

**Town of Underhill  
Development Review Board Minutes  
December 16, 2013**

**Board Members Present:** Charles Van Winkle, Chairperson, Shanie Bartlett, Matt Chapek, Mark Hamelin, Karen McKnight, Penny Miller, Will Towle, Helen Wagner

**Administrative Officer Present:** None

**6:35 PM** – Meeting called to order by Chair.

**6:36 PM** – Review of the DRB minutes from 12/02/13. The minutes were amended and will be presented for a final review and comment at the January 6, 2014 meeting.

**6:50 PM – Development Review Board (DRB) Rules of Procedure and Ethics**

Edits made to:

Section III, C1; and D

Section IV Introduction, and D

Section VI meeting time (6:30); H; I

Section VIII Introduction

**7:25 PM – Winter scheduling**

January 6, 2014 – Craig and Margaret Armstrong 2-lot subdivision at 41 Sam Ward Road

**7:45 – Adjournment**

Respectfully Submitted by:

Karen B. McKnight, Secretary Development Review Board

These minutes of the 12-16-13 meeting of the DRB were accepted:

This 6 day of January, 2014.



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Charles Van Winkle, Chairperson, DRB