

Town of Underhill
Development Review Board Minutes
April 7, 2014

Board Members Present:

Charles Van Winkle, Chairperson
Mark Hamelin
Matt Chapek
Karen McKnight
Penny Miller
Will Towle
Jim Gilmartin
Shanie Bartlett (Alternate)

Applicant(s) Present:

Craig Armstrong
Meg Armstrong

Staff/ Municipal Representatives Present:

Sarah McShane, Zoning & Planning Administrator

Armstrong Site Visit (6:00 pm):

- DRB members met at 41 Sam Ward Road (Craig & Meg Armstrong) at 6:00 pm for a site visit.

Armstrong Final Subdivision (6:55 pm):

- DRB members and the applicants reconvened at Town Hall at approximately 6:50 pm.
- Chairperson Van Winkle began the meeting by explaining the procedure for the public hearing which comes under the 2012 Unified Land Use and Development Regulations. Chairperson Van Winkle reviewed the definition of interested party.
- Chairperson Van Winkle asked the Board if they had any conflict of interest or ex parte communication. Board members did not report any ex parte communications or conflict of interest.
- DRB members reviewed the applicant information packet provided by the Zoning Administrator. These exhibits are available in the Armstrong Subdivision File (SW041T) (DRB-13-14) at the Underhill Zoning & Planning Office.
- S.McShane reported that the Underhill-Jericho Fire Department had submitted a letter indicating they could service the proposed subdivision.
- The applicants provided a brief overview of the proposed subdivision.
- Discussion ensued regarding the property boundaries along Sam Ward Road.
- Chairperson Van Winkle recommended that the engineering drawings be recorded in the Land Records with the survey.
- Members discussed the 30' ROW easement. Chairperson Van Winkle stated that the 30' ROW easement does not approve additional future development, however it can stay on the recorded plat.
- Chairperson Van Winkle asked the Board members if they had enough information to make a decision. Board members indicated that they had enough information to make a decision.
- M.Hamelin made a motion to close the evidentiary portion of the hearing and continue in open session. M.Chapek seconded the motion. The Board unanimously approved to close the evidentiary portion of the hearing and continue in open session.
- Chairperson Van Winkle asked for further discussion. Board members had no further comments.
- M.Hamelin made a motion to approve the final subdivision application for Craig & Meg Armstrong at 41 Sam Ward Road. P.Miller seconded the motion. The Board unanimously approved the final subdivision application.

- Chairperson Van Winkle stated that the Board will issue a written decision within 45 days with standard conditions including filing the Mylar within 180 days, as well as recording the wastewater permit and engineering drawings.
- The hearing concluded at 7:24 pm.

Old Business/Document Review: (7:25 pm)

- Board members reviewed the minutes from the February 3, 2014 DRB meeting. Chairperson Van Winkle stated that on February 3rd the Board began the Allendorf appeal and reviewed the Grab final subdivision application.
- K.McKnight made a motion to accept the minutes from February 3, 2014 as submitted. M.Chapek seconded the motion. The board unanimously approved the minutes.
- Board members reviewed the minutes from the February 24, 2014 DRB meeting. Chairperson Van Winkle stated that on February 24th the Board concluded the evidentiary portion of the Allendorf appeal and reviewed the final subdivision application for RMB Construction/Bouffard/Spence, as well as the Sketch Plan Review for M.Moore (CD074).
- M.Chapek made a motion to accept the minutes from February 24, 2014 as submitted. S.Bartlett seconded the motion. The board unanimously approved the minutes.
- Board members reviewed the minutes from the March 10, 2014 DRB meeting. Chairperson Van Winkle stated that on March 10th the Board met in executive session to deliberate on the Allendorf appeal.
- K.McKnight made a motion to accept the minutes from March 10, 2014 as submitted. M.Chapek seconded the motion. The board unanimously approved the minutes.
- Board members reviewed the minutes from the March 17, 2014 DRB meeting. Chairperson Van Winkle stated that on March 17th the Board met with prospective Board member Jim Gilmartin and continued deliberation on the Allendorf appeal in closed session.
- P.Miller made a motion to accept the minutes from March 17, 2014 as submitted. K.McKnight seconded the motion. The board unanimously approved the minutes.
- Board members elected officers. M.Chapek made a motion to elect C.Van Winkle as Chair, W.Towle as Vice-Chair, and P.Miller and S.Bartlett as Co-Clerks. J.Gilmartin seconded the motion. The Board unanimously approved the motion.
- Board members discussed the Rules of Procedure. The Board decided to review the Rules of Procedure as written on January 6, 2014 at the next meeting.
- S.McShane stated she has not scheduled any applicants for the next meeting. Board members decided to cancel the April 21st meeting.

Allendorf Appeal:

- At 7:49 pm M.Chapek made a motion to immerge from deliberative session. M.Hamelin seconded the motion. Board members unanimously approved the motion.
- P.Miller made a motion to approve the Certificate of Compliance CC # 13-01 issued on November 25, 2013. S.Bartlett seconded the motion.
- Chair Van Winkle asked for further discussion.
- Upon vote, the Board denied the Certificate of Compliance CC# 13-01 (1 in favor [S. Bartlett], 6 opposed [C. Van Winkle, K. McKnight, M. Hamelin, M. Chapek, P. Miller, W. Towle], 1 abstained [J.Gilmartin]).
- S.McShane will mail the written decision to the appellant and appeal participants.
- P.Miller made a motion to enter executive session at 7:55 pm. S. Bartlett seconded. The Board unanimously approved the motion.

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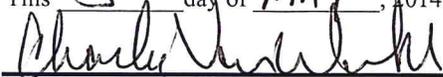
- W.Towle made a motion at 8:30 pm to exit executive session and adjourn the meeting. S.Bartlett seconded the motion. The board unanimously approved the motion.

The meeting adjourned at 8:30 pm. The next DRB meeting will be May 5th.

Respectfully submitted by:
Sarah McShane, PZA

These minutes of the 04-07-14 meeting of the DRB were accepted:

This 5 day of MAY, 2014.



Charles Van Winkle, Chairperson, DRB

