

# Town of Monkton Development Review Board

Meeting Minutes  
July 24, 2018 7:30pm @ Monkton Town Hall

## DRAFT MINUTES

John Winsor called the meeting to order at 7:31 pm.

**Members in Attendance:** Betsy Brown, Scott Gordon, Phil Russell, John Winsor, Peter Close, Curtis Layn (arrived 7:40).

**Members Absent:** Chris Acker

**Others Present:**

**Minutes:** The Board reviewed the minutes of July 10, 2018. Peter Close made a motion to approve the minutes as amended. Scott Gordon seconded. Motion passed by a 4-0-1 (Phil Russell abstain).

**New Business:**

David & Robin Huizenga:

The Board reviewed the Preliminary Plat Application for Robin & David Huizenga for completedness. The Board found that the applicant needs to submit the following:

- plat
- deed description of existing parcel
- revise plan and draft deed language to notate the proposed access
- proof of notification of abutting landowners (once hearing is set....need to bring to first hearing)
- add parcel address to plan
- Survey of the property to be subdivided depicting subdivision boundaries, boundaries of contiguous properties, and names of all abutting landowners. (Section B 3 of the Preliminary Plat Application checklist)
- revise plan to notate zoning district that subject parcel is in.
- revise plan to notate total acreage and number of lots proposed.
- revise site plan and plat to notate existing and proposed location of utilities (telephone, electric, etc).
- include name, address and phone number on the plan and/or application.
- include property identification number(s) from latest tax records on plan.
- need addresses of abutting landowners
- plan should have seal of licensed land surveyor or professional architect/engineer
- need boundary angles on plan

The Board feels that there is too much missing from the application, namely the preliminary plat and all associated information, to set a hearing.

Broadview Estates, LLC:

The Board reviewed the Final Plat Application of Broadview Estates, LLC for completedness.

Regarding the cemetery, the deed description for lots 12, 13 & 14 should reference 18 VSA 5322 regarding cemetery access.

-the applicant needs to show proof of application to VT DEC for Water Supply & Wastewater Disposal

Permit.

-the applicant needs to show proof of application to VT DEC for discharge of stormwater, or proof that it is not needed.

-show confirmation that Charlotte's Way was approved by the 911 coordinator

-note showing 18' width of road should say Charlotte's Way (not Hidden Meadow Lane)

Scott Gordon made a motion to set a public hearing for Final Plat Application #2017-14-MAJ for Tuesday, August 14<sup>th</sup> at 8:00pm. Betsy Brown seconded. All voted in favor, hearing is set for Tuesday, August 14<sup>th</sup> at 8:00pm.

**Old Business:**

none.

**Adjournment:**

Betsy Brown made a motion to adjourn. Curtis Layn seconded. All voted in favor. Meeting was adjourned at 9:28pm.