

**Town of Underhill
Development Review Board Minutes
August 18, 2014**

Board Members Present:

Charles Van Winkle, Chairperson
Will Towle
Penny Miller
Shanie Bartlett
Matt Chapek
Karen McKnight

Others Present:

Michael Moore (Applicant- 1st hearing)
Darah Zurit (Applicant- 1st hearing)
Roy Dunphey (Consultant- 2nd hearing)
Phil Jacobs (resident)

Staff/ Municipal Representatives Present:

Sarah McShane, PZA

6:30 PM- Public Hearings

- Chairperson Van Winkle called the meeting to order at 6:30 PM. No public comments were provided.
- Board members reviewed the meeting minutes from 7-21-2014 and 8-4-2014.
- Board member Will Towle suggested including both the name and address of those who provide public testimony.
- Board member Karen McKnight made a motion, seconded by Shanie Bartlett, to accept the minutes of the 7-21-2014 DRB meeting. The motion passed by all members present.
- Board member Will Towle made a motion, seconded by Penny Miller, to accept the minutes of the 8-4-2014 DRB meeting. The motion passed by all members present.

6:47 PM- 74 Cloverdale Road- Continued Final Review for a 2 Lot subdivision

- Chairperson Van Winkle began the meeting by reviewing the history of the application and the additional information that was provided by the Applicant.
- Board member Will Towle recused himself from the hearing.
- The Applicant provided an updated letter requesting waivers (dated 8/13/14); copy of the revised subdivision plat from Button Professional Land Surveyors, Job # UNDH0019 Plan Sheet 1 of 1 (last revision date 8/14/14); copy of the revised subdivision plan (Michael Moore, 74 Cloverdale Rd) from Button Professional Land Surveyors, Job # UNDH0019, Plan Sheet 1 of 2 (last revision date 8/14/14); and a copy of the email from Harry Schoppmann- Underhill Jericho Fire Department (dated 8-15-2014). PZA also provided draft minutes from 7/21/14 DRB Meeting and minutes from the 7/22/2014 Selectboard meeting.
- Chairperson Van Winkle reviewed the list of waivers.
- Board member Karen McKnight pointed out that the reference to Lot 1 in the third paragraph of the waiver letter should be changed to Lot A.
- Chairperson Van Winkle stated that since the 60' ROW is part of the subdivision plan that the waivers for Lot A are applicable.

- Applicant Darah Zurit explained the construction notes and stated the interior triangular portion of the Y turn-around will be filled.
- Board members discussed the above ground electrical vault indicated near the Y turn-around.
- Chairperson Van Winkle stated that drainage is an important issue and that all property owners will be responsible for the maintenance. The Applicant will be responsible for implementing all of the items drawn on the subdivision plan.
- Discussion ensued regarding the Y turn-around. Board members felt that the Y turn-around was not drawn correctly over Cloverdale Road.
- Chairperson Van Winkle suggested for the Board to take a brief recess in order to hear the next scheduled hearing.

7:18 PM- 419 Irish Settlement Road- Revisions to a previously approved subdivision

- Chairperson Van Winkle began the hearing by explaining the procedure for subdivision review which comes under the 2012 Unified Land Use and Development Regulations.
- Board member Will Towle recused himself from the hearing.
- Chairperson Van Winkle swore in all speakers and provided an overview of the process and definition of interested party.
- Chairperson Van Winkle entered exhibits A-Q into the record. PZA added a copy of the letter from the Underhill Jericho Fire Department that was submitted last year.
- Roy Dunphey, Consultant, began by providing an overview of the proposal. He stated that the Applicant is requesting re-approval of revisions to the building envelope and driveway. He also stated that the Mylar that was submitted did not meet the conditions of approval since it was not stamped by a licensed surveyor. He stated that he is working with the Selectboard to review revisions to the driveway.
- Members discussed access issues and the need for better communication with the Selectboard.
- Roy Dunphey requested that the DRB not condition the approval Mylar not to be stamped by a licensed surveyor.
- PZA Sarah McShane stated that there are wetlands indicated on the site plan and she was unsure what the appropriate buffer should be and that the proposed driveway is within 12 ft of the property boundary.
- Consultant Roy Dunphey requested that the DRB re-approve the old plan and for him to work with the Selectboard to review amendments to the driveway.
- Karen McKnight made a motion, seconded by Matt Chapek to extend the deadline to file the Mylar to October 31, 2014. The motion passed by all members present. (Will Towle recused himself from the hearing.)
- The Board will provide the Applicant a letter extending the approval and deadline.
- The hearing concluded at 7:40 PM.

7:40 PM- 74 Cloverdale Road- Continued final review for a 2 Lot subdivision

- Board members continued review of the subdivision application for 74 Cloverdale Road.
- Board member Penny Miller requested that the PZA provide a marked-up version of the subdivision plan indicating the location of driveways, roads, ROW, buffer areas, etc. for future hearings.
- Applicant Darah Zurit asked if there were any other items holding up the application.

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- Chairperson Van Winkle stated that the Board does not appear to have an objection with a 2-lot subdivision at the end of the road; however the Board needs to see a plan that is more detailed and clear. He suggested providing a more detailed plan for review.
- Board member Penny Miller asked if the Board should be concerned with the possibility of the Selectboard withholding an Access Permit.
- Darah Zurit expressed concern over the miscommunication between the Selectboard and the DRB.
- Chairperson Van Winkle asked Board members how they should advise the Applicant moving forward.
- Board members agreed that the subdivision plan needs to clearly show the improvements in relation to Cloverdale Road, perhaps at a more detailed scale. Board members also agreed that the Applicant should provide detailed engineered drawings with descriptions and locations of the improvements.
- Board member Penny Miller stated that the Board often communicates directly with the Engineer. It is more challenging for the Applicants who decide to represent themselves. She suggested for the Applicants to view recently approved plans to get an idea of the detail needed.
- Chairperson Van Winkle stated that the only leverage the Board has to make sure the improvements have been completed is withholding a building permit.
- Majority of the concerns are with civil engineering issues. Board members suggested for the Applicant to provide the detail sheets.
- Discussion continued regarding access permitting process and potential concerns.
- The hearing concluded at approximately 8:30 PM. Board members agreed to continue the hearing to September 15th at 7:00 PM.

8:30 PM Old Business

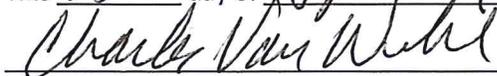
- The resident scheduled for a pre-application meeting left prior to meeting with Board members.
- Board members discussed the outstanding Butler application for a Home Industry on Irish Settlement Road and scheduling future applicants.
- The meeting adjourned at 9:00 PM.
- The next DRB meeting will be Monday September 15th.

Submitted by:

Sarah McShane, PZA

These minutes of the 8-18-2014 meeting of the DRB were accepted

This 15 day of September, 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.

