

UNDERHILL DEVELOPMENT REVIEW BOARD

Monday, February 26, 2024 @ 6:30 PM
REGULARLY SCHEDULED MEETING
Minutes (Draft)

BOARD MEMBERS PRESENT:

Charlie Van Winkle, Chair
Brian Bertsch, Vice Chair
Matt Chapek
Karen McKnight
Shanie Bartlett

OTHERS PRESENT:

Applicant, John Butler
Tristan Butler
J. William Butler
Interim Zoning Administrator, Brad Holden

BOARD MEMBERS ABSENT:

Mark Green
Meg Armstrong
Dan Lee

6:30 PM – 2/26/2024 DRB Public Meeting

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- [6:30] Chair Charlie Van Winkle called the meeting to order. No amendments to the agenda were made.

6:30 PM –Final Subdivision Review

621 & 625 Irish Settlement Road (IS621 & IS665), Underhill, VT Docket #: DRB-23-07

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- [6:30] Chair Van Winkle said this is a final subdivision review on the application by John Butler for a proposed 3-lot subdivision at 621 and 625 Irish Settlement Road. The application is subject to review under the 2011 Unified Land Use and Development Regulations as amended March 6, 2018 and the 2015 Road, Driveway and Trail Ordinance as amended December 18, 2018. It was classified as a minor subdivision during the preliminary subdivision review on November 20, 2023. Chair Van Winkle reviewed procedures to be following during the hearing. No state or municipal representatives acting under their official capacity were present other than Town Administrator and Interim Zoning Administrator Brad Holden. Chair Van Winkle stated that only those interested persons who have participated in a DRB proceeding may appeal a DRB decision to the Environmental Division of the Superior Court. Those who planned to testify were sworn in. No conflicts of interest or ex parte communications on the part of board members were identified. Chair Van Winkle entered into the record the information packet sent out by the Planning and Zoning Administrator prior to the hearing, listed as Exhibits A through G.
- [6:33] Tristan Butler said the applicants are looking to create 3 lots on John Butler’s property as shown on the plat map that was submitted. Interim Zoning Administrator Holden said the lot acreages have changed a little from what the DRB previously approved. The southeasterly line of Lot 2 has been moved over to the west by 62.5 ft. Board member Bartlett asked why it was moved. Tristan Butler said the applicants put stakes where they wanted the boundary to be, a surveyor recorded the location and the line on the map was adjusted accordingly.
- [6:36] Board member Chapek asked about the note saying that lands of J. William Butler are to be combined with proposed Lot 3. J. William Butler said he will buy land from the river up and make it one taxable lot. IZA Holden said Lot 3 will be a separate lot that could be sold separately.

It is not a boundary line adjustment. It will be merged for taxation purposes. The note is saying that the surveyor did not survey the existing acreage of J. William Butler.

[6:38] Board member McKnight moved to close the evidentiary portion of the hearing, board member Bertsch seconded and the motion was passed unanimously.

Board member Chapek moved to approve the final subdivision application for the Butler 3-lot subdivision, board member Bartlett seconded and the motion was passed unanimously.

[6:39] The board reviewed the decision drafted by board member McKnight and discussed revisions to be made to it. It was agreed that IZA Holden and board member McKnight will continue to work on revisions after the hearing.

6:54 PM – Adjourn

[6:54] Board member Bartlett moved to adjourn, board member Bertsch seconded and the motion was passed unanimously.

Respectfully Submitted by:
Donna Griffiths

These minutes of the February 26, 2024 meeting of the DRB were approved at the _____ Underhill Development Review Board meeting and are accepted this _____ day of _____, 2024.

Charlie Van Winkle, Development Review Board Chair

NOTE: These minutes are an abbreviation of the topics discussed during the hearing. For more detail, a video of the meeting is available at <https://www.youtube.com/watch?v=VCjXnOmsASE&list=PLm9TqJr7n7xePmrmx4P1AwYbnxYkYrXNx>