

**Town of Underhill  
Development Review Board Minutes  
April 20, 2020**

**BOARD MEMBERS PRESENT:**

Charles Van Winkle, Chair (via Go-To-Meeting)  
Stacey Turkos, Vice Chair (via Go-To-Meeting)  
Matt Chapek (via Go-To-Meeting)  
Mark Green (via Go-To-Meeting)  
Karen McKnight (via Go-To-Meeting)  
Penny Miller (via Go-To-Meeting)

Daniel Lee (Go-To-Meeting)

**STAFF/MUNICIPAL REPRESENTATIVES PRESENT:**

Andrew Strniste, Zoning Administrator (via Go-To-Meeting)

**OTHERS PRESENT:**

None

**RECORDING:**

This meeting was digitally recorded, and can be found at the following website:  
<https://archive.org/details/underhill-drb-04202020>

**6:43 PM – 04/20/2020 DRB Public Meeting**

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- Members of the Board convened on the Go-To-Meeting platform around 6:25 PM.
- [6:43] Chair Van Winkle commenced with the evening's meeting, starting by reading the remote meeting information on the agenda. No adjustments to the agenda were made. No general public were in attendance to provide general public comment. No hearings were scheduled for the evening's meeting.

**6:39 PM – Other Business**

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- [6:44] Board Member McKnight made a motion to approve the minutes of Monday April 6, 2020. Board Member Turkos seconded the motion. The motion was approved unanimously. Staff Member Strniste informed the Board that the minutes of Monday, March 16, 2020 still needed to be approved, and that Board Member Bartlett had informed him of some recommended grammatical and typo corrections. Board Member Miller informed the Board that she would incorporate Board Member Bartlett's recommendations into the minutes and send out the updated draft to the rest of the Board.
- [6:49] The Board reviewed Staff Member Strniste's recommended edits to the Rules of Procedure.
- [8:11] Board Member Chapek made a motion to adopt the Rules of Procedure as discussed and amended during the evening's meeting. Board Member Turkos seconded the motion. The motion was approved unanimously.
- [8:13] Staff Member Strniste informed the Board of his efforts improve and provide more information on the Town's website. Items specifically discussed were:
  - Frequently Asked Questions (FAQ);
  - Providing access to DRB Decisions back to 2008; and
  - Providing access to Zoning Permits that were issued since 2008.
- [8:20] Staff Member Strniste informed the Board of the upcoming schedule.
- [8:25] Board Member Chapek made a motion to adjourn. The motion was seconded by Board Member McKnight and approved unanimously.

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Submitted by:  
Andrew Strniste, Planning Director & Zoning Administrator

These minutes of the 04/20/2020 meeting of the DRB were accepted  
this 4<sup>th</sup> day of May, 2020.

**Charles Van Winkle** 05/14/2020 12:27:06 PM  

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