

**Town of Underhill
Development Review Board Minutes
July 29, 2013**

Board Members Present:

Charles Van Winkle, Chairperson

Mark Hamlin

Matt Chapek

Karen McKnight

Penny Miller

Will Towle

Helen Wagner

Staff/ Municipal Representatives Present:

None

Applicant Present:

Mr. Andy Grab

449 Irish Settlement Road

Underhill, VT 05489

Others Present:

None

Contents Documentation:

1. Property Code: IS449 Application for Subdivision: Sketch Plan
 2. Copy of Subdivision Checklist: Sketch Plan
 3. Copy of Tax Map for IS449
 4. Copy of hand drawing sketch depicting proposed subdivision, undated and not to scale
 5. Brief property description dated 7/01/13 provided by applicant
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- Chairperson Van Winkle began the meeting by explaining the procedure for the sketch plan meeting, which comes under the 2012 Unified Land Use and Development Regulations. He explained the sketch plan review process as defined in the Unified Land Use regulations.
 - Andy Grab, the applicant, provided an overview of the proposal which includes creating a 3-acre parcel on the southeasterly side of the land with the existing home. The plan is to remain in the existing structure and to offer the subdivided parcel for sale.
 - Chairperson Van Winkle explained that the subdivision process must be classified as either major or minor. Due to the nature of the subdivision it will be classified as minor.
 - The classification of the subdivision determines whether the applicant can waive the preliminary hearing and go directly to the final hearing. Pros and cons of going directly to the final were discussed. Mr. Grab's preference is to proceed to the preliminary hearing whereby not combining the preliminary and final reviews.
 - Discussion of sketch plan included visual screening, wetland(s), and location of driveway (curb-cut).

- The applicant does not intend to make major alterations to the natural foliage screens; to keep cutting of trees to a minimum in order to maintain visual screening from road and neighbors/landowners.
- In regard to wetlands, wetland requirements will need to be upheld including that the applicant will make the required set-backs if such wetlands are to be found on the property.
- In regard to the driveway, the proposed curb-cut site must be inspected by the town road foreman and a permit for curb-cut be issued by the town Selectboard.
- In regard to septic systems, Underhill falls under the state regulations. The applicant will therefore need to acquire the state waste water permit.
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- Chairperson Van Winkle asked whether the board would like to discuss the application in open or closed session. The board reiterated that they would discuss the application in Open Session.
- Chairperson Van Winkle asked whether the board would like to classify the application as a major or minor subdivision. Discussion of the sketch plan ensued.
- Board member Chapek recommended accepting the sketch plan application. Board member Hamlin seconded. All board members present voted to accept the sketch plan.
- Mr. Grab can proceed.
- Board discussed the general terms. Issues to be addressed in the letter to the applicant are: Visual screen, Wetland(s), inspection of driveway location by town road foreman (curb-cut), and the state wastewater permit.
- Chairperson Van Winkle explained the next steps in the process. Former ZA/PA Papelbon has given Mr. Grab the preliminary checklist. The Hearing Requirements for Preliminary Subdivision letter must be sent to the applicant within 15 days. Thereafter 15 days is needed to warn of a site visit.
- Hearing concluded at 7:25.

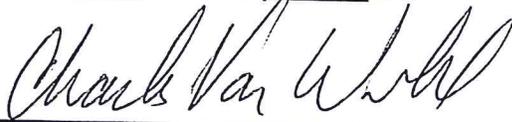
Other DRB Issues:

- Rules of Procedure. These will be reviewed in a scheduled work session/ meeting.
- ZA/PA position has not been filled.
- Adjournment: Motion to adjourn made by Board member Wagner.
- Meeting adjourned at 7:43.

Respectfully Submitted by:
Karen B. McKnight, Secretary, DRB

These minutes of the 7-29-13 meeting of the DRB were accepted:

This 16 day of September 2013.



DRB CHAIRMAN

Charles Van Winkle, Chairperson, DRB