

**Town of Underhill  
Development Review Board Minutes  
May 5, 2014**

**Board Members Present:**

Charles Van Winkle, Chairperson  
Mark Hamelin  
Karen McKnight  
Penny Miller  
Will Towle

**Applicant(s) Present:**

None

**Staff/ Municipal Representatives Present:**

Sarah McShane, Zoning & Planning Administrator

The Development Review Board met for a work session. No hearings were scheduled for this evening.

The meeting of the Development Review Board began at 6:30 PM on May 5, 2014.

There were no public comments.

DRB members discussed the following:

- What is ex parte communication and when should members disclose that they have had such conversations. W.Towle told members that ex parte communication is when you discuss pending issues outside of the DRB hearing. All information needs to be presented in a public forum so the opposing party has the opportunity to respond.
- P.Miller suggested keeping a log for work session items and documenting the results of the research.
- DRB members briefly discussed the location and size of building envelopes.
- W.Towle recommended that members consider including a disclaimer in the decisions indicating that it cannot be guaranteed that all of the conditions of the permit will be met.
- Members discussed stormwater systems and how the board relies heavily on the state and the engineer when reviewing stormwater plans.
- Members discussed how they should review the impact on water supply more closely.
- P.Miller suggested having a work session on how Act 89 impacts the development process and what items are needed on the Mylar.
- S.McShane requested a work session on frontage.
- Members discussed meeting with the Planning Commission to request interpretation of several items. Members agreed that such a meeting should happen in the spring or fall and to provide the Planning Commission with a list of questions prior to the meeting.

S.Mcshane passed around copies of the Rules of Procedure (amended 1-6-2014), a copy of a memo sent to the Planning Commission in regards to signs in the Mt. Mansfield Scenic Preservation zoning district, as well as an invitation to the Planning & Zoning Forum hosted by VLCT. S.McShane agreed to find out whether or not the town could fund attendance to the Planning & Zoning Forum.

Members reviewed the Rules of Procedure Amended 1-6-2014. K.McKnight made a motion to the adopt the Rules of Procedure last amended on January 6, 2014. P.Miller seconded the motion. Board members unanimously approved the motion to adopt the Rules of Procedure (last amended 1-6-2014).

DRB Meeting Minutes  
May 5, 2014

Members reviewed the minutes from the April 7, 2014 DRB meeting. K.McKnight made a motion to adopt the minutes as presented. W.Towle seconded the motion. The board unanimously adopted the minutes of the April 7, 2014 DRB meeting.

P.Miller made a motion to adjourn the meeting. K.McKnight seconded the motion. Board members unanimously agreed to adjourn the meeting.

The meeting adjourned at 8:15 pm. The next DRB meeting will be May 19<sup>th</sup>.

Respectfully submitted by:  
Sarah McShane, PZA

These minutes of the 05-05-14 meeting of the DRB were accepted:

This 2<sup>ND</sup> day of June, 2014.



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Charles Van Winkle, Chairperson, DRB