EXHIBIT
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UNDERHILL DEVELOPMENT REVIEW BOARD

SKETCH PLAN REVIEW
MEETING PROCEDURES
Monday, August 3, 2020

Applicant(s): Philip Jacobs
Docket #: DRB-20-08

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1. ***State the following (Intro):*** "This is a sketch plan review meeting pertaining to the application of Philip Jacobs for a proposed 3-Lot Subdivision (8-Lot Re-Subdivision) of property he owns at 16 Harvest Run (HR016) in Underhill, Vermont.

   Since the proposed project involves the subdivision of land that was part of a previous subdivision review application in the last five years, the project is considered a re-subdivision of land in accordance with Article XI and must be classified as a **MAJOR** subdivision in accordance with Section 7.2.E.2.a. The preliminary subdivision review process cannot be waived for those projects involving major subdivisions.

   This application is subject to review under the 2011 *Unified Land Use & Development Regulations*, as amended thru March 3, 2020 and the 2015 *Road, Driveway and Trail Ordinance*, as amended December 18, 2018.

   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 the 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 give your address to the Board before you comment so that we can keep an accurate record of this meeting in the Minutes."

2. ***Identify those DRB Members who are present on the Go-To-Meeting hearing.***

3. ***Ask the following (Public in Attendance):*** "Are there any members of the public in attendance to comment about the application, and if so, can you please identify yourself and state your address for the record? If your mailing address differs from your physical address and wish to receive a copy of the decision, please provide that address as well."

4. ***Ask the following (Officials in Attendance):*** "Are there any state or municipal representatives present, other than the Planning & Zoning Administrator, and acting in their representative capacities."

5. ***State the following (Rules of Procedure & Interested Parties Info Sheet):*** "Copies of the Rules of Procedure that the Board follows, as well as an Interested Parties Info Sheet are

available to all attendees for review on the Town's website, and can also be obtained from the Planning & Zoning Administrator."

6. ***Ask the following (Ex Parte Communications and Conflicts of Interest):*** "Are there any conflicts of interest, or have there been any ex parte communications on part of any of the Board Members?"

7. ***State the following (Process):*** "In regards to tonight's meeting process, to help alleviate interruptions and allow for an efficient meeting over the remote teleconferencing platform, the Board will hearing from the following parties in the following order:

   a. The applicant(s) and his or her/their representative(s);

   b. The Planning & Zoning Administrator, Andrew Strniste;

   c. Members of the Board in the following order:

      (1) *Shanie Bartlett (if in attendance)*
      (2) Matt Chapek
      (3) Mark Green
      (4) *Mark Hamelin (if in Attendance)*
      (5) Daniel Lee
      (6) Karen McKnight
      (7) Penny Miller
      (8) *Will Towle (if in Attendance)*
      (9) Stacey Turkos
      (10) Chares Van Winkle

   d. Members of the public;

   e. The applicant(s) and his or her/their representative(s) will then have an opportunity to respond;

   f. Final comments will be solicited from the Planning & Zoning Administrator, members of the public and the applicant(s) and his or her/their representative(s);

   g. Members of the Board will then have an opportunity to ask final questions or make any final comments."

8. ***State the following (Comment & Question Procedures):*** "All speakers should address their comments to the Board, and not to other parties present at the meeting. Members of the public are afforded five minute unless by request the a majority of the Board consents to extending the time. The Board may ask questions to anyone in attendance to discuss the application."

9. ***State the following (the Record):*** "The exhibits submitted as part of this application are available in the Jacobs Sketch Plan Review file (DRB-20-08 / HR016) at the Underhill Planning & Zoning Office by request, and are also available on the Town's website."

10. ***State the following (Applicants'/Representatives' Turn):*** "At this point we will hear from the applicant(s) and/or his or her/their representative(s)."

11. ***State the following (PZA's Turn):*** "Next, we will hear from the Planning & Zoning Administrator."

12. ***State the following (Boards' Turn):*** "Next, we will hear from Board Members:

    a. *Shanie Bartlett (if in attendance)*
    b. Matt Chapek
    c. Mark Green
    d. *Mark Hamelin (if in Attendance)*
    e. Daniel Lee
    f. Karen McKnight
    g. Penny Miller
    h. *Will Towle (if in Attendance)*
    i. Stacey Turkos
    j. Chares Van Winkle"

13. ***Ask the following (Publics' Turn):*** "We will now take comments from the public who wish speak about the application. Is there anyone who wishes to speak?"

14. ***State the following (Applicants'/Representatives' Turn):*** "The applicant(s) and/or their representative(s) are now afforded the opportunity to respond to anything they heard in tonight's hearing."

15. ***Ask the following (Last Call from Comments/Questions):*** "Are there any final comments or questions from the applicant(s) and/or their representative(s), members of the public, the Planning & Zoning Administrator, or any other attendees?"

16. ***Ask the following (Final Comments from the Board):*** "Are there any final comments or questions from the Board?"

17. ***Ask the following (Enough Information):*** "Does the Board feel that they have enough information to decide whether the proposed sketch plan has fulfilled the application requirements?"

    a. *[If more information is needed to make a decision on the application, continue the hearing to a date and time certain, and outline for the Applicant(s) what is required at that continued hearing; or*
    b. *If, by consensus, enough information has been presented to make a decision on the application, ask for a motion to close the evidentiary portion of the hearing.]*

18. ***Ask the following (Subdivision Classification):*** "Does the Board wish to 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)"

19. ***If the Board has enough information, ask the following (Motions):***

    a. *Inquire if the Board wishes to vote to accept or deny the sketch plan review application in open session, and if so, ask for a motion to accept the application.*

b. *Inquired if the Board wishes to deliberation in open or closed deliberation. Once chosen, ask for a motion to enter into [insert "open" or "closed" here] deliberation.*

20. ***State the following (Boards' Turn):*** "Within 15 days from this meeting, the Planning & Zoning Administrator, on behalf of the Development Review Board, will send a letter to the applicant(s) that:

    a. Indicates whether the subdivision as proposed will be reviewed as a minor or major subdivision, or planned [*unit or residential*] development, and outlines the associated review process.
    b. Indicates whether the proposed subdivision generally conforms to these regulations, or will require modifications to conform to the regulations.
    c. 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.
    d. 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."