

**Monkton Development Review Board**  
**Meeting Minutes**  
**May 27, 2014**  
**Approved: June 10, 2014**

**Attendance:**

DRB Members Present: Thea Gaudette, John Winsor, Peter Close, Scott Gordon, Curtis Layn, & Chris Acker.

DRB Members Absent: Philip Russell.

Others in Attendance: Ken Wheeling ZA.

Peter Close called the meeting to order at 7:30pm.

**Administrative:**

1. The Board reviewed the minutes from 5-13-14. Thea Gaudette moved to approve minutes as amended, Curtis Layn seconded this motion. Motion passed, Vote 6-0-0.

**2. Administrative Changes:**

The Board reviewed the UPD. Peter Close reviewed with the board the following changes that are needed, or need further review:

- Page 29: The Board discussed the site plan measurements and what should be included on Mylars. Peter Close will call Ron Larose to see if he would be available to come in and meet with the board to advise on what needs to be included on Mylar.
- Page 32: E. Review Procedure, change 331(2) to 356(b).
- Page 35:
  - B. Public Notice, change 356 to 356(a),
  - C. Review Procedure, change section 356 to 356(b)
- Page 37: B. Public Notice: changed 331 (1) (b) to 356(a)
- Page 38:
  - C. Review Procedure, change 331(2) to 356(b),
  - C-5, change from 563-569 to 563 – 581
  - D. Decisions, eliminate reference of section 360.
- Page 39:
  - B. Public Notice: change 331(a)(1) to 356.
  - C. Review Procedure, change 360(b) to 356(B)
- Page 40: Section C,
  - B. Public Notice, change 331 (a) to 356 (a)
  - C. Review Procedure: change section 360(B) to 356(B)
- Page 41: D. Decisions: Change 360(C) to 356(C)
- Page 42: C. Hearing, change 810 to 356(a)

- Page 44: Section 400 Section 400 Non Conforming Uses, Structures and Lot
  - A. Change 384 to 360(b)
  - B. Change 384 to 360(b)
- Page 71:
- Add "B" for Public Notice Section which will provide reference to 356(b)
  - Change "B" for Public Notice Section which will provide reference to 356(b)
  - Change Hearing to "C"
- Page 72: Change Decision to "D"

The Board decided to start sending the required postings with notice of hearing letters.

### **3. Substantive Changes:**

Pond Overlay district: All building within this district require conditional use. When an application is filed the conditional use will be reviewed upon completion of primary application.

First Cut: Page 41: The Board reviewed wording on First Cut guidelines, to be sure there was no confusion with the wording.

The Board discussed Boundary Adjustments referenced Page 41, Section 380 – Boundary Adjustment for clarification.

### **Old Business**

4. The Board had no old business to discuss.

### **New Business**

5. The Board had no new business to discuss.

### **Adjournment**

6. Curtis Layn moved to adjourn the meeting at 9:11pm, Chris Acker seconded this motion. Motion passed with vote 6-0-0.

Respectfully submitted,

Miranda Boe  
Recording Secretary