

**Town of Underhill
Development Review Board Minutes
March 16, 2020**

Board Members Present:

Charles Van Winkle, Chair
Stacey Turkos, Vice Chair (via Phone)
Matt Chapek (via Phone)
Mark Green (via Phone)
Daniel Lee (via Phone)
Karen McKnight (via Phone)
Penny Miller (via Phone)

Staff/Municipal Representatives Present:
Andrew Strniste, Zoning Administrator

Others Present:

Michael Diffenderffer (15 Pleasant Valley Road)
(via Phone)

6:32 PM – 03/16/2020 DRB Public Meeting

- Chair Charles Van Winkle convened at the Town Hall around 6:25 PM to set up the conference call for members of the Board and the general public to join given the restrictions on assemblies resulting from the COVID-19 virus circumstances. Members of the Board and Mr. Diffenderffer joined the conference call shortly thereafter.
- [6:32] Chair Van Winkle commenced with the evening's meeting. No adjustments to the agenda were made. No general public were in attendance to provide general public comment.

**6:35 PM – Diffenderffer Continued Conditional Use Review
15 Pleasant Valley Road (PV015), Underhill, Vermont**

Docket #: DRB-19-12

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- [6:35] Chair Van Winkle commenced with the continued conditional use review hearing, by explaining that the hearing was continued originally from October 21, 2019, and then again from January 6, 2020. Mr. Diffenderffer joined the Board to get some direction/guidance on two particular issues regarding his application prior to meeting with the Selectboard on Thursday, March 19, 2020. Staff Member Strniste informed the Board that two issues emerged from Mr. Diffenderffer's design concept: 1) whether a boundary survey was required, and 2) whether the Board felt that parking can be within the property's setback requirements, specifically straddling the property line or on the property line. Mr. Diffenderffer informed the Board that he conducted some research in the Town's land records and believes the 232 ft. frontage distance mentioned in the deeds was evident in the field. Staff Member Strniste informed the Board of the parking requirements for the project and the associated issues involving the property.
 - [6:50] The Board discussed previous parking situations from past applications. Board Member Chapek informed the Board about the reason he was initially concerned with the property lines – ensuring that the two accessways were on the subject property. Staff Member Strniste informed the Board of the parking requirement for the project – 27 parking spaces. Mr. Diffenderffer answered Board Member Miller's questions that he will have a more formal site design in the future. Staff Member Strniste asked the Board to provide their opinions about parking straddling the property line or having parking up to the property line. He then informed the Board and Applicant that a variance application would be needed should parking about the property line or extend over the property line. Board Member Green opined that requiring a boundary survey would be premature at this point if the Selectboard was fine with a shared parking arrangement that included parking up to or straddling the property line. Board Member Chapek agreed that a boundary survey

would not be necessary, but would like to see the 232 ft. marked in the field.

- [7:11] Each Board Member opined that they would be okay with a concept that depicted parking within the setback requirement.
- [7:15] Board Member Turkos made a motion to continue the hearing to June 1, 2020 at 6:35 PM. The motion was seconded by Board Member McKnight. By roll call vote, the Board voted unanimously to continue the hearing.

7:22 PM – Other Business

- [7:22] Board Member McKnight made a motion to approve the minutes of March 2, 2020, as amended by Board Member Chapek. The motion was seconded by Board Member Turkos. By roll call vote, the Board voted unanimously to approve the March 2, 2020 minutes.
 - [7:25] Staff Member Strniste informed the Board that there was one upcoming hearing on April 6, 2020, which is expected to be continued due to the circumstances surrounding the COVID-19 virus. He informed the Board that the Town Hall is expected to be closed for the indefinite future, and therefore, there will be no scheduling of any additional hearings, nor determining the completeness of Development Review or Subdivision Applications. The April 6, 2020 hearing is expected to be continued immediately upon opening the hearing via videoconference for the same reasons.
 - [7:39] Board Member Turkos made a motion to adjourn. The motion was seconded by Board Member Chapek and approved unanimously.
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Submitted by:

Andrew Strniste, Planning Director & Zoning Administrator

These minutes of the 03/16/2020 meeting of the DRB were accepted
this 4th day of May, 2020.

Charles Van Winkle 05/14/2020 12:25:44 PM

Underhill Development Review Board

Charles Van Winkle, Development Review Board Chair