

**Monkton Development Review Board**  
**Meeting Minutes**  
**Monkton Town Hall & via Zoom**  
**August 28th, 2023**  
(Approved: September 11th, 2023)

**Attendance:**

DRB Members Present: Scott Gordon, Jaime Schulte, Philip Russell, Stephen Pilcher

DRB Members Absent: Curtis Layn, Chris Acker, Mark Boltz-Robinson, Vicky Stern (alternate)

Others in Attendance: Lynne Caulfield. Andrew Peterson (Monkton Interim Zoning Administrator).

The meeting was called to order at 7:33pm by J. Schulte.

**Public Comment:** There was no public comment.

**Minutes:**

**S. Pilcher moved to approve the minutes of August 14th, 2023. S. Gordon seconded.** There was no further discussion. **All were in favor (4-0-0).**

**Old Business:**

Continuation: **Preliminary Plat Application #2020-04-MAJ of Lynne Caulfield for a 3-lot subdivision located at 886 Bristol Rd (Parcel ID 05.103.017.001) in the RA-2/RA-5 Zoning Districts.**

Remaining items needed to complete Preliminary:

- Project engineer, Joe Bartlett of Fitzgerald, to apply for a new stormwater permit. The new stormwater permit needs to be in-hand prior to the Final Plat hearing.
- L. Caulfield and/or J. Bartlett to take the necessary steps to amend the current stormwater permit (4229-9050) to separate this subdivision from those covenants.
- An updated Preliminary Plat from LaRose, with appropriate amendments for stormwater and wastewater:
  - Showing the corrected zoning district lines between RA-5 and RA-2.
  - Parcel acreage shown.
  - Show the proposed building site with setbacks.
  - Correct the lot numbers to 15 and 16.
  - Show woodlands, driveways, and utilities.
- Wastewater plan and application applied for before Final (need application number).

**S. Gordon moved to continue the Preliminary Plat hearing to the 9th of October, 2023. S. Pilcher seconded.** There was no further discussion. All were in favor (4-0-0). Continued to the 9th of October, 2023.

Reviewed materials provided for Andrea Kerin and Lisabeth Sewell's Final Plat hearing on the 11th of September. It looks complete, except that we need a site plan with contours, separate from the Final Plat. Need electronic copies of both.

**New Business:**

Discussed what A. Peterson is seeing, as the new Interim Zoning Administrator. There is one proposed Conditional Use for a porch in the Pond Overlay District, but an improved drawing is needed and potentially a Shoreland Protection Act permit. A. Peterson will follow up with the applicant.

**Adjournment:** S. Pilcher moved to adjourn the meeting at 8:04pm. P. Russell seconded. So Voted (4-0-0).