

**Monkton Developmental Review Board**

**Meeting Minutes**

**August 11, 2015**

**DRAFT**

**Approved: XXXX**

**Attendance:**

DRB Members present: Phil Russell, Scott Gordon, John Winsor, and Chris Acker.

DRB Members Absent: Curtis Layn, and Peter Close.

Others in Attendance: Ken Wheeling (ZA), Stephen Pilcher, Don Paul,

John Winsor called the meeting to order at 7:30 pm.

**Administrative:**

1. **Minutes:** The Board reviewed the minutes from July 28, 2015. Corrections were made. Philip Russel moved to approve minutes as amended. Scott Gordon seconded this motion. Motion carried with vote of 5-0-0.

2. **Announcements:** The board reviewed a letter from Matthew Norris. Ken Wheeling inquired as to whether or not the DRB plans to deny the permit that is being appealed. There was discussion on the necessity of the site plan. The Board needs to decide if a site plan is needed for something over a duplex. It was suggested to get in writing how the town lawyer views the UPD as written. It was suggested that Ken Wheeling hold off on new permit applications that are larger than a duplex until after the appeal hearing.

3. Ken Wheeling mentioned to the Board a violation on Hollow Road and Monkton-Vergennes Road. The size of the footprint has increased; a letter has been sent indicating that they need to come before the board.

4. Ken Wheeling updated the board regarding Four Hills Farm gravel moving. The Commission of Agriculture indicated this is not considered agricultural use. It is considered extraction of gravel and needs to go through conditional use permit process. A response should be sent to Four Hills Farm indicating that a conditional use permit is needed and they can contact the commission of Agriculture if they are not satisfied with this answer.

## **Old Business:**

5. **Don Paul Subdivision:** Don Paul provided missing deed description, amended wastewater permit, and updated road profile for the Board for review. Mr. Paul expressed concern about the need to re-warn and set a new final hearing. The Board indicated that the original application was approved with conditions, and since then, items on the maps have been moved to be in compliance with the conditions that had been set. Since items have moved, it does need to be re-warned and set for another final hearing based on the fact that the newly provided maps are not what the Board had initially approved.

Chris Acker moved to set for September 8, 2015 at 8:00pm. Scott Gordon seconded this motion. Motion carried with vote of 5-0-0.

## **New Business:**

6. **Waiver for Firehouse Addition:** Stephen Pilcher submitted an application for a Waiver. The Town is seeking to build an addition on the fire house, but is within 35' of the boundary line. There was a Conditional Use permit issued in 2002. The Board will review the application for completeness, and will contact Stephen Pilcher with further details.

The Board ran the checklist. Missing the property ID number and zoning on the map.

Chris Acker moved to set the hearing for September 22, 2015 at 8:00pm. Scott Gordon seconded this motion. Motion carried with vote 5-0-0.

7. **Mike ? Waiver:** Mike ? submitted an application for a waiver. He is seeking the waiver to do Interior Renovation on a building that is 16.5' away from the property line. This is considered a non-conforming lot.

The Board ran the checklist. The application is missing the following items from the checklist: All items from #2, all items from #3. All missing information will be provided to the board prior to August 25, 2015 meeting for the board to review and set for hearing.

8. **Norris Sketch Application:** Peter Norris provided to the board a sketch application to be reviewed for completeness.

The Board ran the checklist. This application re-opens an existing subdivision (subdivision number to be confirmed), and the PUD. Once missing information is provided, the hearing will be set.

## **Adjournment**

9. Philip Russell moved to adjourn at 9:55pm, Chris Acker seconded this motion. Motion carried with a vote of 5-0-0.

Respectfully Submitted,  
Miranda Boe  
**Recording Secretary**