

Town of Underhill
Development Review Board Minutes
Chairperson Charles Van Winkle

May 28, 2013

(Continued Deliberative Session via email from April 29, 2013)

Board Members:

Charles Van Winkle, Chair

Karen McKnight

Matt Chapek

Shanie Bartlett

Staff/Municipal Representatives:

Kari Papelbon, Zoning & Planning Administrator

May 15, 2013 @ 1:02 PM: Board Member Matt Chapek made a motion, seconded by Board Member Karen McKnight, to exit deliberative session. No official vote.

May 17, 2013 @ 11:40 AM: Board Member Matt Chapek made a motion to “approve the Richardson/Halley decision with findings and conditions as put forth in the final revised 5/16 email from Kari.”

May 17, 2013 @ 12:39 PM: Chairperson Charles Van Winkle said “I vote in favor of exiting deliberative session an (sic) also in favor of approving subdivision as presented in Matt’s motion.”

May 17, 2013 @ 1:38 PM: Board Member *Will Towle said “I concur.”

May 21, 2013 @ 1:21 PM: ZA/PA Papelbon sends a reminder email with the above motions.

May 21, 2013 @ 3:30 PM: Chairperson Charles Van Winkle said “So all those in favor of Matt’s motion say Aye!”

May 21, 2013 @ 3:31 PM: Board Member Shanie Bartlett said “Aye. I agree with Matt’s motion.”

May 23, 2013 @ 10:38 AM: Board Member Matt Chapek voted “Aye.”

May 28, 2013 @ 10:58 AM: Board Member Karen McKnight voted “Aye.”

The motion to exit deliberative session and approve the Richardson/Halley Conditional Use/Site Plan Review request for a fifth dwelling unit at 5 Park Street with the following conditions was passed by all Board Members present at the April 29, 2013 hearing:

- A. The Board grants the following waivers
 - a. Screening of the existing parking area, as required by Section 3.13(A)(3)(a).
 - b. A bicycle rack, as required by Section 3.13(A)(3)(b).
 - c. All standards under Sections 5.3 and 5.4 deemed not applicable as stated in the Conclusions sections above [Section 5.5(A)].
- B. A Site Plan, to include the parking layout, dumpster location with screening (see D below), and areas reserved for future parking, shall be submitted on Mylar for recording in the Land Records prior to issuance of a Certificate of Occupancy for the fifth dwelling unit. See Section 7.7 for recording requirements.
- C. Maximum building and lot coverage calculations shall be submitted to the Zoning and Planning Administrator prior to submission of the Site Plan for recording.
- D. A certificate of occupancy shall not be issued until a VT Wastewater System and Potable Water Supply Permit and approval from the Jericho Underhill Water District for water supply improvements have been submitted in accordance with Sections 3.3(B) and 3.22.
- E. The dumpster on the property shall be screened on all sides and/or located within an enclosure.
- F. Parking areas shall be located completely on the property unless an agreement with the United Church of Underhill is reached, signed, and recorded in the Underhill Land Records.
- G. A minimum of eight (8) off-street parking spaces shall be maintained for the multifamily dwelling. A minimum of one (1) of the required 8 parking spaces shall be a handicapped parking space. Parking areas in excess of eight (8) parking spaces, if provided, shall incorporate landscaped areas which at minimum equal 10% of the total parking area per Section 3.13(A)(4).

**Board Member Will Towle was not present for the hearing and cast no vote.*

These minutes of the continued deliberative session from the 4-29-13 hearing of the DRB were accepted

This 4th day of June, 2013.

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.