

Monkton Developmental Review Board

Meeting Minutes

April 28, 2015

Approved: May 12, 2015

Attendance:

DRB Members present: John Winsor, Scott Gordon, Chris Acker, Peter Close, Curtis Layn, and Philip Russell (arrived at 7:45pm).

DRB Members Absent: There were no members absent.

Others in Attendance: Ken Wheeling (ZA), Matt Huizenga, Alan Huizenga, David Huizenga, Julie Kenyon, David Kenyon.

John Winsor called the meeting to order at 7:40 pm.

Administrative:

1. **Minutes:** The Board reviewed the minutes from March 24, 2015. Corrections were made. Scott Gordon moved to approve the minutes as amended, Curtis Layn seconded this motion. Motion carried with a vote of 5-0-0.

The Board reviewed the minutes from April 14, 2015. Corrections were made. Chris Acker moved to approve the minutes as amended, Peter Close seconded this motion. Motion carried with vote 5-0-1. Phil Russell abstained.

2. **Announcements:** John Winsor shared with the board the mail received regarding the Spring Planning and Zoning Forum if any board members were interested in attending.

Old Business:

3. **Don Paul Subdivision.** The Board reviewed the new maps from the Don Paul subdivision. No new state wetland permits were needed because the road location was moved to get out of the wetland area. Driveway profile was missing. Don Paul will be requested to attend a meeting to clarify questions the board has.

4. **Huizenga 2015-03-MAJ:** The Board reviewed the Huizenga Subdivision application. The Board indicated that anything over 40 acres needs a P.U.D., the entire lot is 109 acres. After referencing the June 28, 1989 minutes, it was determined that the lot numbers will need to be 7 and 8.

Chris Acker moved to approve sketch, Curtis Layn seconded this motion. Motion carried with a vote of 6-0-0.

The Board ran the Preliminary checklist to determine application completeness. The following items were missing from the checklist: deed description, waste water permit is pending; the letter from the state will be provided, numbering of lots, and location of proposed utilities.

Chris Acker moved to set Preliminary hearing on May 26, 2015 at 8:00pm. Curtis Layn seconded this motion. Motion carried with a vote of 6-0-0.

5. **Julie Kenyon Preliminary Plat 2014-07-MAJ**: Peter Close recused himself from this hearing. The board reviewed the Preliminary Plat application. Previously missing information was provided to the Board.

The Board ran the checklist. Nothing was missing from the checklist. Curtis Layn moved to approve Preliminary Plat, Chris Acker seconded this motion. Motion carried with vote 5-0-0.

The Board ran the checklist for Final to determine application completeness. The checklist is missing proposed deed descriptions for the new lots.

Curtis Layn moved to set hearing for Final on May 26, 2015 at 8:35pm. Phil Russell seconded this motion. Motion carried with a vote of 5-0-0.

New Business:

6. The Board made the following elections for Chair, Vice Chair, and Clerk:
Phil Russell nominated John Winsor for Chair, Scott Gordon seconded this motion. Motion carried with a vote 5-0-1, John Winsor abstained.

Peter Close nominated Curtis Layn for Vice Chair, Scott Gordon seconded this motion. Motion carried with Voted 5-0-1, Curtis Layn abstained.

Peter Close nominated Scott Gordon for Clerk, Curtis Layn seconded this motion. Motion carried with vote 5-0-1, Scott Gordon abstained.

Adjournment

7. Philip Russell moved to adjourn at 9:33pm, Curtis Layn seconded this motion. Motion carried with vote 6-0-0.

Respectfully Submitted,
Miranda Boe
Recording Secretary