

Glastonbury Landowners Association | Project Review Committee

Tuesday – February 25, 2025 – 7:00 PM

[Join Via Zoom](#) or Dial-In

1. Call to Order (7:06 PM) by Doug Gill

Committee Members Present Virtually: Douglas Gill (President), Tim Brockett (Vice President), Steve Anderson, and Tyson Wright.

Board member present - Claudette Dirkers (Treasurer)

Committee members absent – Landowners John Carp, Alicia Dearing, and Phillip Pickens.

Landowners Present Virtually - Miriam Barker and Byron Kassing.

1a. All the applications were carefully checked by the Treasurer, Claudette Dirkers, to ensure that the applicants were in good standing. Tim Brockett checked to make sure the correct forms were filed. Then he created invoices with Parcel Manager. The invoices were reviewed by Claudette and when fully paid, recorded by ATS. It was noted that all forms were supplied, applicants were in good standing and all fees were paid in full.

2. Buice SG 85 Subdivision

Byron Kassing answered questions as the agent for the owners of Parcel SG-85, Margaret and Isham Buice. Inquiries included electrical access, eventual house, well and driveway placement, SB 300, and property survey markers. The parcel qualified under SB 300 because longstanding ownership preceded adoption of the Master Plan in February of 2007 and the Buice's filed the appropriate notices with Park County and the GLA.

Motion: Tim presented a motion, seconded by Tyson, that the Project Review Committee (PRC) approve the Buice project and move it to the Board for approval. Approved unanimously. Unfortunately, due to the absence of a PRC chair, our first Project Review meeting was delayed. It was agreed that voting on this application would be expedited via email.

3. Kremer SG 18-A2 Subdivision

The Kremers were not present. Questions arose about a box checked for a well on their application. It was determined that the checked box was an error since they did not include any associated fees or applications. The Kremers also specified in their email that this was simply a Family Conveyance subdivision. Committee members confirmed that these parcels had existing wells. A question arose regarding how one of the wells appeared too close to a boundary line. The committee assumed that a previous board approved the well in question.

Motion: Tim made a motion to approve the Kremer Family Conveyance Subdivision application and forwarded it to the GLA Board for approval. Steve seconded. Motion carried unanimously. The PRC specified that the approval did not include the mistakenly checked box.

4. Phalen NG-70 Well Drilling

In 2023, Tim and Paula Phalen filed an application for a driveway that was approved and constructed. They would now like to drill a well. It was noted that three (3) feet of snow currently blankets their parcel, preventing both easy access and location staking. Their driveway application showed a 38-acre parcel with a house site in the center. The committee agreed that Phalen's well application could be conditionally approved once the snow melts and they notify the GLA Board that the location is staked.

and provide the necessary plat map. Project Review Committee members will subsequently check the staked location and verify that it accords with our Governing Documents.

Motion: Tim made a motion to approve the Phalen Well Application with the condition that they must provide a site map and have the location staked. The motion recommends that the Board approve the project with the above condition. Seconded Tyson. Approved unanimously.

5. General Discussion

A general discussion ensued about Project Review Committee affairs. A committee member stated that Project Review fees are not keeping up with increased road maintenance costs and that since 2014, the rates have remained unchanged. A suggestion was made that the PR Impact Fee could be combined with the mileage fee to produce charges that are more in line with road deterioration caused by heavy equipment traffic during construction endeavors. Doug and Tim agreed to work on that.

Claudette asked about the status of projects that were underway last fall. For instance, had several residences under construction reached the dried-in stage so that appropriate dwelling assessments could be charged? Had landowners with outstanding permits submitted all of them to the PRC? She requested that previous PRC members send their 2024 spreadsheets to assist in processing a backlog of incomplete final approval documentation upon which Construction Bond refunds are contingent. Doug stated that, "We have a lot of housekeeping to do," and thanked her for raising the excellent points.

Discussion ensued regarding the Official Board Approval Project Form that Glastonbury Landowners receive from the PRC once preliminary criteria are satisfied. Recently, an outdated version of this form was converted into a more convenient fillable PDF by Tim and Claudette. The Board of Directors will receive it shortly.

Doug adjourned the meeting at 8:00 PM.

Minutes Taken by: Tim Brockett and edited by Claudette Dirkers.

Minutes Approved by email vote: February __, 2025