

**TOWN OF UNDERHILL, VT**  
Planning & Zoning Administration

P.O. Box 120, Underhill, VT 05489  
E-mail: [smcshane@underhillvt.gov](mailto:smcshane@underhillvt.gov)

Phone: (802) 899-4434, x106  
Fax: (802) 899-2137

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**MEMORANDUM**

To: DRB, SB, UJFD, UCC  
From: Sarah McShane, Planning & Zoning Administrator  
Date: 1/27/2015  
Re: Agenda and Information for 2/2/15

**Development Review Board**

**AGENDA**

**Monday, February 2, 2015 - 6:30 Public Hearing**  
**Underhill Town Hall, 12 Pleasant Valley Rd. Underhill, VT**

6:30 PM	Public Comment Period
6:35 PM	Sketch Plan Review- 5 Lot PRD & Boundary Line Adjustment Applicant: Albertini Docket #: DRB 15-01 Location: 109 Pleasant Valley Road
7:30 PM	Other Business Review minutes from 1-5-2015
8:00 PM	Adjourn

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**Contents (PV109- Albertini):**

- a) Cover letter from Jennifer A Desautels, P.E. of Trudell Consulting Engineers (dated 1/15/2015);
- b) Richard & Barbara Albertini- Application for Subdivision: Sketch Plan (dated 1/12/15; received 1/19/15);
- c) A copy of the completed Subdivision Checklist: Sketch Plan;
- d) A copy of property abutters;
- e) A copy of the proposed Albertini Subdivision Sketch Plan prepared by Trudell Consulting Engineers (C10-01);
- f) A copy of the notice sent to the applicant and property abutters;
- g) Copies of the ANR Natural Resources Atlas maps;
- h) A copy of a zoning map of the property (PV109);
- i) A copy of the procedure checklist for this meeting.

**Sketch Plan Review**  
**Albertini 5-lot PRD & Boundary Line Adjustment**

Applicant(s): Albertini  
Consultant(s): Trudell Consulting Engineers  
Property Location: 109 Pleasant Valley Road (PV109)  
Acreage: ± 24.64 Acres

Zoning District(s):

**RURAL RESIDENTIAL:** 3 acres  
250 ft road frontage  
Setbacks: Front – 30 ft  
Side & Rear – 50 ft  
Accessory Bldgs. – 30 ft (front)  
20 ft (side & rear lines)  
Max. Bldg. Coverage: 25%  
Max. Lot Coverage: 50%  
Max. Building Height: 35 ft

**WATER CONSERVATION:** 5 acres  
300 ft road frontage  
Setbacks: Front – 30 ft  
Side & Rear – 50 ft  
Accessory Bldgs. – 30 ft (front)  
20 ft (side & rear lines)  
Max. Bldg. Coverage: 20%  
Max. Lot Coverage: 30%  
Max. Building Height: 35 ft

Relevant Regulations: 2012 Unified Land Use & Development Regulations, 2002 Underhill Road Policy

- Article II, Table 2.3 – Rural Residential District (pg. 12)
- Article II, Table 2.4 - Water Conservation District (pg. 15)
- Article II, Table 2.7 – Flood Hazard Overlay District (pg. 24)
- Section 3.2 – Access (pg. 27)
- Section 3.7 – Lot, Yard & Setback Requirements (pg. 35)
- Section 3.17 – Source Protection Areas (pg. 52)
- Section 3.18 – Steep Slopes (pg. 53)
- Section 3.19 – Surface Waters & Wetlands (pg. 60)
- Section 3.22 – Water Supply & Wastewater Systems (pg. 65)
- Article VI – Flood Hazard Area Review (pg. 120)
- Article VII – Subdivision Review (pg. 132)
- Section 7.3 – Sketch Plan Review (pg. 134)
- Article VIII – All (pg. 143)
- Article IX – Planned Unit Development (pg. 165)

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**Comments/Questions**

- The application proposes a 5 lot PRD with a boundary line adjustment. The proposed five lots are of varying lot sizes ( Lot 1- 2.6 acres, Lot 2 – 3.0 acres, Lot 3 – 1.9 acres, Lot 4 – 7.5 acres, and Lot 5 – 7.1 acres).
- The Applicant has requested two waivers: minimum lot size and minimum frontage. Can the waivers be granted during the sketch plan?

- Section 9.1(B) (pg. 165) states “...the DRB may modify the area, density, and dimensional requirements of applicable zoning provisions under these regulations concurrently with the approval of a subdivision plan and plat under Article VII.”
- The parcel is located within two zoning districts-Rural Residential and Water Conservation. The minimum lot size for the Rural Residential district is 3 acres. The minimum lot size for the Water Conservation district is 5 acres. Does the applicant have adequate acreage for 5 lots? The preliminary application should include a density calculation as described in Section 9.5(C)(3).
- The preliminary and final plans should indicate the location of the proposed driveways, ROW/easements, building envelopes, septic/water, zoning district boundaries. Future plans should also include detailed road and driveway improvements. The applicant should also review the application requirements of Section 9.3(2) (page 166). Since the applicant is proposing four or more lots, subsequent applications should include the requirements listed on page 166. These application requirements should be reviewed by the Board and the applicant.
- The applicant should also review Section 9.5 (General Standards) and incorporate into the preliminary application.
- Comments should be solicited from the Conservation Commission, school district, and fire department.
- Access approval should be obtained from the Selectboard prior to submitting an application for final subdivision review. Since the application proposes more than four lots, it is considered a private development road which must meet town standards, including VT AOT A-76.
- Shared maintenance agreement and draft deeds should be included with subsequent applications.
- Portions of the rear property are within Zone A of the FEMA Special Flood Hazard Area. This is an area where no Base Flood Elevations have been determined. Subsequent applications should locate the building envelopes and other site improvements to be outside the SFHA.
- Portions of the property contain steep slopes. Development and construction on steep slopes (15%-25%) and very steep slopes (>25%) must follow the requirements of Section 3.18. Section 3.18 prohibits “*site disturbance and development, not limited to grading, building construction and the installation of driveways, roads, utilities or other infrastructure, on very steep slopes (>25%).*” These areas (>25%) should be indicated on subsequent plans. Proposed development should avoid these areas. Also- see Section 8.3.C. Rock Outcrops, Steep Slopes, Hillside & Ridgelines.
- There is a stream (Crane Brook) running along rear of property. The location of the stream should appear on subsequent plans. Setbacks for Crane Brook are 100 ft as measured horizontally from the top of the bank, or 50 feet if measured from top of slope. See Diagram 3.1 on page 61.
- The parcel is also within a designated groundwater source protection area. Section 3.17 requires that all development within designate source protection areas, (except for agriculture, forestry, single and two family dwellings, associated accessory uses and structures, and uses that are specifically prohibited under Subsection C, be subject to conditional use review by the DRB. The Board and applicant should review the Findings listed in Section 3.17(B)(1-6). These Findings should be incorporate in the preliminary and final decisions.
- There are mapped deer wintering areas on the rear portion of the property. The Conservation Commission should review and provide comments on subsequent plans. Also see Section 8.3.D Natural Areas and Wildlife Habitat.
- Preliminary applications should demonstrate compliance with Section 8.5 Stormwater Management & Erosion Control.

- The Applicant should obtain a Project Review Sheet and include within the preliminary application.
  - Since the application also includes a request for a boundary line adjustment, the adjacent property owners should also be the signed applicants on future applications.
  - Recommended classification: **major subdivision.**
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Underhill DRB Rules of Procedure  
Hearing Checklist  
**Sketch Plan Review**  
**Request of Albertini**  
February 2, 2015

State the following:

- 1) "This is a sketch plan review of the application of Richard & Barbara Albertini for a 5-lot PRD at 109 Pleasant Valley Road in Underhill, VT."

Sketch plan review is an informal, pre-application review process intended to acquaint the DRB with a proposed subdivision during the conceptual stage of the design process, before the applicant incurs significant expense in preparing a formal application. This informal review and discussion at a regular meeting of the DRB helps identify the type of subdivision and subdivision layout that will best meet the needs of the subdivider and the requirements of these regulations.

The sketch plan review is not a hearing, and the requirements for interested party status do not apply. This means that we do not swear speakers in, but we will ask that you identify yourself and your give address to the Board before you comment so that we can keep an accurate record of this meeting in the Minutes.

- 2) The order of speakers tonight will be:
  - a. We will hear from and ask questions of the Applicant(s), Mr. and/or Ms. Albertini, and/or their representative(s);
  - b. Then we will hear and ask questions of the Planning & Zoning Administrator, Sarah McShane;
  - c. Then we will give other persons in the room a chance to speak. Under our Rules of Procedure, each speaker is limited to five minutes; however, that time can be increased upon request to the Board and majority consent of the Board; then
  - d. The Applicant(s) and/or their representative(s) will have an opportunity to respond; then
  - e. Final comments will be solicited from all parties.
  - f. All speakers should address their comments to the Board, not to other parties present at the hearing.
  - g. Board members may feel free to ask questions of any speaker.
- 3) At this point we'll begin review and hear from Mr. and/or Ms. Albertini and/or their representative(s).
- 4) Next we will hear from the Planning & Zoning Administrator.
- 5) Are there members of the public who would like to speak?

- 6) Any final comments from anyone?
- 7) Does the Board feel that they have enough information to decide whether the proposed sketch plan has fulfilled the application requirements?
- 8) Does the Board classify the proposed subdivision as Major or Minor? (If the subdivision is classified as **Minor**, the Applicant(s) may request a waiver of the Preliminary Hearing requirement. If such is requested, the Board should rule on the waiver request in open session).
- 9) Does the Board wish to discuss the application in open or closed session? (After the ruling, continue with the info below.)

“Within 15 days from this meeting, the Planning & Zoning Administrator, on behalf of the DRB, will send a letter to the Applicant(s) that:

1. Indicates whether the subdivision as proposed would be reviewed as a minor or major subdivision, or planned unit development, and outlines the associated review process.
2. Indicates whether the proposed subdivision generally conforms to these regulations, or will require modifications to conform to the regulations.
3. Identifies specific areas of concern to be addressed in subdivision application, including potential impacts to adjoining property owners, significant natural or scenic resources, municipal roads and infrastructure, and community facilities and services.
4. Recommends additional information, studies or supporting documentation to be submitted with the application for subdivision review.

All abutting neighbors will receive notice of the next public meeting via Certified Mail. If there are no other comments or questions we will close this portion of the meeting.”



January 15, 2015

Sarah McShane, Planning & Zoning Administrator  
12 Pleasant Valley Rd.  
Underhill, VT 05489

Subject: *Albertini Property, 109 Pleasant Valley Road*  
Project # 14-136

Dear Sarah:

On behalf of our client, I am submitting the enclosed Sketch Plan for your review. The proposed project consists of a 5 lot Planned Residential Development (PRD). The lots have been laid out to accommodate potential house sites while minimizing the impact to the environment. The area near the stream will remain undisturbed.

The waivers requested as part of the PRD area as follows:

1. Minimum lot size
2. Minimum frontage

The lots will be served by on-lot private septic systems and individual wells. The proposed access to the new lots is a shared 14' wide private road within a 60' right-of-way. The location of the proposed access off Pleasant Valley Road was chosen based on sight distance measurements taken in the field. Access directly across from Mountain Road was considered first, but was ruled out due to very poor sight distance.

I look forward to discussing this project further at the next available hearing. Should you have any questions, please do not hesitate to contact me directly.

Regards,

A handwritten signature in black ink that reads 'Jennifer A. Desautels'. The signature is written in a cursive, flowing style.

Jennifer A. Desautels, P.E.  
Project Engineer

# TOWN OF UNDERHILL

P.O. Box 32  
Underhill Center, VT 05490

Phone: (802) 899-4434 x106

Fax: (802) 899-2137

Email: [underhillzoning@comcast.net](mailto:underhillzoning@comcast.net)

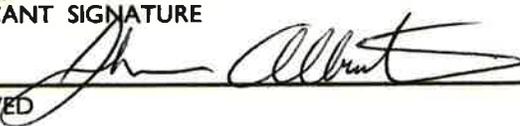
## APPLICATION FOR SUBDIVISION: SKETCH PLAN

ZONING DISTRICT(S): \_\_\_\_\_

PROPERTY CODE: \_\_\_\_\_

FEES: \$100 hearing fee + costs

Residential    Rural Residential    Water Conservation    Scenic Preservation    Soil & Water Conservation

RECORD OWNER OF PROPERTY: Richard & Barbara Albertini & Albertini Revocable Trust	MAILING ADDRESS: P.O. Box 160 Underhill, VT 05490 Ctr.
PHONE: (802) 899-4294	E-MAIL: <a href="mailto:jjalbertini@suddenlink.net">jjalbertini@suddenlink.net</a>
ACREAGE IN ORIGINAL PARCEL: 24.64 acres	PROPOSED NUMBER OF LOTS: 5
DESCRIPTION OF PROJECT: A 5 lot PRD (Planned Residential Development) Subdivision located on Pleasant Valley Rd across from Mountain Rd. The lots will have private wells and individual on-lot septic systems.	
DEVELOPER: Same as owner	CONTACT INFORMATION: Same as owner
DESIGNER / ENGINEER: Jennifer Desautels, P.E. Trudell Consulting Engineers	ADDRESS: 478 Blair Park Rd Williston, VT 05495
PHONE: (802) 879-6331 x109	E-MAIL: <a href="mailto:jenn.desautels@tcevt.com">jenn.desautels@tcevt.com</a>
SURVEYOR: Scott Taylor, L.S. Trudell Consulting Engineers	ADDRESS: 478 Blair Park Rd Williston, VT 05495
PHONE: (802) 879-6331 x121	EMAIL: <a href="mailto:scott.taylor@tcevt.com">scott.taylor@tcevt.com</a>
APPLICANT SIGNATURE 	DATE 1-12-15
RECEIVED	DATE

Please submit a complete application with the attached checklist and sketch plan to the Zoning Administrator. A Sketch Plan meeting before the Development Review Board will be scheduled upon receipt of a complete application. For questions, please contact the Zoning Administrator at 899-4434, x106 or [underhillzoning@comcast.net](mailto:underhillzoning@comcast.net).

On Jan 12, 2015, at 10:18 PM, John Albertini wrote:

# TOWN OF UNDERHILL, VERMONT

## Subdivision Checklist: Sketch Plan

Docket #: \_\_\_\_\_ Property ID: \_\_\_\_\_ Meeting Date: \_\_\_\_\_

Applicant/Consultant: Albertini/Trudell Consulting Engineers

# of Lots: 5 Zoning District(s): Water Conservation

Is this a Planned Residential Development?  Yes  No

Is this a Planned Unit Development?  Yes  No

Is this part of a previously-approved subdivision?  Yes  No

### Submission Requirements

*The following must be received no later than 10 business days prior to a regular meeting of the Development Review Board. For scheduling or questions, please contact the Zoning Administrator.*

<u>Required</u>	<u>Submitted</u>	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Sketch of proposed subdivision.
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Brief project description that generally addresses applicable sections under Article VIII, Subdivision Review Standards.
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Description of any proposed modifications or waivers under applicable standards.
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	A list of abutting property owners and addresses. Include all properties with shared boundaries and those across any rights-of-way/roads.
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Administrative fee payment.

Notes:

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Town of Underhill  
P.O. Box 120  
Underhill, VT 05489

Fitzgerald, Andrew  
1397 Spear Street  
South Burlington, VT 05403

Tomasi, Mary Trustee  
C/O Martha Tomasi  
286 Ponus Ridge Road  
New Canaan, CT 06840

Gregson, Carolyn  
P.O. Box 36  
Underhill Ctr., VT 05490

Angelino, John & Denise  
3 New Road  
Underhill, VT 05489



**TRUDELL CONSULTING ENGINEERS**  
478 BLAIR PARK ROAD | WILLISTON, VERMONT 05495  
802.879.6331 | WWW.TCEVT.COM

Revisions  
No. Description Date By

Use of These Drawings  
1. Unless otherwise noted, these Drawings are intended for preliminary planning, coordination with other disciplines or utilities, and/or approval from the regulatory authorities. They are not intended as construction drawings unless noted as such.

2. Only drawings specifically marked "For Construction" are intended to be used in conjunction with contract documents, specifications, owner/contractor agreements and to be fully coordinated with other disciplines, including but not limited to, the Architect, if applicable. These Drawings shall not be used for construction layout. Contact TCE for any construction surveying services or to obtain electronic data suitable for construction layout.

3. These Drawings are specific to the Project and are not transferable. As instruments of service, these drawings, and copies thereof, furnished by TCE are its exclusive property. Changes to the drawings may only be made by TCE. If errors or omissions are discovered, they shall be brought to the attention of TCE immediately.

4. By use of these drawings for construction of the Project, the Owner represents that they have reviewed, approved, and accepted the drawings and have met with all applicable parties/disciplines to insure these plans are properly coordinated with other aspects of the Project. The Owner and Architect, are responsible for any buildings shown, including an area measured a minimum five (5) feet around any building.

5. It is the User's responsibility to ensure this copy contains the most current revisions.

**PRELIMINARY**

Project Title

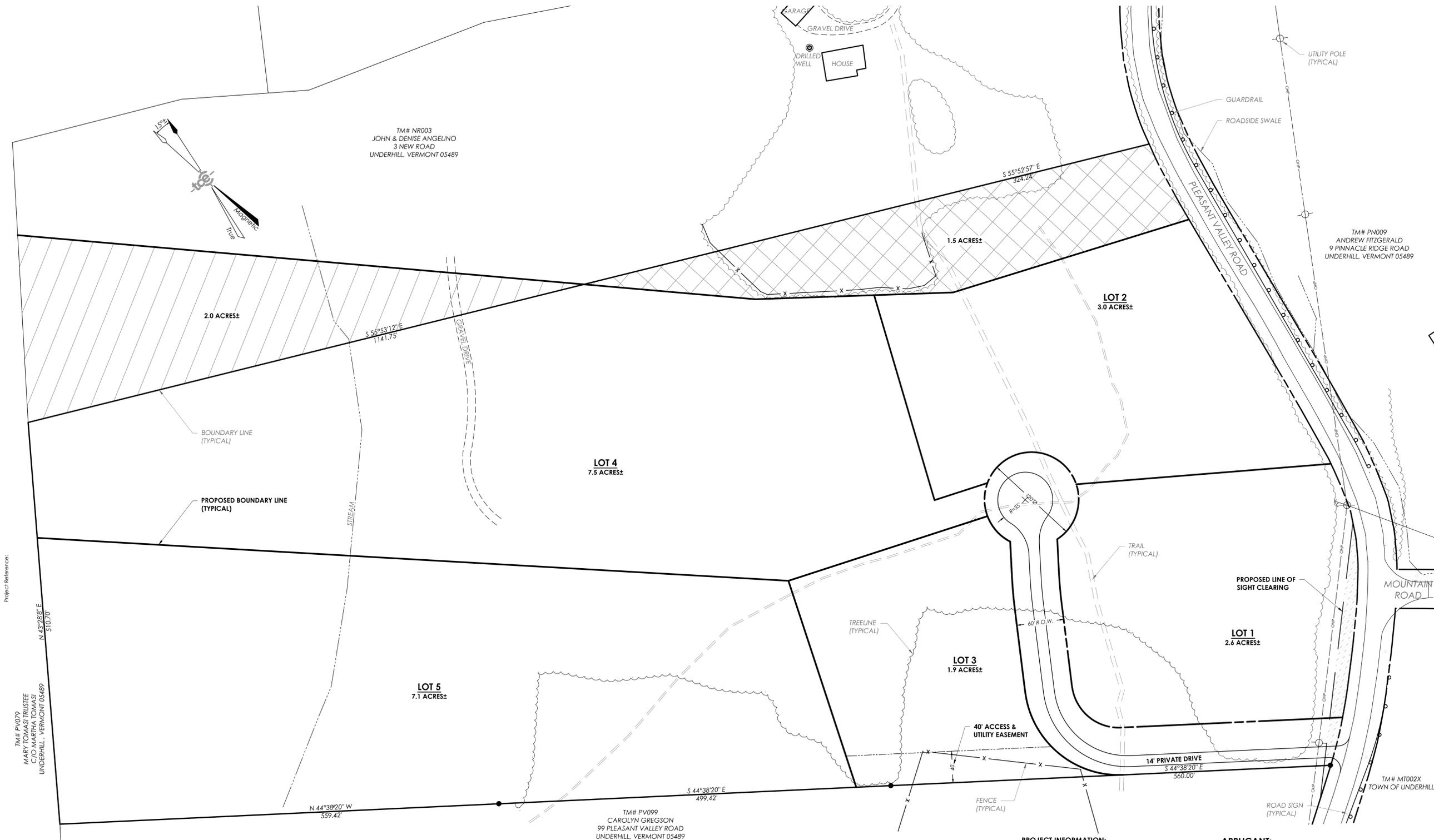
**Albertini Subdivision**  
109 Pleasant Valley Road  
Underhill, Vermont

Sheet Title

**Sketch Plan**

Date: \_\_\_\_\_  
Scale: 1" = 60'  
Project Number: 14-136  
Drawn By: RMP  
Project Engineer: JAD  
Approved By: \_\_\_\_\_  
Field Book: \_\_\_\_\_

**C10-01**



**PROJECT INFORMATION:**

- OWNER OF RECORD: RICHARD & BARBARA ALBERTINI AND ALBERTINI REVOCABLE TRUST P.O. BOX 168 UNDERHILL CENTER, VERMONT 05490
  - TAX PARCEL ID: PV109
  - PHYSICAL ADDRESS OF PROPERTY: 109 PLEASANT VALLEY ROAD UNDERHILL, VERMONT 05489
  - PARCEL SIZE: 24.64± ACRES (CURRENT) 25.0± ACRES (PROPOSED)
  - ZONING DISTRICT: WATER CONSERVATION
- ZONING DATA:**  
ZONING DISTRICT = WATER CONSERVATION  
MIN LOT SIZE = 5 AC  
MIN FRONTAGE = 300'  
PRINCIPAL SETBACKS  
FRONT = 30'  
SIDE = 50'  
REAR = 50'  
PRD DEVELOPMENT PROPOSED

**APPLICANT:**

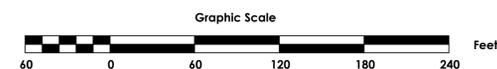
RICHARD & BARBARA ALBERTINI AND ALBERTINI REVOCABLE TRUST P.O. BOX 168 UNDERHILL CENTER, VERMONT 05490 PHONE: (802) 879-6331

**CIVIL ENGINEER:**

TRUDELL CONSULTING ENGINEERS (TCE) ATTN. JENNIFER DESAUTELS, PE 478 BLAIR PARK ROAD WILLISTON, VT 05495 PHONE: (802)879-6331

AREA TO BE CONVEYED

AREA TO BE OBTAINED



Project Reference:

TM# PV079  
MARY TOMASI TRUSTEE  
C/O MARTHA TOMASI  
UNDERHILL, VERMONT 05489

TM# NR003  
JOHN & DENISE ANGELINO  
3 NEW ROAD  
UNDERHILL, VERMONT 05489

TM# PN009  
ANDREW FITZGERALD  
9 PINNACLE RIDGE ROAD  
UNDERHILL, VERMONT 05489

LOT 4  
7.5 ACRES±

LOT 2  
3.0 ACRES±

LOT 1  
2.6 ACRES±

LOT 3  
1.9 ACRES±

LOT 5  
7.1 ACRES±

TM# PV099  
CAROLYN GREGSON  
99 PLEASANT VALLEY ROAD  
UNDERHILL, VERMONT 05489

TM# MT002X  
TOWN OF UNDERHILL

# TOWN OF UNDERHILL, VT

Planning & Zoning Administrator

P.O. Box 120, Underhill, VT 05489  
E-mail: [smcshane@underhillvt.gov](mailto:smcshane@underhillvt.gov)

Phone: (802) 899-4434, x106  
Fax: (802) 899-2137

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January 20, 2015

Richard & Barbara Albertini  
Albertini Revocable Trust  
PO Box 168  
Underhill Center, VT 05490

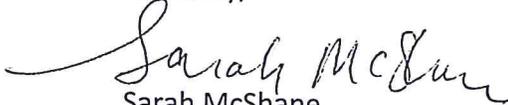
Dear Richard & Barbara:

This letter is to notify you of a Sketch Plan Review meeting with the Underhill Development Review Board on Monday, February 2, 2015 for a proposed 5-lot Planned Residential Development (PRD) of your property located at 109 Pleasant Valley Road (PV109). The property is located in the Rural Residential and Water Conservation zoning districts. The sketch plan meeting is open to the public and will be held at the Underhill Town Hall, 12 Pleasant Valley Rd. should you wish to attend. The public hearing will begin at 6:35 PM.

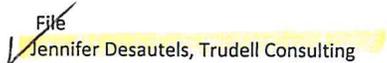
Additional information is available for review at the Town Hall. While the sketch plan meeting is not a hearing and the requirements for interested party status do not apply, public comments will be reflected in the meeting minutes.

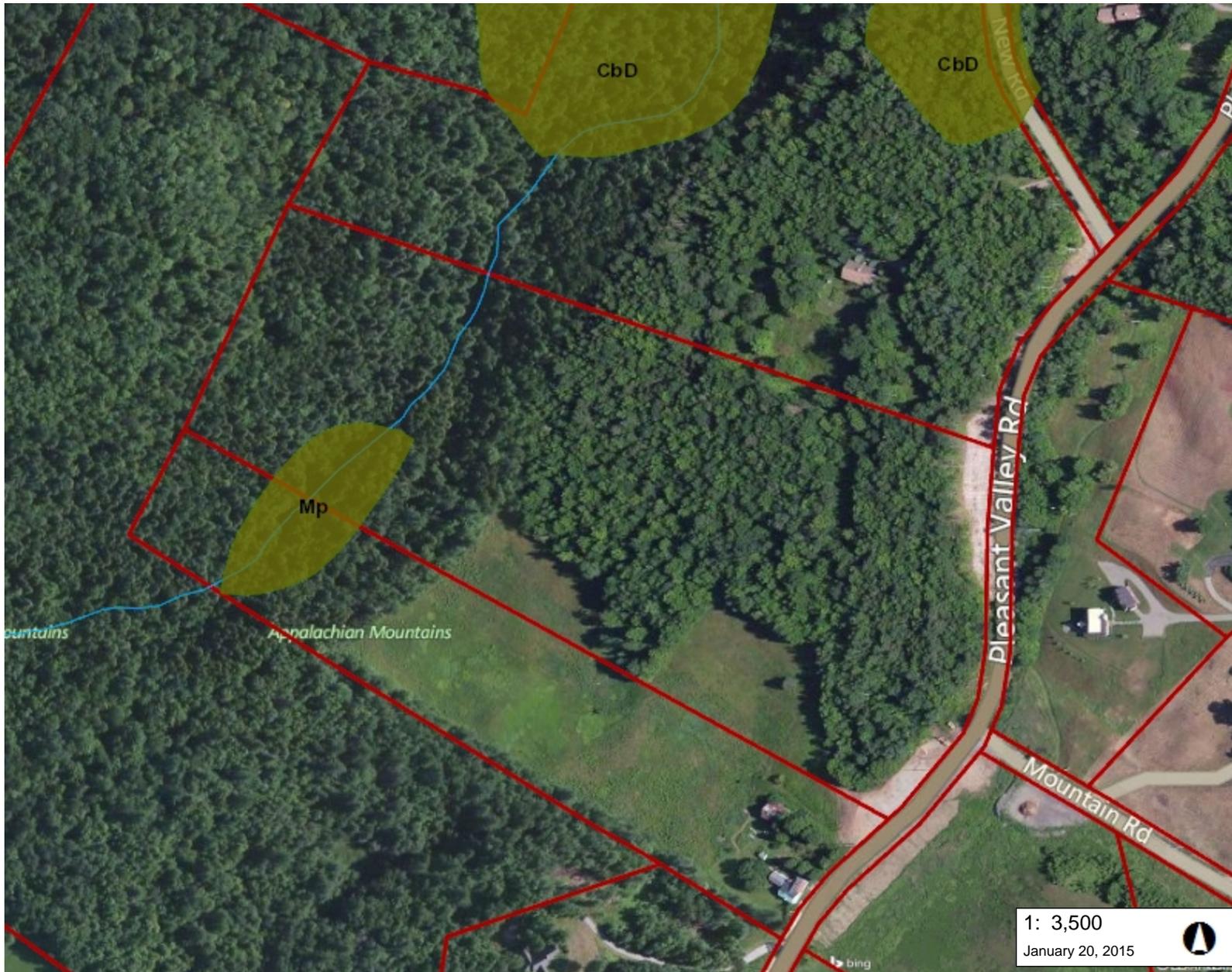
If you have any questions, I can be reached at the addresses or phone number listed above.

Sincerely,

  
Sarah McShane

cc:

 <sup>File</sup>  
Jennifer Desautels, Trudell Consulting



### LEGEND

- Soils - Hydric
- Stream
- Parcels (where available)
- Town Boundary

1: 3,500  
January 20, 2015

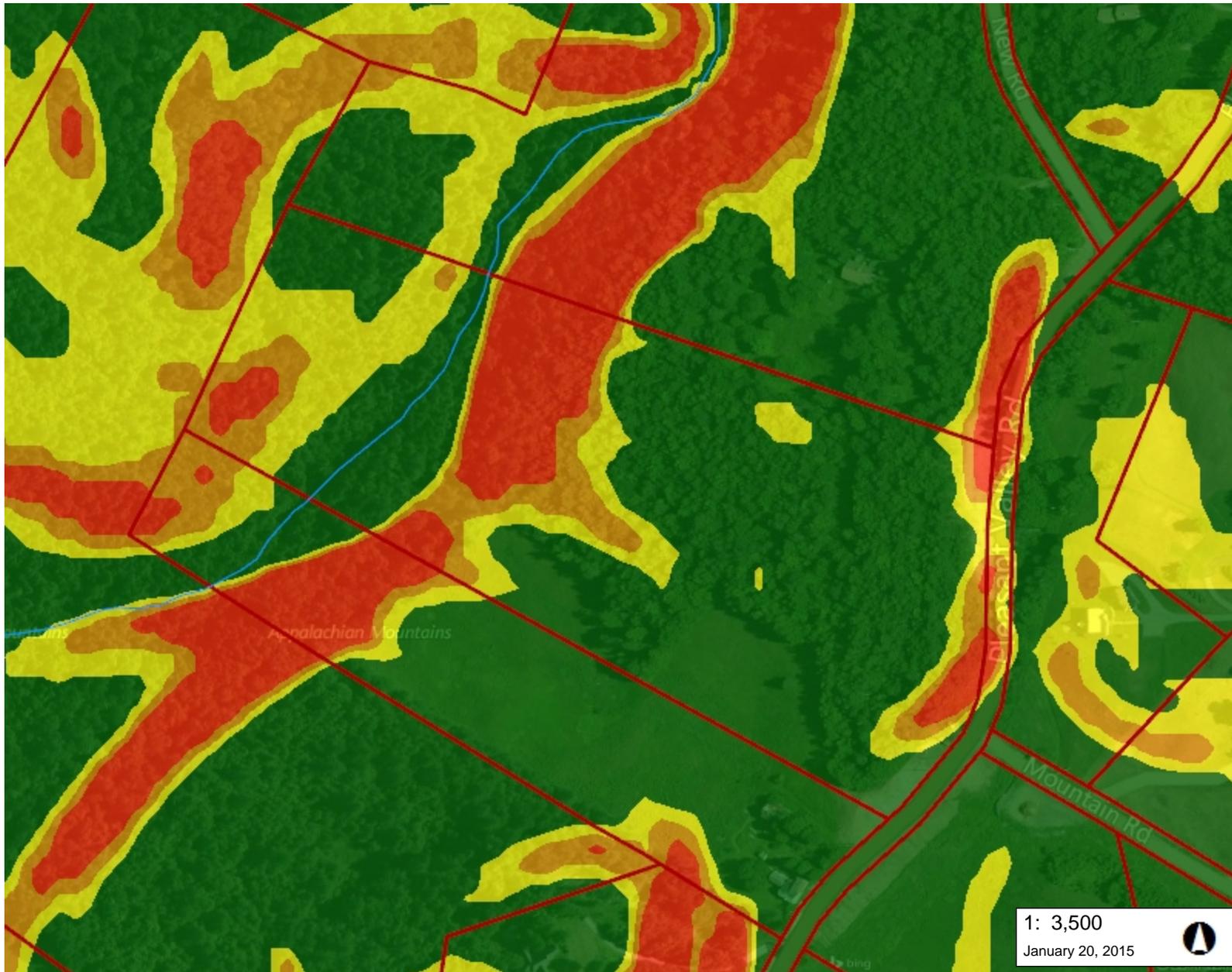
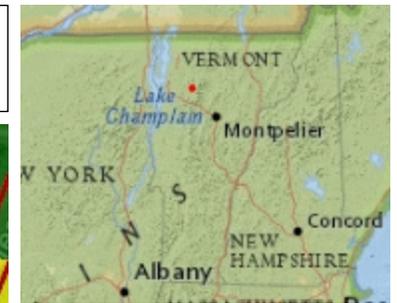
### NOTES

Map created using ANR's Natural Resources Atlas



WGS\_1984\_Web\_Mercator\_Auxiliary\_Sphere      1" = 292 Ft.      1cm = 35 Meters  
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### LEGEND

- Stream
- Parcels (where available)
- Town Boundary
- Slope**
- <15%
- 15-20%
- 20-25%
- >25%

1: 3,500  
January 20, 2015

### NOTES

Map created using ANR's Natural Resources Atlas

178.0                      0                      89.00                      178.0 Meters

WGS\_1984\_Web\_Mercator\_Auxiliary\_Sphere      1" = 292 Ft.      1cm = 35 Meters  
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