

**Town of Underhill
Development Review Board Minutes
January 6, 2014**

Board Members Present:

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

Staff/ Municipal Representatives Present:

Brian Bigelow

Applicant(s) Present:

Craig and Margaret Armstrong
41 Sam Ward Road
Underhill, VT 05489

Others Present:

None

Contents Documentation:

1. Property Code: SW041T Application for Subdivision: Sketch Plan
 2. Copy of Subdivision Checklist: Sketch Plan
 3. Copy of Tax Map for SW041T
 4. Copy of hand drawing sketch depicting proposed subdivision, undated and not to scale
 5. Brief property description dated (unknown) provided by applicant
 6. Staff Report for DRB-13-14, Armstrong 2-lot Subdivision, 41 Sam Ward Road (SW041T)
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- Chairperson Van Winkle began the meeting by explaining the procedure for the sketch plan meeting, which comes under the 2012 Unified Land Use and Development Regulations. He explained the sketch plan review process as defined in the Unified Land Use regulations.
 - Craig and Meg Armstrong, the applicants, provided an overview of the proposal which includes creating a 15+-acre parcel on the southwesterly side of the land within the town of Underhill with the existing home. The plan is to sell the 15+ acre parcel with the existing house. The intent is move to the barn after creating living space within the existing barn. Justin Willis has been hired to provide a site plan for the septic system and water well locations.
 - The Armstrong's have provided a survey for Lot#1. They request a waiver from surveying the entire property of approximately 94 to 111 acres.
 - Discussion of waiver from surveying the entire property was discussed. The survey requirement can be waived when both parcels clearly meet acreage and setback requirements.
 - Chairperson Van Winkle explained that the subdivision process must be classified as either major or minor. Due to the nature of the subdivision it will be classified as minor.
 - The classification of the subdivision determines whether the applicant can waive the preliminary hearing and go directly to the final hearing. Pros and cons of going directly to the final were discussed. The Armstrong's preference is to merge the preliminary and final review. The Boards consensus was that a combined preliminary and final review was appropriate.

- Discussion of sketch plan included the road frontage requirement, the location of driveway and right of way and necessary documents for the final.
 - Structures on the original Lot and the proposed Lot #1 are in the Rural Residential zoning district. They meet the minimum lot size for both Rural Residential (3 acres) and Soil & Water Conservation (15 acres).
 - The proposed setbacks appear to meet the 50' requirement and the 250' requirement for frontage.
 - In regard to the road and shared driveway, right of way and road width specifications are recommended to be written into the purchase (of Lot#1) agreement.
 - In regard to septic systems, Underhill falls under the state regulations. The applicant will therefore need to acquire the state waste water permit.
 - A letter from the school district is required.
 - The Armstrong's will need a building permit for modifications to the barn.

- Chairperson Van Winkle asked whether the board would like to discuss the application in open or closed session. The board indicated that they would discuss the application in Open Session.

- Chairperson Van Winkle asked whether the board would like to classify the application as a major or minor subdivision. The subdivision will be classified as minor.

- Chairperson Van Winkle asked for a motion. Board member Hamlin recommended accepting the sketch plan application. Board member Towle seconded. All board members present voted to accept the sketch plan (5-0).

- Chairperson Van Winkle explained the next steps in the process. The Town Administrator and new ZBD will work together to help the Armstrong's prepare for the final review hearing. A site visit will be scheduled.

- Hearing concluded at 7:40.

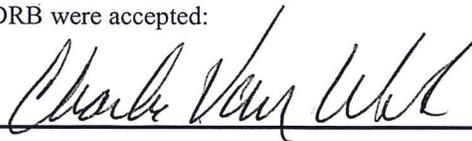
Other DRB Issues:

- Rules of Procedure. The 12/16/13 revisions were reviewed. Minor edits will be made to the document.
- ZA/PA position has been filled.
- Decision for DRB – 12-04 Maheux (PH038) for Preliminary Approval for Subdivision was reviewed and signed by the Chair.
- Adjournment: Motion to adjourn made by Chairperson Van Winkle. Board member Chapek seconded. All board members present voted to adjourn.
- Meeting adjourned at 8:20.

Respectfully Submitted by:
 Karen B. McKnight, Secretary, DRB

These minutes of the 1-06-14 meeting of the DRB were accepted:

This 3 day of FEB, 2014.



Charles Van Winkle, Chairperson, DRB