsor made the motion to reschedule the hearing to July 23rd at 8:00pm, and Chris Acker seconded it. Vote: 5-0-0 with the Chair not voting.

2. Maurice H. DuBois Subdivision on Monkton Ridge 2012-05-MAJ

The preliminary plat materials were received for a 4-lot subdivision and reviewed by the Board. Wetlands located on the property required the project lots to be adjusted. The Board went through the preliminary plat checklist. The Board had questions about:

- 1) Access to the project from Monkton Ridge; and
- 2) Clarification as to the location of the common land.

The project was set for preliminary plat hearing.

The Board discussed site plan review. The Board ran the site plan review checklist. The Board had additional questions about:

- 1) Elevations of proposed structures;
- 2) Number of inhabitants per unit;
- 3) Site plan was not smaller than 1" equals 40 feet; and
- 4) State approved plans for water supply and septic disposal.

The project applicant asked to waive building elevation requirement for site plan review until final plat; the Board discussed this request. The Board decided to wave submission of

site plan to final hearing with the caveat that the applicant understands this waiver of building elevations might delay final project approval.

Chris Acker made the motion to set the preliminary plat hearing to July 23rd at 8:35pm, and Janet Dermody seconded it. Vote: 5-0-0 with the Chair not voting.

Thea Gaudette will notice the applicant.

New Business

3. Review of the procedure for processing paperwork and warning projects.

Thea Gaudette had questions for the Board from developing the procedure for the notice of public hearing or warning process and handling paperwork. The Board reviewed the document. Ken date and time stamps envelopes that are received. John Winsor suggested a flow chart for applicants.

4. Review of procedure for minutes

The Board reviewed and corrected the procedure for minutes.

5. Thea Gaudette will create procedures for permits. Other explanations the Board would like include: ex parte communication and conflict of interest. The Board discussed asking Liam Murphy to develop this clarification.

6. Road Cut Permit

Board members will review the curb cut permit for the next meeting. Ken Wheeling noted that at sketch applicants should receive information about the curb cut permit.

Adjournment

Philip Russell moved to adjourn the meeting at 9:14pm. The motion was seconded by Chris Acker and passed 5-0-0 with the Chair not voting.

Respectfully submitted,

Wendy Sue Harper
Recording Secretary