

**Monkton Developmental Review Board**  
**Meeting Minutes**  
**DRAFT**  
**January 10, 2017**  
**Approved: XXXX**

**Attendance:**

DRB Members Present: John Winsor, Scott Gordon, Phillip Russell, Curtis Layn.

DRB Members Absent: Chris Acker, Peter Close

Others in Attendance: Ken Wheeling (ZA), Peter Norris, Tasha Ball (Willowell Foundation), Gregory Cota.

John Winsor called the meeting to order at 7:54pm.

**Administrative:**

- a. The Board reviewed the Mylar for Kathleen and Kelly Norris Boundary Adjustment on Murray Road. The Board did not sign this Mylar as it was outside the 180 day filing deadline. Notification will be sent to Mr. and Mrs. Norris.
- b. The Board reviewed the fees for warnings in the newspaper. It was recommended that the fee to \$35.00.
- c. The Board reviewed a letter received from Volker Fritz. This was a letter indicating he was still awaiting a response to his letter from June 2015. Mr. Fritz will be drafted a response.

**Minutes:**

1. The Board reviewed the minutes from December 13, 2016. Corrections were made. Scott Gordon moved to approve the minutes as amended. Curtis Layn seconded this motion. Motion carried with a vote of 4-0-0.

**Announcements:**

2. There were no announcements.

### Old Business:

3. Willowell Foundation Boundary Adjustment: Tasha Ball with the Willowell Foundation, and Gregory Cota, the neighboring landowner presented the Boundary Adjustment to The Board. The Board ran the checklist for completeness. It was asked that the utilities be added to the map.

Curtis Layn moved to set the hearing for February 14, 2017 at 8:00pm, Scott Gordon seconded this motion. The motion carried with a vote of 4-0-0.

4. Peter Norris 2015-07-MAJ: Peter Norris presented to the Board the missing items from the application. The Board ran the checklist for completeness. Payment is still needed.
5. Phil Russell: Phil Russell recused himself from this hearing. Mr. Russell provided additional information to the Board for review. No decisions were made as there was no quorum.

### New Business:

6. There was no new business.

### Adjournment

7. Phillip Russell moved to adjourn at 9:43pm. Curtis Layn seconded this motion. Motion carried with a vote of 4-0-0.

Respectfully Submitted,  
Miranda Boe  
**Recording Secretary**