

**Monkton Development Review Board**  
**Meeting Minutes**  
**Monkton Town Hall & via Zoom**  
**July 8th, 2024**

(Approved: August 12th, 2024)

**Attendance:**

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

DRB Members Absent: Chris Acker

Others in Attendance: Steven True (Zoning Administrator), Thomas Steadman, Michael Brennan, Kerrie Garvey, Benjamin Putnam, Sue Boise, Debra Preston, Peter Norris

- **Call to order and determine quorum**
  - The meeting was called to order at 7:31 by C. Layn.
- **Public Comment** - questions and Comments from the Public Not Related to Agenda
  - P. Norris had a question for the board about land he owns on Mountain Rd. There was a brief discussion and the board referred him to the Zoning Administrator as the next step in moving toward an application.
- **Meet with candidates for Development Review Board Alternate member**
  - Michael Brennan and Kerrie Garvey were in attendance. Both have expressed interest in the DRB Alternate role to the Selectboard.
  - M. Brennan would like to be more involved in the town/community. He had an experience working with the DRB on a variance to build his home in the Ridgeline District a few years ago. He is the manager of Burlington Subaru and has some board/council experience in the automotive industry. Michael thinks that the DRB brings things together to find a balance between the person developing and the environment/community. Initially was interested in Planning, but prefers the work of the DRB.
  - K. Garvey is an environmental consultant who works in permitting and water quality. She has a strong background in GIS/computers and a masters degree in Natural Resources. She has been on the Dog Park Committee for the past few years and is a board member on the VT Horse Council. Kerrie also thinks that Planning and Conservation would be a good fit with her expertise.
  - No motion was made regarding a recommendation to the Selectboard.
- **PUBLIC HEARING:** Application #24-501, a Boundary Line Adjustment application submitted by The A. Johnson Co., LLC (Parcel # 11.105.042.000) located at Old Airport Road and Hardscrabble Roads Parcel and Mark A. Bowman (Parcel # 11.105.048.005) located at 768 Old Airport Road.
  - J. Schulte disclosed that, as a member of the Town Forest Committee, he has been aware of this project and received some updates in committee meetings

and in meetings with A. Johnson about the Town Forest project, but has not been involved in this application. He also had a phone call with Mark Bowman last September about the Town Forest project generally.

- C. Layn asked J. Schulte if this Boundary Line Adjustment was needed to complete the Town Forest project. J. Schulte referred the question to B. Putnam, representing A. Johnson, who indicated that it is at least a complication for providing the Town clear title to the property, so the BLA resolves that issue.
  - B. Putnam provided an overview of the BLA and said that it is negligible relative to the size of the A. Johnson lands and is about a third the size of the existing Bowman parcel. Bowman also already enjoys an extensive easement over the approximate area that A. Johnson would be conveying to Bowman.
  - The checklist was run for a Boundary Line Adjustment and the only concern noted is that existing structures do not all appear on the map.
  - **S. Pilcher moved to approve BLA app #24-501 conditional that the mylar presented for signing show the existing Bowman house footprint on the map. S. Gordon seconded. No further discussion. All were in favor (6-0-0).**
- **PUBLIC HEARING:** Application #24-502 a Boundary Line Adjustment application submitted by Susan Boise (Parcel # 14.101.120.002) located at 1307 Monkton Road and (Parcel # 14.101.120.001) located at 1277 Monkton Road.
    - Reviewed the proposed transfer of 0.7 acres from the larger parcel (9.8 acres) of Sue Boise to her sister's (Debra Preston) adjacent 0.3 acre to bring it up to 1.0 acre. This would allow enough setbacks to proceed with the addition of a garage on the house site and reduces the degree of non-conformance of the 0.3 acre parcel, which appears to be in 2-acre zoning.
    - There will need to be a condition that the map be updated to indicate the correct acreage after the BLA. It currently shows a 1.0 acre difference, although only 0.7 are apparently being conveyed.
    - The CON-P district has a wetland across the property which needs to be shown.
    - The application fee has not yet been received.
    - **S. Gordon moved to approve BLA application #24-502 conditional that the mylar presented for signing show a corrected acreage after the Boundary Line Adjustment and add the CON-P zoning district added to the map and that the application fee is received. S. Pilcher seconded. There was no further discussion. All were in favor (6-0-0).**
- **PUBLIC HEARING:** Application #24-401 Preliminary Plat Review 2-Lot Subdivision, Thomas & Christine Steadman, 4588 Monkton Road, Parcel ID #07.101.197.001
    - Reviewed the Preliminary Plat, a wastewater plan draft, and ran the checklist. Clarified that a Site Plan will be needed as well, so that will be a condition before Final. There will also be a written agricultural easement with the Orlandis, to the south, to access the fields in the western portion of the existing Steadman parcel from the Orlandi driveway. The easement is to exist until either party sells

their lot (personal appurtenant easement). Discussed whether the location of this easement needs to be shown on the map and decided that it does. We will need to see well locations and existing septic on the Site Plan for Final.

- **S. Gordon moved to approve Preliminary Plat #24-401 subject to the following conditions prior to hearing Final Plat:**

- Need a Site Plan showing contours (labeled and indexed)
- Wastewater permit application
- Existing septic and water/well
- The easement on/over Orlandi property shown on the map
- Location of the proposed building envelope
- ZA to provide a letter of conformance with section 584

**S. Pilcher seconded. There was no further discussion. All were in favor (6-0-0).**

- **Regular Business**

- Review Meeting Minutes
  - **S. Gordon moved the minutes of June 24th, 2024 as written. M. Boltz-Robinson seconded.** There was no further discussion. **All were in favor (4-0-2)** with S. Pilcher and V. Stern abstaining, as they were not present at the meeting.
- Zoning Administrator Update
  - S. True discussed the new application forms with the Planning Commission co-chairs and they were supportive. The DRB also likes the new forms.
  - J. Broderick is evaluating next steps for a Preliminary Plat design considering the need for a 50% set-aside in that zoning district.
  - L. Caulfield is working toward a Final Plat. Discussed whether we need to restart the process after this amount of time, since Preliminary was in October 2023, but decided we can move forward. S. True will continue to work with L. Caulfield.

- **Old Business**

- **New Business**

- J. Schulte asked about scheduling a site visit for the Steadman subdivision prior to Final. The board has the option to schedule a site visit for subdivisions where there is a need or concern, but the project seems straightforward enough that we will not schedule a site visit at this time.

**Adjournment** - S. Pilcher moved to adjourn the meeting at 9:52pm. So Voted (6-0-0).

Minutes taken by Jaime Schulte