

Town of Underhill
Development Review Board Minutes
Chairperson Charles Van Winkle

May 6, 2013

Board Members Present:

Charles Van Winkle, Chair
Penny Miller
Will Towle
Matt Chapek
Shanie Bartlett
Karen McKnight

Staff/Municipal Representatives Present:

Kari Papelbon, Zoning & Planning Administrator

6:00 PM: DRB convenes at the Town Hall for a Work Session. General discussion ensues.

6:15 PM: Board Member Penny Miller suggests a potential future site visit at 647 Poker Hill Road for educational purposes.

The Board briefly continues the deliberative session discussion on the Richardson/CCMA (PA005) application. ZA/PA Papelbon will recirculate the draft decision via email tomorrow incorporating comments.

6:30 PM: The Board discussed electing officers. By unanimous vote, Karen McKnight is elected Clerk. The Board will verify her willingness to serve as Clerk upon her arrival. Board Member Matt Chapek made a motion, seconded by Board Member Will Towle, to nominate and elect Charles Van Winkle as Chair. Chair Van Winkle indicated his willingness to serve as Chair for another year. The motion was passed by all Board Members present. Board Member Matt Chapek made a motion, seconded by Board Member Penny Miller, to nominate and elect Will Towle as Vice Chair. Board Member Towle indicated his willingness to serve as Vice Chair. The motion was passed by all Board Members present.

6:38 PM: Discussion of draft updates to the Rules of Procedure.

- Will provided recommended changes to Section X on page 7, Section XII on page 9, and page 13.

- Charlie recommended changing testimony limits from 3 minutes to 5 minutes. He also suggested the DRB and Selectboard consider reducing the number of Members from 7 to 5 if no applications are received for open positions.

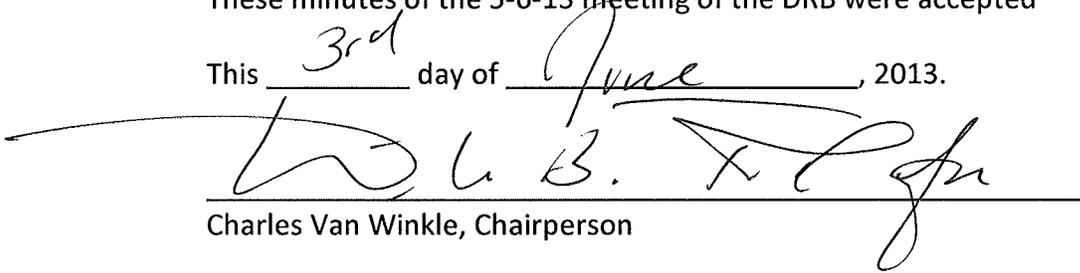
7:05 PM: The Board briefly discussed meeting with the Planning Commission and Selectboard every year after Town Meeting. Potential topics to discuss are the intent of sections of the regulations, planning for the Flats, frontage, education of the Town Plan.

7:20 PM: Informational site visits at Wheeler Road, Piney Grove Lane, and 221 River Road.

8:45 PM: Returned to the Town Hall and DRB Members departed. End of meeting.

These minutes of the 5-6-13 meeting of the DRB were accepted

This 3rd day of June, 2013.



Charles Van Winkle, Chairperson

These minutes are subject to correction by the Underhill Development Review Board. Changes, if any, will be recorded in the minutes of the meeting of the DRB.