

**Monkton Development Review Board**  
**Meeting Minutes**  
**Monkton Town Hall & via Zoom**  
**January 27th, 2025**  
(Approved: TBD)

**Attendance:**

DRB Members Present: Curtis Layn, Jaime Schulte, Mark Boltz-Robinson, Chris Acker, Scott Gordon, Michael Brennan (alternate)

DRB Members Absent: Vicky Stern, Stephen Pilcher

Others in Attendance: June Potvin, Lisa Burns, Susan Gulrajani (Zoning Administrator)

● **Call to order and determine quorum**

- The meeting was called to order at 7:34 by C. Layn with four members and alternate present. S. Gordon joined the meeting at 7:47 during Public Comment.

● **Public Comment**

- June Potvin, of 81 Murray Rd., had some questions for the DRB. She has a 1,000 gallon septic tank and is considering turning her detached 20'x20' post and beam shed into an Accessory Dwelling Unit. She had a permit for the shed when it was put up. Will the septic capacity be adequate for the apartment as well? J. Potvin also mentioned a variance in 2008. The Zoning Administrator had recommended that she come to the DRB and noted that it may be possible to transfer one bedroom of capacity over to the ADU. The DRB advised that a wastewater site technician would need to determine if there are any capacity concerns. The shed also needs to meet property line setbacks. Next steps would be for an engineer/technician to review plans for wastewater and for J. Potvin to provide a copy of her documentation to the ZA.
- J. Potvin also asked about adding an additional shed if the existing shed becomes an ADU. No permit would be needed if it is less than 100 square feet in size. If it is larger it just needs a permit through the Zoning Administrator.

● **Regular Business**

- Zoning Administrator Update
  - Application 2021-03-MAJ of Lynne Caulfield will be coming up for Final Plat soon. S. Gulrajani said L. Caulfield contacted her to ask what she needs to do to be fully ready for Final. S. Gulrajani sees from meeting minutes that LaRose Surveys needed to make adjustments to the plat. L. Burns commented that L. Caulfield did obtain a wastewater permit for a two-lot subdivision and that does now appear on the state website. The WW permit still needs to be recorded with the Town and brought to the Final hearing. For Final we would need the Final application with Plat and Site Plan, WW permit, and it will need to be warned fully.
- Review Meeting Minutes
  - Minutes of December 23rd, 2024. **S. Gordon moved the minutes as written and M. Brennan seconded. So moved (5-0-1).** M. Boltz-Robinson abstained - not present at the meeting on 12/23.

- The scheduled DRB meeting on January 13th, 2025 was cancelled.

- **Old Business**

- Decision letters for recent projects. The DRB usually has not been issuing letters after Preliminary or Final, but has now corrected that for the recent Pomarico project at Hardscrabble and Barnum Roads at the request of the applicant. In Vermont, to the best of our knowledge, meeting minutes can suffice as the decision if that is the policy of the Board. S. Gulrajani noted that when working in Bolton she follows Regional Planning's guidance and recommends consistency above all. The Board reviewed the Unified Planning Document, and S. Gordon observed that the UPD requires a decision letter to be issued for all forms of final decisions, including subdivisions, conditional uses, boundary line adjustments, etc. The Board agreed that this therefore needs to happen for the various kinds of Final, but not Sketch Plan or Preliminary Plat where meeting minutes can be sufficient. We will prepare a decision letter for the other Pomarico project on Pond Rd., which was approved last Fall and consider whether other past decision letters are needed.
- Discussed the DRB Clerk role with S. Gulrajani. She is willing to consider the role and would also be willing to draft decision letters for the DRB to review. We should create/update a job description.

- **New Business**

- DRB terms expiring in March 2025
  - V. Stern and C. Acker's terms are expiring. C. Acker indicated that he will ask to be reappointed. J. Schulte will contact V. Stern.
- Schedule of DRB meetings
  - S. Gulrajani suggested having the DRB meet once a month instead of twice a month. This could simplify the schedule of warnings and preparation for hearings. There was discussion of the history of meeting schedules, including a period when hearings were scheduled once a month and a second meeting in-between to check applications for completeness. That had some negatives and was not in place for too long. Currently we look to the ZA and DRB Clerk to check for completeness. At this time the DRB would like to keep two meetings per month booked and then cancel meetings when there is no substantial business scheduled, as we did in 2024.

**Adjournment** - C. Acker moved to adjourn the meeting at 8:37pm. So Voted (6-0-0).

Minutes taken by Jaime Schulte