

**Town of Underhill
Development Review Board Minutes
April 6, 2020**

Board Members Present:

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

Daniel Lee (via Zoom)

Staff/Municipal Representatives Present:

Andrew Strniste, Zoning Administrator

Others Present:

None

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

- Chair Charles Van Winkle and Staff Member Andrew Strniste convened at Underhill Town Hall around 6:25 PM. Other members of the Board joined Chair Van Winkle and Staff Member Strniste via Zoom around 6:30 PM.
- [6:35] 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 comments.

6:35 PM – McLaughlin Conditional Use Review

Docket #: DRB-20-04

414 Cilley Hill Road (CH414), Underhill, Vermont

- [6:35] Chair Van Winkle commenced with the evening's hearing; however, an explanation of the hearing procedures were postponed until the Board meets again. Due to the COVID-19 virus, the hearing was immediately continued to Monday, May 4, 2020 when Underhill Town Hall is tentatively expected to be re-open to the public. Chair Van Winkle explained that the contingency plan will be to conduct the hearing over *Go To Meeting* on May 4, 2020 in the event the Town Hall remains closed. Board Member Turkos made a motion to continue the hearing to Monday, May 4, 2020. The motion was seconded by Board Member McKnight. Board Members Chapek and Miller vocally supported the motion to continue to the hearing. No other comments were provided. The Board unanimously approved the motion to continue the hearing.

6:39 PM – Other Business

- [6:39] Chair Van Winkle opined that conducting a virtual hearing with an easy Development Review application would be beneficial for the Board in order to become familiar with the procedures. Board Member Miller inquired about the warning procedures and how the virtual hearing will be made available to the public should they wish to attend. The Board discussed the capabilities of the *Go To Meeting* application.
- [6:44] The Board discussed the status of the Guymon/Catudal decision. Staff Member Strniste informed the Board of what he envisioned for the coming months. He advised that he expected virtual hearings for the indefinite future. Staff Member Strniste and the Board then discussed procedures and the dissemination of application materials.
- [6:57] Board Member Turkos made a motion to adjourn the evening's meeting. The

motion was seconded by Board Member McKnight. The Guymon/Catudal decision will be sent to the Board again for final comments. The Board will meet via *Go To Meeting* on Monday, April 20, 2020. The motion to adjourn was unanimously approved.

Submitted by:
Andrew Strniste, Planning Director & Zoning Administrator

These minutes of the 04/06/2020 meeting of the DRB were accepted
this 4th day of May, 2020.

Charles Van Winkle 05/14/2020 12:26:38 PM

Charles Van Winkle, Development Review Board Chair
Underhill Development Review Board