

DRB Meeting Minutes
March 17, 2014

**Town of Underhill
Development Review Board Minutes
March 17, 2014**

Board Members Present:

Charles Van Winkle, Chairperson
Mark Hamelin
Matt Chapek
Karen McKnight
Penny Miller
Will Towle

Staff/ Municipal Representatives Present:

Sarah McShane, Zoning & Planning Administrator

Others Present:

Jim Gilmartin

The Development Review Board Meeting was called to order at 6:30 PM at the Underhill Town Hall.

1st Agenda Item- Discussion of Bouffard Final Decision

- Chair Van Winkle briefly summarized the key points of the Bouffard subdivision. DRB members reviewed the draft and voted to approve the decision. Chair Van Winkle signed the decision. S. McShane will send a copy to the applicants and consultants.

2nd Agenda Item- Review of February 3rd and 24th DRB Minutes

- Chair Van Winkle recommended removing the list of exhibits in the minutes since they are listed in the decision. This will become the process for future documentation of hearings.
- W.Towle recommended identifying the consultants and attorneys by name and title.
- S. McShane will make the corrections and have draft minutes ready for the next DRB meeting.

3rd Agenda Item- Meet prospective DRB member Jim Gilmartin

- Mr. Gilmartin is in attendance tonight to understand the role and function of the DRB. Mr. Gilmartin is interested in serving on the board. Board members introduced themselves to prospective Board member Jim Gilmartin.
- At the request of the DRB, S.McShane will work with the Town Administrator to recommend that the Selectboard appoint Mr. Gilmartin to the Board.

4th Agenda Item-Allendorf Appeal Deliberation

- DRB members excused S. McShane and Jim Gilmartin at 8:00 PM.
- DRB members entered executive session at 8:01 PM to discuss DRB 13-13 (Allendorf Appeal). DRB members exited executive session at 9:10 p.m. Deliberation to continue.

Meeting adjourned at 9:25 p.m.

The next DRB Meeting will be held on April 7th at 6:30 PM. A site visit is scheduled for 6:00 PM at 41 Sam Ward Road prior to the DRB hearing.

Respectfully submitted by:
Sarah McShane, PZA
Karen McKnight, DRB Clerk

These minutes of the 03-17-14 meeting of the DRB were accepted:
This 7 day of APRIL, 2014.



Charles Van Winkle, Chairperson, DRB