

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

Attendance:

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

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

Others in Attendance: Steven True (Monkton Zoning Administrator)

The meeting was called to order at 7:30pm by J. Schulte. C. Layn arrived a few minutes later.

Regular Business

1. Review Agenda - no changes made
2. Review Meeting Minutes
 - a. **S. Gordon moved the minutes of November 13th, 2023 as written. M. Boltz-Robinson seconded.** There was no discussion. **The vote was (5-0-1) in favor.** C. Layn abstained as he was not present for the 11/13 meeting.
 - b. The scheduled meeting on November 27th was cancelled.
3. Zoning Administrator Update
 - a. S. True provided two mylars for signature. The recent subdivisions of P. Norris and Kerin/Sewell. Both mylars were reviewed against the Final Plat conditions and for consistency with the Final Plats. C. Layn signed both.
4. Questions and Comments from the Public Not Related to Agenda - No public present.

Old Business

5. 2024 DRB Budget Request
 - a. Reviewed the 2024 budget lines for DRB, discussed what the board needs, and populated requested amounts.
6. 2023 DRB Annual Report
 - a. J. Schulte prepared a draft of the 2023 annual report. The report was reviewed and a few edits made. J. Schulte will send in the report to the auditors for inclusion in the 2023 Town Report.

New Business

7. **Conditional Use Application #23-304 of Irene Gospodarek for an accessory use structure located at 731 Mountain Road (06.206.058.000) in the CON-P zoning district.**
 - a. C. Layn opened the hearing. I. Gospodarek is not present, so the hearing will need to move to our next meeting. There was some discussion of site surveys

for Conditional Uses, which may not add value to the DRB's review of some straightforward applications, and what flexibility the DRB might have on when to require a survey. We should clarify this with the Planning Commission, but for this application we previously decided not to ask for one.

- b. **S. Gordon moved to continue the Conditional Use Application #23-304 of Irene Gospodarek for an accessory use structure located at 731 Mountain Road to January 8th, 2023. M. Boltz-Robinson seconded.** There was no further discussion. **All were in favor (6-0-0).**
- c. C. Layn closed the hearing.

Adjournment

P. Russell moved to adjourn the meeting at 8:35pm. So Voted (6-0-0).