

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

Attendance:

DRB Members Present: Curtis Layn, Scott Gordon, Jaime Schulte, Philip Russell, Mark Boltz-Robinson

DRB Members Absent: Chris Acker, Stephen Pilcher, Vicky Stern (alternate)

Others in Attendance: Andrea Kerin, Andrew Peterson (Zoning Administrator).

The meeting was called to order at 7:37pm by C. Layn.

Public Comment: There was no public comment.

Minutes:

S. Gordon moved to approve the minutes of August 28th, 2023. M. Boltz-Robinson seconded. There was no further discussion. **All were in favor (5-0-0).**

Old Business:

Final Plat Application #2023-02-MIN of Andrea Kerin and Lisabeth Sewell for a 2-lot subdivision located at 1387 Monkton Road (Parcel ID 14.101.124.000) in the RA-1V/RA-5 Zoning Districts.

Checklist items from Preliminary are now addressed on the Final Plat, except: deed description.

What we would want to see in the deed description:

- Driveway easement for the new lot
- Who is responsible if one or the other lot exceeds 0.5 acre of impervious overall in the future
- Wastewater easement to benefit lot 2 (backup wastewater option)

Ran the Final Plat and Final Site Plan checklists. The site plan is missing boundary angles. The wastewater permit has been applied for (submission #HPX-JWPJ-7WHSF).

J. Schulte moved to approve Final Plat and Site Plan application #2023-02-MIN of Andrea Kerin and Lisabeth Sewell for a 2-lot subdivision located at 1387 Monkton Road (Parcel ID 13.101.124.000) in the RA-1V/RA-5 Zoning Districts, conditional on:

- Satisfactory deed descriptions for lots 2 and 3.
- Site plan updated with boundary angles.
- Original and two copies (paper & electronic) of all site plan materials.
- Approved wastewater permit.

S. Gordon seconded. There was no further discussion. **All were in favor (5-0-0).**

New Business:

Need a DRB Clerk/Secretary, which is a role that Kris Perlee was previously filling. The role involves taking minutes, finding of fact/approval letters, notices to applicants, notices in the paper, posting agendas, etc.

Discussed whether the project checklist needs to be updated to match the current UPD. It appears that everything matches. Discussed whether the DRB would look at newer factors, such as steep slopes. We will review at our next meeting.

A. Peterson had one item for the board. On Mountain Rd. there is a person who would like to put up a gazebo. CON-P requires Conditional Use for any uses that are not agriculture, forestry, public outdoor recreation, and/or wildlife refuge. They are in the CON-P district, which includes the condition that it can't be visible from the road. A. Peterson will work with the applicant.

Adjournment: P. Russell moved to adjourn the meeting at 9:16pm. So Voted (5-0-0).