

**Town of Underhill
Development Review Board Minutes
July 7, 2014**

Board Members Present:

Charles Van Winkle, Chairperson
Penny Miller
Mark Hamelin
Matt Chapek
Shanie Bartlett
Jim Gilmartin
Karen McKnight

Staff/ Municipal Representatives Present:

Sarah McShane, PZA

Others Present:

Darah Zurit (Applicant)
Michael Moore (Applicant)

- Chairperson Van Winkle called the meeting to order at 6:30 PM.
- Chairperson Van Winkle asked for public comment. No public comments were provided.

6:35 PM- 74 Cloverdale Road- Cont. Moore Final Subdivision Review for a 2 Lot subdivision

- Chairperson Van Winkle began the hearing by explaining the procedure for final subdivision review, which comes under the 2012 Unified Land Use and Development Regulations and the definition of an interested party. This is a continued hearing from 6/16/14.
- The following items were entered into the record; letter from Chittenden East Supervisory Union (6/19/14); setback waiver request from the Applicant; letter from DRB to Selectboard (6/17/14); field notes from Road Foreman- Nate Sullivan (dated 6/30/14); revised subdivision plan from Earthbound Services (last revision 7/1/14); draft DRB minutes from (6/16/14); and a copy of the State Wetlands permit application (7/6/14).
- Darah Zurit, Applicant, provided an overview. She stated that the subdivision plan had been updated to include a 60' ROW, the building envelope for Lot 1 was revised to meet riparian setback requirements, the legend was updated to include wetlands and wetland buffer, and a culvert was upsized from 12" to 18". She also stated that they are requesting setback waivers for the existing structures on Lot A and the existing garage on Lot 1.
- Board member Penny Miller stated that the request for waivers should include the actual measurement of the requested setback waiver.
- Chairperson Van Winkle stated that the biggest issue is traffic concerns and access. He stated that the Applicants need to provide evidence that they have the right to travel over Cloverdale Road to access their property.
- Sarah McShane, PZA, stated that the Selectboard referred the Board's request regarding Cloverdale Road improvements to the Planning Commission.
- Chairperson Van Winkle stated that the subdivision plan needs to show geometric conformance with the regulations. He also stated that the plan needs to include a turn-around at the end of Cloverdale Road that meets the requirements of the Road Policy. The Board will need to determine where road improvements are needed.
- Board members reviewed the field notes provided by Road Foreman, Nate Sullivan.
- Board member Mark Hamelin stated that the frontage on Lot 1 should be 250'.

- Board member Penny Miller asked if the driveway had been revised for Lot 2.
- Darah Zurit, Applicant, stated that the driveway had not been revised on the subdivision plan, however the location is a close estimate.
- Board member Mark Hamelin stated that the subdivision plan indicates that the driveway for Lot 2 is 10% grade.
- Chairperson Van Winkle stated that there are two issues: 1) The Applicant needs to demonstrate lot conformance and include a turn-around on the revised subdivision plan; 2) The Board needs to determine whether or not they need additional information regarding Cloverdale Road. The driveways on the subdivision plan also need to be engineered and indicate grade.
- Board member Penny Miller inquired about the guard rails on the bridge.
- Darah Zurit, Applicant, stated that the bridge is located directly off from Route 15.
- Michael Moore, Applicant, stated that the bridge currently has blocks on the sides to prevent tires from going off the side.
- Michael Moore, Applicant, asked what the board will accept in terms of road improvements.
- Chairperson Van Winkle stated that the Board tends to listen to the Road Foreman. The Board's decision is based on the submitted evidence.
- Board member Penny Miller recapped the outstanding requirements; the subdivision plan needs to be updated to indicate the slope of the driveways and the turn-around, as well as a list of waivers that includes the requested waiver (i.e. 10'). She stated that she felt comfortable requiring road improvements be made from the property boundary rather than the entire length of Cloverdale Road.
- Chairperson Van Winkle stated that obtaining an Access Permit and a State Wetlands Permit will be a condition of approval and will be required prior to receiving a building permit.
- Board member Mark Hamelin suggested for the Applicants to request that the engineer locate the turn-around outside of the wetlands to avoid additional wetlands intrusions.
- Board members reviewed the requirements of the Y turn-around as indicated in the Road Policy.
- Board members and Applicants agreed to continue the hearing to July 21, 2014 at 6:30 PM. Applicants will be required to provide updated subdivision plan by July 17th.
- Board member Penny Miller made motion, seconded by Matt Chapek, to continue the hearing to Monday July 21, 2014 at 6:30 PM. The motion passed by all Board members present.
- The hearing concluded for the evening at 8:15 PM.

Other Business

- Board members discussed scheduling August DRB hearings. Members indicated that they would be available for an August 4th hearing and recommended to schedule a site visit for the Home Business application.
- Board member Penny Miller suggested discussing updates to the Open Meeting Law at a future meeting.
- Board members reviewed the minutes from the June 2 & 16th DRB meetings. Chairperson Van Winkle suggested removing the list of exhibits from future minutes since they are listed in the decision. Board member Penny Miller made a motion, seconded by Jim Gilmartin to approve the minutes from the June 2 & 16 DRB meetings. The motion passed.
- Meeting adjourned at 8:25 PM. The next DRB meeting will be Monday July 21st at 6:30 PM.

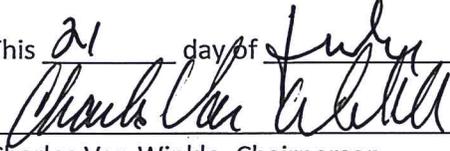
Submitted by:

DRB Meeting Minutes
July 7, 2014

Sarah McShane, PZA

These minutes of the 7-7-2014 meeting of the DRB were accepted

This 21 day of July, 2014.



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.

