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Monkton Development Review Board
Meeting Minutes
Monkton Town Hall & via Zoom
September 25th, 2023
(Approved: October 23rd, 2023)

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<u>Attendance:</u>

<u>DRB Members Present</u>: Curtis Layn, Scott Gordon, Jaime Schulte, Chris Acker, Stephen Pilcher
<u>DRB Members Absent</u>: Philip Russell, Mark Boltz-Robinson, Vicky Stern (alternate)
<u>Others in Attendance</u>: None

The meeting was called to order at 7:37pm by C. Layn.

Regular Business
1. Review Agenda
2. Review Meeting Minutes
   a. **S. Pilcher moved to approve the minutes of September 11th, 2023. J. Schulte seconded.** There was no further discussion. **So voted (4-0-1)**, with C. Acker abstaining.
3. Questions and Comments from the Public Not Related to Agenda

Old Business

New Business
4. Steven True has been hired as the new Zoning Administrator, starting in October.
5. Stephen added an item to propose swapping days of the week with the Selectboard. First meeting of November, which would be swapping the 13th for the 14th. Scott wouldn't be able to do that until March, so we will revisit closer to March.
6. Review application checklists for any updates that might be needed due to recent Unified Planning Document changes.
   a. Reviewed Subdivision Application
      i. Sketch Plan in the UPD matches the application.
      ii. Preliminary Plat needs to include the digital copy of all necessary materials.
      iii. Preliminary Plat and Site Plan application checklists are somewhat redundant.
      iv. There are two versions of the performance standards in the UPD.
      v. Need to refer more directly to driveway standards in the required drawings.
      vi. Need to continue to review and update the application and instructions.

Adjournment: C. Acker moved to adjourn the meeting at 9:23pm. So Voted (5-0-0).