

**Monkton Development Review Board
Meeting Minutes
at Monkton Town Hall & via Zoom
March 27th, 2023
Draft**

Attendance:

DRB Members Present: Curtis Layn, Jaime Schulte, Philip Russell, Scott Gordon, Stephen Pilcher, Chris Acker

DRB Members Absent: Vicky Stern

Others in Attendance: Lynne Caulfield, Lisa Burns, Jacqueline Fefee, Jeff Olesky

The meeting was called to order at 7:36pm by C. Layn.

Minutes:

02/27/2023 – J. Schulte made a motion to approve as presented, S. Gordon 2nd. So Voted (6-0-0).

Public Comment:

Jeff Olesky asked the board, on behalf of Steve Pomarico, about a parcel on Pond Rd., owned by Mary Ann Burlingame, and whether the DRB might be amenable to affordable housing on the parcel with potentially increased units, likely in two structures. S. Pomarico would like to know if it is potentially feasible and worthwhile to apply for the project. Stephen noted that there have been changes to zoning...without a PUD the limit would seem to be 2 residences on the 10.6 acre parcel. PUD would allow up to a 50% density bonus. J. Schulte asked whether the density bonus applies to units or structures? Seems to be units in the zoning language. J. Olesky mentioned two duplex or triplex structures, potentially allowing six units. The DRB would like to review the new PUD regulation and J. Olesky will confer with S. Pomarico and K. Perlee (Monkton Zoning Administrator). We will revisit the question informally under Public Comment at our next meeting once all parties have additional time to consider the questions.

Old Business:

Preliminary Plat Application #2020-04-MAJ of Lynne Caulfield for a 3-lot subdivision located at 866 Bristol Rd (Parcel ID 05.103.017.001) in the RA-2/RA-5 Zoning Districts.

Hearing was continued from 2/27/2023 and continued at 7:54pm.

It was noted again that the correct property address is 886, not 866.

Jacqueline Fefee commented that the hearing is not valid because she is no longer an abutting owner and the new owner of the parcel (across the road) was not informed of the hearing. The ownership transfer occurred last year. J. Fefee declined to name the new owner, but S. Pilcher offered to look up the ownership transfer and provide the information to the DRB, ZA, and L. Caulfield so the formal notice can be sent to the new landowner. L. Caulfield did send formal notices to abutting landowners when the project started in 2020. At the time J. Fefee was the owner of the abutting parcel. Notices were again sent to abutting landowners on or about March 20th 2023. That notice went to J. Fefee this time as well. S. Pilcher noted that the parcel ownership information is updated annually and it is normal practice for a current or former landowner to provide such notices to the new landowner where a transfer is pending or recently completed. J. Schulte noted that the new landowner will still have time to provide comment on the project as we are not yet at Final Plat.

The board proceeded to review the questions from the previous meeting, to see if they have been addressed.

- Zoning district lines to be corrected.
 - The zoning district line is shown on the Plat now. Lot 18 is under 2 acres in 2-acre zoning, so if boundary marker point “11” could be moved north it should be possible to have 2 acres in both Lot 16 and Lot 18.
- Acreage in each zone.
 - Acreage in each zone is shown on the map. Discussed that the 2-acre zoning shown may be drawn conservatively compared to the town online zoning map, so that appears good for this purpose.
- Adjust building envelopes with correct setbacks.
 - Discussed the building envelope for Lot 16, which is very tight. The size of the wastewater mound would depend on soils. J. Schulte noted standing water on some lawns along that area at this time of year and that with the adjacent wetland it could be clay or a soil that does not drain well, resulting in a larger mound being needed. It is possible that what we could approve for Lot 16 would not result in a practical building envelope size.
- Correct the lot numbers.
 - Lot numbers are updated, but L. Caulfield noted she may want to re-order the lot numbers so they are sequential.
- Stormwater permit review required.
 - Joe Bartlett of Fitzgerald Environmental was in communication with Ron LaRose regarding the stormwater ponds and their conclusion was that the additional construction did not exceed 0.5 acre of impervious surface. It would be separate from the other ponds due to where the stormwater flows.
 - L. Burns noted that another permit from Truedel Consulting Engineering, #4229-9050, says that any new project that may increase stormwater needs a review of the stormwater permit. The permit is in effect until 2026 and covers all parcels in the original Planned Residential Development. Originally it allowed for 2.77 acres of impervious, including roads and residents, etc. L. Burns will

provide the document from Truedel to LaRose and L. Caulfield for their consideration.

- This item needs further review by the engineer, Bartlett.
- Discussed whether we would consider a letter from Bartlett stating that the amount of impervious is acceptable. The letter would need to indicate that they had reviewed the Truedel permit and that it does fit into that permit.
- Add woodlands, driveways and power to the drawings.
 - These are now noted on the plat.
- Copy of mail receipts.
 - Kris Perlee will need a copy of the mail receipts, which L. Caulfield will provide.
- Wastewater plans and application.
 - The application will need to be submitted before Final Plat.

Discussed whether to continue the Preliminary Plat again or conditionally proceed to Final Plat. In light of the stormwater questions L. Caulfield is considering changing to a 2-lot subdivision rather than the proposed 3-lot, to avoid the potential need for a stormwater pond and a permit covering three lots.

Based upon the large number of open items L. Caulfield and the board agreed it would be best to continue the Preliminary Plat hearing to our next meeting.

S. Pilcher moved to continue the Preliminary Plat to our next meeting on April 10th, 2023. J. Schulte seconded. There was no further discussion. The vote was (6-0-0) in favor. Hearing was continued at 8:53pm.

New Business:

Discussed updates to the online town zoning map from which lists of abutting landowners are generated for projects. L. Burns (speaking as a Lister) said that updates can lag behind reality due to the cycle of grand list updates and such.

Adjournment P. Russell moved to adjourn the meeting at 9:00pm. Motion passed (6-0-0).