

**Monkton Development Review Board
Meeting Minutes
October 22, 2013
Approved: 11/12/13**

Attendance:

DRB Members Present: Chris Acker, Peter Close, Scott Gordon, Curtis Layn, Philip Russell, and John Winsor.

DRB Members Absent:

DRB Alternate Present: Thea Gaudette (voting)

Others in Attendance: Ken Wheeling, ZA, Trafton Crandall, and Liam Murphy.

Peter Close, Board Chair, called the meeting to order at 7:35pm.

Administrative:

Wendy Sue Harper was absent from the meeting of 10/8/13. The Board gave her corrected minutes for 9/24/13 to update and minutes for 10/8/13 taken by Chris Acker and Thea Gaudette to transcribe.

Old Business

1. Peter Close made a motion to go into executive session at 7:38pm to discuss a legal matter and Thea Gaudette seconded it. Vote: 4-0-0 with the Chair not voting. John Winsor abstained from the vote and recused himself from the executive session

While the Board was in executive session, Curtis Layn joined those recused.

The Board came out of executive session at 7:50pm, Thea Gaudette moved and Chris Acker seconded the motion. Vote: 4-0-0 with the Chair not voting. John Winsor and Curtis Layn abstained from the vote.

2. Continued Preliminary for Site Plan Review and Final Plat of Maurice H. DuBois Subdivision on Monkton Ridge 2012-05-MAJ

At 8pm Peter Close opened the hearing.

Trafton Crandall of Trafton Engineering Associates, LLC, Maurice DuBois' representative, presented the revised DuBois project to the Board for review.

The project now has a single access road shared by all four lots in the PUD; the fifth lot will be conserved. Parking is 2 slots per unit and 4 slots for duplex with additional parking in front of the barn and 5 slots for the existing building. Units now have 2 bedrooms and are 900-1000 sq.ft. each. Setbacks were reviewed. Landscape screening for the parking areas was reviewed. The existing barn will be retained. Utility access was reviewed; electrical and phone wires will be underground. Mr. Crandall reviewed architecture drawing for

module units being considered. Septic was reviewed and septic easements. The homeowners association will maintain the septic system and pipes used in common as well as maintaining the private road entrance. Covenants were discussed.

Peter Close asked about language maintaining lot 5; language will not allow development. The lot could have a Forest Management plan, if logging were to take place.

Some language was clarified. Mr. Crandall will speak with the attorney to make sure the conservation language in the deed is clarified and provide that for the Board. The conservation language will describe this as a no build zone.

Trails on the conserved property were discussed.

Site plan checklist was reviewed; all previous missing information was provided.

General standards were reviewed; all standards were met.

Chris Acker made a motion to approve site plan with questions answered on new deed language, clarified the language on conserved land, and finalize the covenants. Phillip Russell seconded the motion. Vote: 6-0-0 with the Chair not voting.

The project was reviewed for final plat.

The driveway will meet state standards.

The final survey map will be at the appropriate scale and updated with building envelopes added, electric easement will be added, and the driveway easement will be adjusted to contact lot #2 and added. The text for the deed description will be produced.

Final plat checklist was reviewed.
#9 and #10 covenant language must be updated.
#11 911 road name needs to be submitted.

Missing information should be available in a month.

Thea Gaudette made a motion continue this final plat hearing for 8pm on Tuesday December 10th. Curtis Layn seconded it. Vote: 6-0-0 with the Chair not voting.

New Business

3. Mr. Rod McIver of Rotax Road Discussed a Change of Use with the Board
He has a building on Rotax Road in the Pond Overlay District that has 2 apartments that he would like to convert it to 3 apartments, which would reduce bedrooms by two—from 7 bedrooms to 5. He has had a business in the building and that area would be part of the conversion. The footprint of the building would not change and the number of stories would not change. He has worked with the State and has a list of activities that he needs to do to comply. The Board asked that he fill out the conditional use application.

Other Business

Peter Close made a motion to go into executive session to discuss a legal matter at 9:00pm and Thea Gaudette seconded. Vote: 5-0-0 with the Chair not voting and Chris Acker abstaining.

Chris Acker left the meeting before the Board went into executive session. Philip Russell moved to the Board come out of executive session at 9:31pm. The motion was seconded by Scott Gordon and passed 5-0-0 with the Chair not voting.

Adjournment

Philip Russell moved to adjourn the meeting at 9:32pm. The motion was seconded by Thea Guadette and passed 5-0-0 with the Chair not voting.

Respectfully submitted,

Wendy Sue Harper
Recording Secretary