

Monkton Development Review Board
Meeting Minutes
Monkton Town Hall & via Zoom
March 24th, 2025
(Approved: TBD)

Attendance:

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

DRB Members Absent: Vicky Stern

Others in Attendance: None

- **Call to order and determine quorum**
 - The meeting was called to order at 7:38 by C. Layn with six members and the alternate present.

- **Public Comment** - Not related to the agenda - None offered

- **Regular Business**
 - Zoning Administrator Update - postponed
 - Conditional Use of Masefield coming on April 14th.
 - Review Meeting Minutes
 - Reviewed the minutes of March 10th, 2025. **S. Pilcher moved the minutes as written and C. Acker seconded. So moved (6-0-0).**

- **New Business** - None

- **Old Business**
 - Decision letters - no update
 - DRB Clerk job description
 - Discussed the history of the Clerk role. There is some funding for minutes-taking. Possibility of the Selectboard and the DRB finding someone to take minutes for both.
 - Updated the DRB Clerk job description's section on the Zoning Administrator to include the ZA drafting decision letters. Reviewed the Zoning Administrator job description, which does not currently include that responsibility. We will discuss further with Susan Gulrajani, Zoning Administrator and determine which job descriptions need updates.
 - Town Plan and Unified Planning Document updates
 - Briefly reviewed the Town Plan changes enacted on March 4th. Reviewed new language supporting affordable housing. Reviewed the new language related to Act 171 and new maps of forest blocks and connectors.
 - Discussed Act 181 briefly, which involves changes to Act 250. At some point in the next few months Addison County Regional Planning will meet with Monkton on a future land use map.

- Do we have questions/feedback for the Planning Commission on PUDs or Conditional Uses as a result of recent projects?
 - As noted at our last meeting the DRB needed time to consider the zoning regulations for projects involving multiple units on a single lot. This meeting afforded time to do that review. The Board discussed what PUDs and Conditional Uses allow and require in this regard (recent examples being the Pomarico project on Pond Rd. completed last Fall and the proposed Riverflow project on Cedar Ln for which a Sketch Plan review took place on March 10th). The Board did not consider the specifics or merits of those projects, but focused on the fact that we now have two examples of multiple dwelling units on a single lot and need to be clear on what options exist for such projects.
 - Multiple Dwelling Units are allowed on a single lot as part of a PUD without subdividing the lot, at least for rental or leasing purposes, per Section 905.B. Section 518 only allows multiple dwelling units on a single lot when the project is a PUD. There is a general exception under Conditional Uses, to give the DRB flexibility, but it is not clear that exception is intended for large projects. The PUD route seems much more defined for this kind of project. PUD is a type of Subdivision plat and Site Plan review, although it does not always involve actual Subdivision and may instead focus on the Site Plan and any related Conditional Uses.
 - In the case of Riverflow, but not Pomarico, Conditional Use application(s) would seem to be needed to clarify whether the type of Dwelling Units involved are sufficiently similar to the definition of a Dwelling Unit and to consider whether the Units fall under Residential Care or Group Homes, as allowed in the RA5LD district by Conditional Use only. Conditional Use application(s) can run concurrently with a PUD application.
 - C. Layn will be in contact with Scott Baker related to the Riverflow project to suggest a second Sketch Plan review regarding the DRB's further review of the zoning regulations as they apply to multiple Dwelling Units on any single lot.

Adjournment - S. Pilcher moved to adjourn the meeting at 8:47pm. So Voted (6-0-0).

Minutes taken by Jaime Schulte