

**Town of Underhill  
Development Review Board Minutes  
November 20, 2017**

**Board Members Present:**

Matt Chapek  
Daniel Lee  
Penny Miller  
Stacey Turkos  
Charlie Van Winkle

**Staff/Municipal Representatives Present:**

Andrew Strniste, Planning Director

**Others Present:**

Peter Duval (25 Pine Ridge Road)

**6:30 PM – 11/20/2017 Other Business**

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- DRB Members convened at Town Hall at 6:30 PM.
- [6:35] Chair Van Winkle called the meeting to order.
- [6:36] Chair Van Winkle asked for public comment. No public comments were provided.
- [6:37] Chair Van Winkle asked for a motion to approve the minutes of September 18, 2017. Board Member Miller made a motion to approve the minutes of September 18, 2017, which was seconded by Board Member Turkos. The motion was approved unanimously.
- [6:38] Chair Van Winkle asked for a motion to approve the minutes of October 2, 2017. Board Member Miller made a motion to approve the minutes of October 2, 2017, which was seconded by Board Member Chapek. The motion was approved unanimously.
- [6:39] The Board could not approve the minutes of October 23, 2017 because a quorum from that evening was not present.
- [6:39] Staff Member Strniste advised that the Hall Subdivision (DRB-17-12) application is unlikely to proceed, as the applicant has since sold the lot.
- [6:40] Chair Van Winkle asked the Board what their preference was for which day they would prefer site visits: either Saturday or Sunday. The Board responded Saturday. Chair Van Winkle advised that Board Member Miller may have to lead the upcoming site visit, as he may be out of Town. Board Member Miller asked Staff Member Strniste to confirm who the job captain was for the upcoming hearing. Staff Member Strniste provided a brief overview of the upcoming application and what the main issues of the application were.
- [6:58] A brief explanation of the conditional use review process was provided. Chair Van Winkle advised that character of the neighborhood is a major factor when considering conditional use applications. He also explained that the Board relies on the State of Vermont regarding the wastewater system (wastewater system and water supply permit) and the public access component (construction permit) of the project.
- [7:03] Staff Member Strniste briefly discussed how the potential changes to the regulations would/could impact the upcoming hearing.

**7:14 PM – Work Session**

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- [7:14] Chair Van Winkle inquired with Board Member Lee about the Board's process, and explained how the Board came up with the job captain process.
- [7:19] Board Member Turkos provided a summary of a planning conference she attended at the beginning of the month.
- [7:26] Staff Member Strniste provided an updated about the recent Howard Variance

- Application (DRB-17-15). Board Member Lee provided some insight about steep slopes.
- [7:32] Chair Van Winkle confirmed that Saturday was the preferred day for site visits. Staff Member Strniste explained that Saturday site visits would delay the hearing date by one week; however, advised that he had been debating on pushing the deadline for applications back one week in order to complete the Staff Reports prior to sending out the notice. He then provided a brief overview of the upcoming applications. The Board confirmed that January 22, 2018 would be the ideal date to meet in January since New Year's Day falls on the first Monday of the month and Martin Luther King Day falls on the third Monday of the month. A site visit if necessary for the January 22, 2018 hearing would be held on January 20, 2018.
  - [7:49] Chair Van Winkle asked for a motion to adjourn. Board Member Miller made a motion to adjourn, which was seconded by Board Member Chapek. The motion was approved unanimously.

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Submitted by:  
Andrew Strniste, Planning Director & Zoning Administrator

These minutes of the 11/20/2017 meeting of the DRB were accepted  
this 4 day of DECEMBER, 2017.

  
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Charlie Van Winkle, Development Review Board Chair