

**Town of Monkton  
Development Review Board  
DRAFT MEETING MINUTES  
Tuesday, January 12<sup>th</sup>, 2021 7:30pm**

Regular Meeting via Zoom/Phone

**Board Members Present:** Scott Gordon (Chair), Betsy Brown (Clerk), Jaime Schulte, Phil Russell

**Board Members Absent:** Curtis Layn (Vice-Chair), Charlie Johnston, Chris Acker

**Others Present:** None

S. Gordon called the meeting to order at 7:35pm.

Review of meeting minutes was postponed. There was no public comment.

The board considered clarified wording for Section 356.B of the Unified Planning Document, as requested of us by the Planning Commission:

*“The recommended addition is in capital in the following sentence. The DRB may adjourn the hearing from time to time to PROVIDE TIME FOR ADDITIONAL INFORMATION TO BE PRESENTED OR REVIEWED: provided, however that the date and place of the adjourned hearing announced at the hearing.*

*Before we consider this change, the MPC wanted to ask if this clarification is helpful to either you or the community or if it places limits that don't work for the DRB about the circumstances when they can adjourn.”*

The board discussed and this language seems to work. We did have suggestions. P. Russell noted the word “additional” may not be needed. S. Gordon mentioned that adjourning a hearing to conduct a site visit is a common scenario, which might fall under gathering additional information. J. Schulte suggested the wording could be “provide additional time for information to be presented, reviewed, or gathered”. J. Schulte also questioned whether a hearing is actually “adjourned” or rather is “continued”. “Adjourn” may be from VT statute and correct, however.

The board discussed the Clerk role. B. Brown is not able to continue in the role for much longer. During busy periods it can take an experienced Clerk up to 5 hours per week to manage paperwork. There was mention of needing a town repository for electronic documents to assist in the DRB’s work, particularly now that we require electronic copies of applications and related materials. This is an issue for other committees as well and is something the Selectboard is working on. There is a possibility of bringing in someone to do the Clerk role on behalf of the DRB. B. Brown is working with the Zoning Administrator on who might be interested.

P. Russell moved to adjourn. S. Gordon seconded. All were in favor (4-0-0). Meeting adjourned at 7:56pm.

**Respectfully submitted,**

**Betsy Brown  
DRB Clerk**