

**Town of Underhill
Development Review Board Minutes
June 1, 2020**

BOARD MEMBERS PRESENT:

Charles Van Winkle, Chair*
Stacey Turkos, Vice Chair*
Matt Chapek*
Mark Green*
Karen McKnight*
Penny Miller*

Daniel Lee*

STAFF/MUNICIPAL REPRESENTATIVES PRESENT:

Andrew Strniste, Zoning Administrator*

OTHERS PRESENT:

None

*Attended the meeting via the Go-To-Meeting Platform

RECORDING:

This meeting was digitally recorded, and can be found at the following website:

<https://archive.org/details/underhill-drb-06012020>

6:35 PM – 04/06/2020 DRB Public Meeting

- Members of the Board convened on the Go-To-Meeting platform around 6:25 PM.
- [6:42] Chair Van Winkle commenced with the evening’s meeting, starting by explaining the meeting was being held remotely in response to the COVID-19 pandemic and in accordance with Vermont state law. No adjustments to the agenda were made. No general public were in attendance to provide general public comment.

**6:43 PM – Diffenderffer Continued Conditional Use Review
15 Pleasant Valley Road (PV015), Underhill, Vermont**

Docket #: DRB-19-12

- [6:43] Prior to conducting the hearing, Vice Chair S. Turkos inquired about the decision crafting procedures.
- [6:46] Staff Member Strniste informed the Board that an administrative error had occurred, and that the warning had not been warned in the *Burlington Free Press*. He advised that he had inquired with the Town’s attorney on how to correct error. The hearing will be warned for the date that the Board was anticipated to continue the evenings “hearing,” and notices will be redistributed. At the next hearing, the procedural history will be provided, as well as resubmitting the evidence into the record.
- [6:48] The Board discussed the current status of the application and what changes had been made since the Board’s last meeting – specifically the proposed accommodation of all 27 parking spaces on the property, which will include parking in front of the structure.
- [7:06] The Board discussed Monday, August 3, 2020 as the possible date to “continue” the “hearing” too. Further discussion ensued about parking in front of the building along Pleasant Valley Road and the positive and negative implications of the proposal. Vice Chair S. Turkos made a motion to continue the hearing to Monday, August 3, 2020 @ 6:35 PM. The motion was seconded by Board Member McKnight and approved unanimously.

7:20 PM – Other Business

- [7:20] Vice Chair S. Turkos made a motion to approve the minutes of May 4, 2020. The

- motion was seconded by Board Member Lee and approved unanimously.
- [6:44] The Board review the upcoming schedule:
 - July 6, 2020: Tijan (WS026) Subdivision Amendment and Potvin (MO145) Preliminary & Final Subdivision Review.
 - July 20, 2020: Brewer (VT413) Conditional Use Review and Fuller (ST097) Conditional Use Review.
 - August 3, 2020: Diffenderffer (PV015) Conditional Use Review.
 - Site visits for the Tijan and Potvin applications will be held at 9:00 AM and 9:30 AM, respectively, on Saturday, June 27, 2020.
 - [7:54] Vice Chair S. Turkos made a motion to adjourn the evening's meeting. The motion was seconded by Board Member McKnight. The motion to adjourn was unanimously approved.
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Submitted by:
Andrew Strniste, Planning Director & Zoning Administrator

These minutes of the 06/01/2020 meeting of the DRB were accepted
this _____ day of _____, 2020.

Charles Van Winkle, Development Review Board Chair

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