

**Town of Underhill
Development Review Board Minutes
July 20, 2020**

BOARD MEMBERS PRESENT:

Charles Van Winkle, Chair*
Stacey Turkos, Vice Chair*
Matt Chapek*
Mark Green*
Karen McKnight*
Penny Miller*
Daniel Lee*

STAFF/MUNICIPAL REPRESENTATIVES PRESENT:

Andrew Strniste, Zoning Administrator*

OTHERS PRESENT:

Jonathan Fuller, Applicant (ST097)
Ross Brewer, Applicant (VT413)
Jay Meadows, Applicant's Rep. (VT413)
Karl Riemer, Applicant's Rep. (VT411)
Moses Daly, Abutting Neighbor (VT414)
Gretchen Daly, Abutting Neighbor (VT414)

*Attended the meeting via the Go-To-Meeting Platform

RECORDING:

This meeting was digitally recorded, and can be found at the following website:
<https://archive.org/details/underhilldrb07202020>

6:35 PM – 04/06/2020 DRB Public Meeting

- Members of the Board convened on the Go-To-Meeting platform around 6:25 PM.
- [6:35] Chair Van Winkle commenced with the evening's meeting, starting by explaining the meeting was being held remotely in response to the COVID-19 pandemic and in accordance with Vermont state law. No adjustments to the agenda were made. No general public were in attendance to provide general public comment.

**6:36 PM – Fuller Conditional Use Review
97 Stevensville Road (ST097), Underhill, Vermont**

Docket #: DRB-20-06

- [6:35] Chair Van Winkle began the evening's hearing by explaining the meeting procedures for the conditional use review application. The application before the Board pertained to the construction of a single-family dwelling on property owned by Jonathan & Heather Fuller. The Applicant, Jonathan Fuller, was present to discuss the application. No other people were in attendance to comment upon the application. No ex parte communications between the Board and the Applicant were identified, nor were any conflicts of interest identified. No additional exhibits were submitted into the record. A site visit that occurred on Saturday, July 18, 2020 was referenced for the record.
- [6:43] Applicant, Jonathan Fuller, provided an overview of the project – the construction of a single-family dwelling with the subsequent conversion of the tiny house, currently serving as the principal dwelling, to an accessory dwelling. He then advised that no modifications relating to the driveway are intended. Chair Van Winkle asking clarification questions pertaining to the project's infrastructure. Staff Member Strniste then provided an overview of his comments, as well as why the application was in front of the Board.
- [6:49] Board Members were provided the opportunity to ask questions about the application. The Applicant informed the Board that an access permit was obtained. Chair Van Winkle opined that the access way looked as if it conformed with the Road Ordinance's standards.

- [7:02] The Board advised that they had enough information to make a decision about the application. Board Member Turkos made a motion to close the evidentiary portion of the hearing. Board Member McKnight seconded the motion, and the motion was approved unanimously. Board Member Turkos made a motion to approve the conditional use application and enter into closed deliberation to craft the decision. Board Member McKnight seconded the motion, which was approved unanimously. Chair Van Winkle advised of the process going forward.
- [7:05] Board Member McKnight made a motion to approve the minutes of July 6, 2020. The motion was seconded by Board Member Turkos and approved unanimously.

7:07 PM – Brewer Site Plan Review

Docket #: DRB-20-07

413 Vermont Route 15 (VT413), Underhill, Vermont

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- [7:10] Chair Van Winkle began the evening’s hearing by explaining the meeting procedures for the site plan review application. The application before the Board pertained to the construction of an office building on property owned by Ross Brewer. The Applicant, Ross Brewer, and a representative, Jay Meadows, were present to discuss the application. A few abutting neighbors were also in attendance to comment upon the application. No ex parte communications between the Board and the Applicant were identified, nor were any conflicts of interest identified. No additional exhibits were submitted into the record. A site visit that occurred on Saturday, July 18, 2020 was referenced for the record. Jay Meadows, informed the Board that an updated site plan had been submitted into the record, which contained a few changes.
 - [7:17] Applicant, Ross Brewer, informed the Board that the previous approval he sought was untenable due to the amount of damage that was discovered during the renovation processes. Ultimately, the Applicant chose to raze the building and build anew. Chair Van Winkle inquired about the property’s infrastructure.
 - [7:23] Staff Member Strniste reviewed his comments contained within the Staff Report with the Board. Specifically, Staff Member Strniste informed the Board of his interpretation of Section 3.1 relating to damage structures, setbacks, parking, wetlands and signage. No comments were provided from the Road Foreman, Nate Sullivan.
 - [7:32] The Board was provided to the opportunity to provide comments and ask questions. Board Member Lee inquired about drainage, which was briefly discussed. Jay Meadows informed the Board that the drainage conditions would hopefully be improved with the decrease in impervious surface. Board Member McKnight inquired about the wastewater permit. Clarification was provided. Board Member Miller sought additional clarification relating to the Staff Report. The hours of operation were discussed, as well as the fencing and snow removal procedures. The Board advised that no off-street parking shall occur along Vermont Route 15. The Applicant confirmed that a trash dumpster will not be utilized, as the applicants are currently using traditional-type dumpsters. Board Member Miller confirmed revisions that were needed relating to the site plan.
 - [8:06] Abutting Neighbor, Karl Riemer, made inquires relating to the site plan, slope, fence and septic system. Abutting Neighbors, Moses & Gretchen Daly, inquired about the project’s lighting and stormwater management. The Board discussed the anticipate stormwater management plan. Abutting Neighbor, Moses Daly, asked if a below-grade floor will existed, as well as made a further inquiry into the status of the existing wetlands.
 - [8:37] Jay Meadows informed the Board about Japanese Knotweed, and inquired about any procedures relating its removal.
 - [8:41] Board Member Turkos made a motion to close the evidentiary portion of the

hearing, which was seconded by Board Member McKnight. The motion was approved unanimous, with Board Member Chapek abstaining due to having exited the meeting. Board Member Turkos made a motion to approve the application and craft the decision in closed deliberation. The motion was approved unanimously – 6 to 0.

8:49 PM – Other Business

- [8:49] Board Member McKnight made a motion to enter into closed deliberation. The motion was seconded by Board Member Turkos and approved unanimously.
 - [9:40] The Board adjourned.
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Submitted by:
Andrew Strniste, Planning Director & Zoning Administrator

These minutes of the 07/20/2020 meeting of the DRB were accepted this _____ day of _____, 2020.

Charles Van Winkle, Development Review Board Chair

These minutes are subject to correction by the Underhill Development Review Board. Changes, if any, will be recorded in the Final meeting minutes of the meeting of the DRB.