

**Town of Underhill
Development Review Board Minutes
October 7, 2019**

Board Members Present:

Stacey Turkos, Vice Chair
Matt Chapek
Mark Green
Karen McKnight
Penny Miller

Andrew Strniste, Zoning Administrator

Others Present:

Scott Tower (73 River Road)
Amelia Tower (73 River Road)
Tara Carter (39 Hobart Hill Road)
Keith Carter (39 Hobart Hill Road)

Staff/Municipal Representatives Present:

6:30 PM – 10/07/2019 DRB Public Meeting

- DRB Members convened at Town Hall around 6:25 PM after site visits at 39 Hobart Hill Road (HB039) and 73 River Road (RV073).
- [6:30] Vice Chair Turkos commenced with the evening's meeting. No adjustments to the agenda were made. No public comment was provided.

**6:35 PM – Tower Conditional Use Review
73 River Road (RV073), Underhill, Vermont**

Docket #: DRB-19-11

- [6:35] Vice Chair Turkos began the evening's hearing by explaining the hearing procedures for a conditional use review – waiver request hearing. The application pertains to the construction of a deck addition within the property's setback requirements. The Applicants, Scott & Amelia Tower, were before the Board to discuss the application. No other people were in attendance to comment about the application. No ex parte communications between the Board and the Applicants were identified, nor were any conflicts of interest identified. No additional exhibits were submitted into the record.
- [6:40] Ms. Amelia Tower provided an overview of the proposed addition. Board Member Green confirmed that the approval was for an after-the-fact permit. Board Member Miller stated that the project area was shielded due to the topography. Mr. Scott Tower advised that the property line between him and Guays (the subject property line) is not definitively known. Staff Member Strniste informed the Board that they should be as specific as possible when granting waiver, and therefore, a 20 ft. setback waiver in to the setback.
- [6:44] Staff Member Strniste reviewed his comments provided in the Staff Report with the Board. Board Member Green was informed to be the job captain.
- [6:47] The Board advised that they had enough information to make a decision about the application. Board Member Miller made a motion to close the evidentiary portion of the hearing. Board Member McKnight then asked a question about drainage. Board Member McKnight seconded the motion, which was approved unanimously. Board Member Miller made a motion to approve the application and deliberate in closed deliberation. Board Chapek seconded the motion, which was approved unanimously.

**7:11 PM – Carter Preliminary & Final Subdivision Review
39 Hobart Hill Road (HB039), Underhill, Vermont**

Docket #: DRB-19-09

- [7:11] Vice Chair Turkos began the evening's hearing by explaining the hearing procedures for a combined preliminary & final subdivision review hearing. The application pertains to a 2-lot subdivision of land at 39 Hobart Hill Road. The Applicants, Tara and Keith Tower, were before the Board to discuss the application. No other people were in attendance to comment about the application. No ex parte communications between the Board and the Applicants were identified, nor were any conflicts of interest identified. One additional exhibit, Exhibit Q – Draft Road Maintenance Agreement, was submitted into the record.
- [7:15] Ms. Tara Carter provided an overview of the proposed subdivision – a 2-lot subdivision of 60 acres. Discussion ensued about the shared driveway, specifically in regards to the interplay of widening the road and the existing lot being accessed through the Town of Westford.
- [7:24] A discussion ensued about frontage requirements, and how the frontage measurement applied to this particular application.
- [7:30] A discussion then ensued about the draft Road Maintenance Agreement.
- [7:35] Board Member McKnight made a motion to close the evidentiary portion of the hearing. The motion was seconded by Board Member Chapek and approved unanimously.
- [7:36] Board Member Miller made a motion to approved the application and deliberate in closed deliberation. The motion was seconded by Board Member McKnight and approved unanimously.
- [7:37] Board Member McKnight made a motion to move into closed deliberation regarding the two applications heard during the evening. The motion was seconded by Board Member Miller and approved unanimously.

7:42 PM – Other Business

- [7:42] Staff Member Strniste reviewed the upcoming schedule with the Board.
- [7:54] Board Member Miller made a motion to approve the minutes of July 15, 2019. Board Member McKnight seconded the motion and was approved unanimously. Board Member Chapek abstained from the vote.
- [7:55] Board Member Miller made a motion to approve the minutes of September 16, 2019. Board Member Green seconded the motion and was approved unanimously. Board Member McKnight abstained from the vote.
- [7:56] Board Member Miller made a motion to approve the minutes of June 3, 2019. Board Member McKnight seconded the motion and was approved unanimously. Vice Chair Turkos abstained from the vote.
- [7:57] Board Member McKnight made a motion to approve the minutes of August 19, 2019, as amended. Board Member Miller seconded the motion and was approved unanimously. Vice Chair Turkos abstained from the vote.
- [8:00] The Board adjourned.

Submitted by:
Andrew Strniste, Planning Director & Zoning Administrator

These minutes of the 10/07/2019 meeting of the DRB were accepted
this 21 day of October, 2019.


Stacey Turkos, Development Review Board Vice Chair