

**Town of Underhill**  
**Development Review Board Minutes**  
**June 15, 2015**

**Board Members Present:**

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

**Staff/ Municipal Representatives Present:**

None

**Others Present:**

Alan Morse (applicant)  
Charles & Shirley Cressman (resident)  
Mark Green (resident)

- Chairperson Van Winkle called the meeting to order at 6:30 PM.
- Chairperson Van Winkle asked for public comment. Charles & Shirley Cressman provided public comments. They stated that their neighbor received an after-the-fact permit for an existing shed, but the shed is 12'2" from the property line rather than the 15.25' he stated on his permit application. The DRB told the Cressman's that the property owner would need a variance to construct a shed within the setback. The residents would like to appeal the building permit in order to make sure the future owners will know the property line is 12' (not 15') from the existing shed.
- DRB members reviewed the minutes from June 1, 2015. Board member M.Chapek made a motion, seconded by W.Towle, to approve the minutes of June 1<sup>st</sup>. Motion passed unanimously.

**7:00 PM- 18 Meadow Lane- Conditional Use Review/Accessory Dwelling**

**\*\*Note:** A site visit at 18 Meadow Lane took place at 5:45 PM; those present included Alan Morse (Applicant), and board Members Charles Van Winkle, Matt Chapek, Karen McKnight, Will Towle, and Mark Hamelin.\*\*

- Chairperson Van Winkle began the hearing by explaining the procedure for conditional use review, which comes under the Unified Land Use and Development Regulations and reviewed the definition of interested party.
- Chairperson Van Winkle swore in all speakers and entered exhibits A-V into the record.
- Alan Morse, Applicant, provided an overview of the proposal, which includes converting and expanding portions of the existing garage to create a one bedroom accessory dwelling at 18 Meadow Lane. He would like to construct a 12' x 24' addition on to the existing garage.
- Members discussed the existing square footage of the primary dwelling in comparison to the proposed accessory dwelling.
- The DRB agreed to waive the 50% requirement and allow the proposed accessory dwelling to be no larger than 75% of the existing primary dwelling.
- The proposed accessory dwelling will be approximately 62% of the total floor area of the existing primary dwelling.
- The DRB reviewed staff notes.

- The Applicant stated that he has submitted the septic designs to the state and is waiting septic approval.
  - Members reviewed the conditional use review standards.
  - Board member W.Towle made a motion, seconded by K.McKnight to close the evidentiary portion of the hearing. The motion passed unanimously.
  - Members discussed the application in open session.
  - At 7:38 PM, board member M.Chapek made a motion, seconded <sup>by Cuv</sup> by M.Hamelin, to approve Mr. Morse's application for conditional use review. The motion passed unanimously.
  - Chair Van Winkle stated that the applicant will receive a written decision from the board within ~~45 days of closing the hearing.~~
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Meeting adjourned at 7:47 PM.

Submitted by:

Mark Hamelin, Acting Secretary  
Transcribed by Sarah McShane, PZA

These minutes of the 6-15-2015 meeting of the DRB were accepted

This 20 day of JULY, 2015.

Charles Van Winkle  
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.*