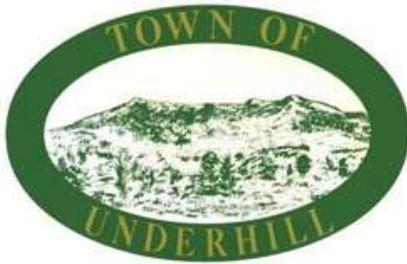


**APPLICATION OVERVIEW**  
**SKETCH PLAN REVIEW**  
**ARTICLE 7, SECTION 7.3**

<b>DRB DOCKET #:</b>	DRB-19-10
<b>APPLICANT(S):</b>	Marty Baslow
<b>CONSULTANT(S):</b>	Donald L. Hamlin Consulting Engineers, Inc.
<b>PROPERTY ADDRESS (PARCEL ID CODE):</b>	37 Warner Creek (WC037)
<b>ZONING DISTRICT(S):</b>	Rural Residential and Soil & Water Conservation
<b>INITIAL FILING DATE:</b>	Tuesday, July 23, 2019
<b>APPLICATION COMPLETION DATE:</b>	Tuesday, July 23, 2019
<b>SCHEDULED HEARING DATE:</b>	Monday, September 16, 2019

<b>PROJECT DESCRIPTION:</b>	The Applicant is seeking to subdivide his lot at 37 Warner Creek (WC037) into two separate lots.
<b>MOST RELEVANT ULUDR SECTIONS:</b>	§ 3.2 (Access); § 3.7 (Lot, Yard & Setback Requirements); § 7.2 (Sketch Plan Review); and Appendix A ( <i>Underhill Road, Driveway &amp; Trail Ordinance</i> ).
<b>REASON FOR CONDITIONAL USE REVIEW:</b>	Proposed subdivisions are required to be reviewed by the Development Review Board per Article VII. The Sketch Plan Review Meeting is meant to be an informal process to identify potential issues prior to the Applicant(s) expending a lot of resources on a project.
<b>APPLICABILITY OF ROAD ORDINANCE:</b>	The 2015 Road Ordinance, as amended thru December 18, 2018 will <b>APPLY</b> at a later time.
<b>STATE PERMIT INFORMATION:</b>	<ul style="list-style-type: none"> <li>No State permits have been obtained at this time.</li> </ul>
<b>COMMENTS/NOTABLE ISSUES:</b>	<ul style="list-style-type: none"> <li>Parcel A could potentially contain an area of the Soil &amp; Water Conservation zoning district, and if so, the ±11.76 acre lot will be nonconforming, as the required acreage is 15.0 Acres.</li> <li>Based on the subdivision’s configuration, Parcel A seemingly has no area where development is feasible due to steep and very steep slopes.</li> </ul>



# TOWN OF UNDERHILL

## Development Review Board

MARTY BASLOW  
SKETCH PLAN REVIEW  
Docket #: DRB-19-10

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<b>Applicant(s):</b>	Marty Baslow
<b>Consultant(s):</b>	Donald L. Hamlin Consulting Engineers, Inc.
<b>Property Location:</b>	37 Warner Creek, Underhill, VT 05489
<b>Acreage:</b>	±30.61 Acres
<b>Zoning District(s):</b>	Rural Residential and Soil & Water Conservation

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**Project Proposal:** Sketch Plan Review of Marty Baslow for a proposed 2-Lot Subdivision of property located at the aforementioned address.

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### 2018 UNDERHILL UNIFIED LAND USE & DEVELOPMENT REGULATIONS RELEVANT REGULATIONS:

- Article II, Table 2.4 – Rural Residential (pg. 15)
  - Article II, Table 2.7 – Soil & Water Conservation District (pg. 24)
  - Article III, Section 3.2 – Access (pg. 30)
  - Article III, Section 3.7 – Lot, Yard & Setback Requirements (pg. 38)
  - Article III, Section 3.9 – Nonconforming Lots (pg. 39)
  - Article III, Section 3.13 – Parking, Loading & Service Areas (pg. 44)
  - Article III, Section 3.17 – Source Protection Areas (pg. 55)
  - Article III, Section 3.18 – Steep Slopes (pg. 56)
  - Article III, Section 3.19 – Surface Waters & Wetlands (pg. 63)
  - Article III, Section 3.23 – Water Supply & Wastewater Systems (pg. 68)
  - Article VI – Flood Hazard Area Review (pg. 127)
  - Article VII, Section 7.2 – Applicability (pg. 139)
  - Article VII, Section 7.3 – Sketch Plan Review (pg. 141)
  - Article VIII – Subdivision Standards (pg. 150)
  - Appendix A – Underhill Road, Driveway & Trail Ordinance
- 

### CONTENTS:

- a. Exhibit A - Baslow Sketch Plan Review Staff Report
  - b. Exhibit B - Baslow (WC037) Sketch Plan Review Meeting Procedures
  - c. Exhibit C - Application for Subdivision
  - d. Exhibit D - Project Information
  - e. Exhibit E - Certificate of Service
  - f. Exhibit F - Subdivision Plan
-

## COMMENTS/QUESTIONS

1. **TABLE 2.7 – SOIL & WATER CONSERVATION:** Parcel A could potentially contain an area of the Soil & Water Conservation zoning district, and if so, the ±11.76 acre lot will be nonconforming, as the required acreage is 15.0 Acres.
  2. **SECTION 3.18 – STEEP SLOPES:** Based on the subdivision’s configuration, Parcel A seemingly has no area where development is feasible due to steep and very steep slopes.
  3. **SECTION 3.19 – SURFACE WATERS & WETLANDS:** A delineation of the wetlands prior to developing the lot will be helpful to Staff to ensure that development is not impacting the wetland.
  4. **SECTION 3.23 – WATER SUPPLY & WASTEWATER SYSTEMS:** Should the Applicant propose any development on either lot at this time, Staff recommends that the Applicant obtain a Wastewater System & Potable Water Supply Permit.
  5. **SECTION 8.2.F – LAYOUT:**
    - a. The proposed Parcel A could potentially be prohibitive regarding subsequent development due to the steep topography (§ 8.2.F.1).
    - b. The proposed Parcel A could potentially be undersized should the lot contain an area of the Soil & Water Conservation District (§ 8.2.F.3 & §8.2.F.4).
  6. **SECTION 8.2.G – BUILDING ENVELOPES:** The Applicant has not identified a building envelope.
  7. **SECTION 8.8 – LEGAL REQUIREMENTS:** The Board should determine what draft legal documents they would like to see during the preliminary & final subdivision review hearings; most likely information relating to a draft Road Maintenance Agreement.
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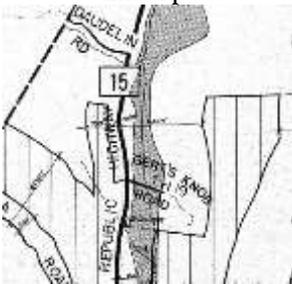
# STAFF FINDINGS OF RELEVANT SECTIONS

## ARTICLE II – ZONING DISTRICTS

### Legend

Zoning Districts	
	Underhill Flats Village Center (1.0 Acre)
	Underhill Center Village (1.5 Acres)
	Rural Residential (3 Acres)
	Water Conservation (5.0 Acres)
	Scenic Preservation (10 Acres)
	Soil and Water Conservation (15 Acres)

### Official Zoning Map Excerpt



	Rural Residential	Soil & Water Conservation	Proposed Parcel A	Proposed Parcel B
<b>Lot Size:</b>	3.0 Acres	15.0 Acres	±11.76 Acres	±18.85 Acres
<b>Frontage:</b>	250 ft.	400 ft.	47 ft. (via Baslow Lane)	465 ft. (via Warner Creek)
<b>Setbacks:</b>				
• Front West	30 ft.	30 ft.	TBD	TBD
• Side 1 North	50 ft.	75 ft.	TBD	TBD
• Side 2 South	50 ft.	75 ft.	TBD	TBD
• Rear West	50 ft.	75 ft.	TBD	TBD
<b>Max. Building Coverage:</b>	25%	7%	TBD	TBD
<b>Max. Lot Coverage:</b>	50%	10%	TBD	TBD
<b>Maximum Height:</b>	35 ft.	35 ft.	TBD	TBD

TABLE 2.4 – RURAL RESIDENTIAL

**Purpose Statement:** Accommodate medium density development on land that has access to public roads where traditional development has taken place, where soil cover is thicker than on the hillside. The Rural Residential district allows for the continuation of existing commercial, residential, and public uses and to encourage future development, particularly along Route 15, Poker Hill Road and Irish Settlement Road that is compatible with these historic uses.

- The proposed subdivision is of a ±30.61 acre lot (excluding the acreage on the west side of Vermont Route 15) into two lots, which will better conform with medium density development.
- Parcel A will likely access Baslow Lane, a Private Road, which connects to Gert’s Knob, a Class III Town Highway, that connects to Vermont Route 15.
- Parcel B will access Warner Creek Extension, a Private Road connecting to Vermont Route 15.
- Staff is uncertain of what the anticipated development for the two lots is.

**TABLE 2.7 – SOIL & WATER CONSERVATION**

**PG. 24**

**Purpose Statement:** This district includes significant headwater and aquifer recharge areas, unique and fragile natural areas, critical wildlife habitat, and mountainsides and ridges characterized by steep slopes and shallow soils. The purpose of this district is to protect Underhill’s more remote and inaccessible forested upland areas from fragmentation, development, and undue environmental disturbance, while allowing for the continuation of traditional uses such as forestry, outdoor recreation, and compatible development.

- Parcel A could potentially contain an area of the Soil & Water Conservation zoning district.
  - If so, the ±11.76 acre lot will be nonconforming, as the required acreage is 15.0 Acres.
  - The official zoning map illustrates the Rural Residential District extending from the centerline of Vermont Route 15 two-thousand (2000) feet east.
    - The Applicant should depict the zoning district boundary on the subdivision plans for the Preliminary Subdivision Review Hearing to determine if Parcel A requires additional acreage to meet the minimum lot size of 15.0 Acres.

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**ARTICLE III – GENERAL REGULATIONS**

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**SECTION 3.2 – ACCESS**

**PG. 30**

- Parcel A will access Baslow Lane, a Private Road that connects to Gert’s Knob, a Class III Town Highway, which connects to Vermont Route 15.
  - Parcel A likely fails to satisfy the frontage requirement, as the measurement is ±47 ft.
  - Frontage may be waived in accordance with §§ 3.7.E.1 & 8.6.A.2 if the lot is being served by a shared driveway.
    - Applying the frontage requirement to Parcel A is difficult without knowing where the lot will be served from, as a shared driveway can only serve 3 Lots.
  - Coordination with the E911 Coordinator (Brad Holden) is required to determine how Parcel A will be numbered and to determine what the impact to Baslow Lane and Gert’s Knob will be due to the creation of the new lot.
    - Access-related improvements, such as widening or upgrading to AOT A-76 Standards, are likely.
- Parcel B will access Warner Creek Extension, a Private Road that connects to Vermont Route 15.
- An access permit should be submitted at the time of Final Subdivision Review.

**SECTION 3.7 – LOT, YARD & SETBACK REQUIREMENTS**

**PG. 38**

- Staff is unaware of what the intended uses of the properties will be.
- Parcel A could potentially have a minimum acreage requirement issue (see Table 2.7 above).
- Parcel B could potentially have a frontage requirement issue (see Section 3.2 above).

**SECTION 3.8 – NONCONFORMING LOTS**

**PG. 39**

- The Board shall **NOT** grant approval of a nonconforming lot unless the lot is part a of Planned Residential Development (Article IX).

**SECTION 3.13 – PARKING, LOADING & SERVICE AREAS**

**PG. 44**

- Staff is unaware of what the intended uses of the properties will be, and therefore, unable to provide minimum parking requirements.

**SECTION 3.17 – SOURCE PROTECTION AREAS**

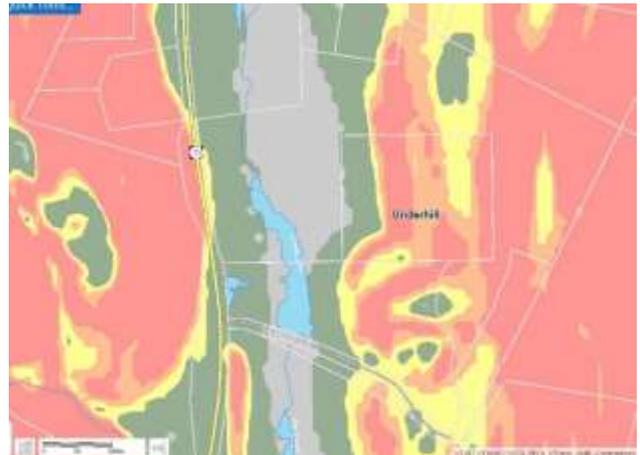
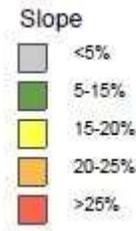
**PG. 55**

- The subject lot is not located within a Groundwater Source Protection Area.

**SECTION 3.18 – STEEP SLOPES**

**PG. 56**

- Areas of steep slopes (15-25%) are present on the existing lot (see directly to the right).
  - Based on the subdivision’s configuration, Parcel A seemingly has no area where development is feasible due to steep and very steep slopes.
  - The one area that is under 15% slope is close to the property’s boundary and would likely require a dimensional waiver or variance.



**SECTION 3.19 – SURFACE WATERS & WETLANDS**

**PG. 63**

- The Creek will bisect Parcel B.
  - Since the Creek contains a floodplain (see Article VI below), all development shall be located 100 ft. from the “top of bank.”
  - See definition of “Stream Bank” in Article XI for more information about “top of bank” v “top of slope.”
- Proposed Parcel A does not appear to contain any surface waters.
- Parcel A contains Class II Wetlands.
  - Development is required to be at least 50 ft. from Class II Wetlands unless permitted by the State of Vermont, Department of Environmental Conservation.
- A delineation of the wetlands prior to developing the lot will be helpful to Staff to ensure that development is not impacting the wetland.



**SECTION 3.23 – WATER SUPPLY & WASTEWATER SYSTEMS**

**PG. 68**

- Staff is unaware of potential Water/Wastewater permitting.

- Should the Applicant propose any development on either lot at this time, Staff recommends that the Applicant obtain a Wastewater System & Potable Water Supply Permit.

## **ARTICLE VI – FLOOD HAZARD AREA REVIEW**

- A Special Flood Hazard Areas (Zone A) is located on the proposed Parcel B.
  - Due to other site constraints (i.e. wetlands and surface waters), development in the flood hazard area is extremely unlikely.



## **ARTICLE VII – SUBDIVISION REVIEW**

### **SECTION 7.2 – APPLICABILITY**

**PG. 139**

- The Applicant is proposing a 2-Lot subdivision that meets the requirements of Section 7.2.E.1.a.
- Staff recommends that the project be classified as a “minor” subdivision.

### **SECTION 7.3 – SKETCH PLAN REVIEW**

**PG. 141**

- See Exhibit D pertaining to a statement regarding the Sketch Plan Review application.
- The Applicant appears to have submitted the necessary materials for the Board to make a decision about the application.

## **ARTICLE VIII – SUBDIVISION STANDARDS**

### **SECTION 8.1 – APPLICABILITY**

#### SECTION 8.1.B – REQUEST FOR MORE INFORMATION

**PG. 150**

- Technical review is not required at this time.

#### SECTION 8.1.C – FINDINGS OF FACT

**PG. 150**

- Findings of fact are not required at this stage of the subdivision review process.

#### SECTION 8.1.D – MODIFICATIONS & WAIVERS

**PG. 150**

- The Applicant has not requested any additional modifications or waivers at this time.

### **SECTION 8.2 – GENERAL STANDARDS**

#### SECTION 8.2.A – DEVELOPMENT SUITABILITY

**PG. 151**

- The proposed Parcel A is arguably not suitable for subsequent development due to the overwhelming amount of steep and very steep slopes contained on the lot.
  - The Board will need to determine if subsequent development on the proposed Parcel A is feasible.

- No unforeseen undue adverse impacts to the public health, safety or the character of the area in which the proposed development is located are anticipated.
- The Applicant has not expressed any intention of setting aside land as open space that would be excluded from subsequent development lands that periodically flood, have poor drainage, contain very steep slopes (>25%), or have other known hazards, or that is otherwise not suitable to support structures or infrastructure.

SECTION 8.2.B – DEVELOPMENT DENSITY

PG. 151

- Staff is unable to verify the density requirement at this time since the intended uses have not been stated; however, the proposed subdivision will likely satisfy the density requirements of this Section.

SECTION 8.2.C – EXISTING SITE CONDITIONS

PG. 151

- While the proposed subdivision appears to integrate and conserve existing site features and natural amenities, Staff is concerned that the natural topography will inhibit development on the proposed Parcel A.
- The proposed subdivision does not appear to be adverse to any of the other existing site features or natural resources listed in this subsection.

SECTION 8.2.D – UNDERHILL TOWN PLAN & REGULATIONS

PG. 152

- The proposed subdivision appears to conform to the *Underhill Town Plan* and the *Underhill Unified Land Use & Development Regulations*.

SECTION 8.2.E – DISTRICT SETTLEMENT PATTERNS

PG. 152

**Rural Districts.** Subdivisions within the Rural Residential, Water Conservation and Scenic Preservation Districts shall be designed and configured to reinforce the rural character and historic working landscape of these districts, characterized by forested hillsides and hilltops, open fields, and moderate to low densities of residential development interspersed with large contiguous tracts of undeveloped land. Lots shall be configured to maintain contiguous tracts of open land between adjoining parcels.

**Soil & Water Conservation District.** Subdivisions within the Soil & Water Conservation Districts shall be designed and configured to avoid undue adverse impacts to existing forest resources and environmental sensitive upland areas, including watersheds and significant wildlife habitat and travel corridors, and to maintain traditional land uses including forestry and outdoor recreation. To the extent physically feasible, fragmentation of productive forest lands and significant wildlife habitat shall be avoided, and lots shall be configured to maintain contiguous tracts to

- The proposed project appears to conform with the Rural Districts settlement patterns outlined in Section 8.2.E.1 (see directly to the left).
- The proposed Parcel A that will contain the area of the Soil & Water Conservation District (west of Vermont Route 15) is not intended to be developed at this point time.
- The Applicant should verify if the Soil & Water Conservation District will exist on the proposed Parcel A.
  - Should the Soil & Water Conservation District exist on the proposed Parcel A, the likelihood that that portion of the lot will be impacted is almost zero.

open land between adjoining parcels. Lots created for the purpose of constructing dwellings or other structures in this district shall not result in the development of environmentally sensitive areas identified in the town plan or through site investigation, as specified in Section 8.3.

**SECTION 8.2.F - LAYOUT**

**PG. 153**

- The proposed Parcel A could potentially be prohibitive regarding subsequent development due to the steep topography (§ 8.2.F.1).
- The proposed Parcel A could potentially be undersized should the lot contain an area of the Soil & Water Conservation District (§ 8.2.F.3 & §8.2.F.4).
- The proposed subdivision appears to conform to the desired district settlement patterns (§ 8.2.F.2) and avoids the creation of additional irregularly shaped lots (§ 8.2.F.5)

**SECTION 8.2.G – BUILDING ENVELOPES**

**PG. 153**

- The Applicant has not identified a building envelope.

**SECTION 8.2.H – SURVEY MONUMENTS**

**PG. 153**

- No findings.

**SECTION 8.2.I – LANDSCAPING & SCREENING**

**PG. 153**

- No findings.

**SECTION 8.2.J – ENERGY CONSERVATION**

**PG. 154**

- No findings.

**SECTION 8.3 – NATURAL CULTURAL RESOURCES**

**SECTION 8.3.A – RESOURCE IDENTIFICATION & PROTECTION**

**PG. 154**

- No information pertaining to, nor has any identification relating to, significant cultural and natural features necessitating protection has been submitted for consideration.

**SECTION 8.3.B – SURFACE WATERS, WETLANDS & FLOODPLAINS**

**PG. 155**

- See Section 3.19 and Article VI above for more information.

**SECTION 8.3.C – ROCK OUTCROPS, STEEP SLOPES, HILLSIDES & RIDGELINES**

**PG. 155**

- See Section 3.18 above for more information.

**SECTION 8.3.D – NATURAL AREAS & WILDLIFE HABITAT**

**PG. 156**

- A priority level 5 habitat block is located on the existing lot to be impacted (see directly to the right on the next page).
  - Note: A priority level 9 habitat block is located on the existing part of the lot on the west side of Vermont Route 15.
- The priority level 5 habitat block will inevitably be impacted when development is proposed & construction on Parcels A & B.

- No Deer Wintering Yards have been identified on the lot.
- The ANR Biofinder has also identified the following priority characteristics:
  - Highest Priority Community & Species (along the Creek; in a similar area as the identified Class II Wetlands);
  - Highest Priority Landscape Scale (in a similar area as the priority 5 habitat block);
  - Class II Wetlands (see § 3.19 above);
  - Highest Priority Wildlife Crossing (along Vermont Route 15);
  - Riparian Wildlife Connectivity (in a similar area as the identified Class II Wetlands);
  - Highest Priority Surface Water and Riparian Areas (in a similar area as the identified Class II Wetlands);
  - Priority Surface Waters & Riparian Areas (along Vermont Route 15);



- Highest Priority Interior Forest Block (on the portion of the lot west of Vermont Route 15);
- Priority Interior Forest Block (in a similar area as the identified priority level 5 habitat block);
- Highest priority connectivity block (in a similar areas as the identified habitat blocks);
- Representative and Responsibility Physical Landscapes (in a similar areas as the identified habitat blocks).

**SECTION 8.3.E – HISTORIC & CULTURAL RESOURCES**

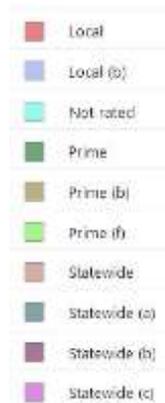
**PG. 157**

- Staff is unaware of any historic and cultural resources located on the existing lot.

**SECTION 8.3.F – FARMLAND**

**PG. 157**

- Development is unlikely to occur in the areas of Statewide Agricultural Soils that have been identified along Vermont Route 15.



**SECTION 8.3.G - FORESTLAND**

**PG. 158**

- The proposed property line will bisect an area of forest, which comprises a large portion of the property.
- Future development on either lot will likely result in the inevitable clearing of the forest.

**SECTION 8.4 – OPEN SPACE & COMMON LAND**

SECTION 8.4.A – OPEN SPACE

**PG. 159**

- The Applicant is not proposing to designate any land as open space.

SECTION 8.4.B – COMMON LAND

**PG. 160**

- The Applicant is not proposing to designate any land as common land.

SECTION 8.4.C – LEGAL REQUIREMENTS

**PG. 160**

- No findings.

**SECTION 8.5 – STORMWATER MANAGEMENT EROSION CONTROL**

**PG. 160**

- No findings.

**SECTION 8.6 – TRANSPORTATION FACILITIES**

SECTION 8.6.A – ACCESS & DRIVEWAY

**PG. 162**

- Both lots will be served by their own driveways:
  - Parcel A will be accessed via Baslow Lane, a private drive via Gert’s Knob, which connects to Vermont Route 15; and
  - Parcel B will be access via Warner Creek Extension, a private via Warner Creek, which connects to Vermont Route 15.
- Only the requirements from Sections 3.2 & 8.6.A apply (see above for more information as it relates to the *Underhill Unified Land Use & Development Regulations*). See Appendix A below for more information as it relates to the *Underhill Road, Driveway & Trail Ordinance*.

SECTION 8.6.B – DEVELOPMENT ROADS

**PG. 164**

- This subsection does not apply.

SECTION 8.6.C – PARKING FACILITIES

**PG. 167**

- This subsection does not apply.

SECTION 8.6.D – TRANSIT FACILITIES

**PG. 167**

- This subsection does not apply.

SECTION 8.6.E – PEDESTRIAN ACCESS

**PG. 167**

- This subsection does not apply.

**SECTION 8.7 – PUBLIC FACILITIES & UTILITIES**

SECTION 8.7.A – PUBLIC FACILITIES

**PG. 168**

- An undue burden on existing and/or planned public facilities is not anticipated.
- Comments from the Mt. Mansfield Union School District will be solicited during the Preliminary/Final Subdivision Review process.

SECTION 8.7.B – FIRE PROTECTION

**PG. 168**

- An undue burden on the Underhill-Jericho Fire Department could potentially occur if any of the driveways are built on steep slopes and very steep slopes.
- Comments from the Underhill-Jericho Fire Department will be solicited during the Preliminary/Final Subdivision Review process.

SECTION 8.7.C – WATER SYSTEMS **PG. 168**  
• See Section 3.23 Above.

SECTION 8.7.D – WASTEWATER SYSTEMS **PG. 169**  
• See Section 3.23 Above.

SECTION 8.7.D – UTILITIES **PG. 169**  
• No findings.

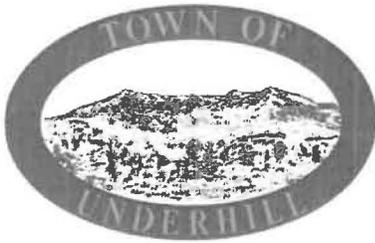
**SECTION 8.8 – LEGAL REQUIREMENTS** **PG. 170**  
• The Board should determine what draft legal documents they would like to see during the preliminary & final subdivision review hearings; most likely information relating to a draft Road Maintenance Agreement.  
• The Applicant should submit draft deeds prior to the Preliminary/Final Subdivision Review hearing.

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**APPENDIX A – ROAD & DRIVEWAY STANDARDS**

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- The Applicant should provide information relating to the access ways for both lots at the time of the preliminary subdivision review hearing.
- An access permit application shall be submitted at the time of the final subdivision review hearing.



## **UNDERHILL DEVELOPMENT REVIEW BOARD**

### **SKETCH PLAN REVIEW MEETING PROCEDURES**

6:35 PM, Monday, September 16, 2019

**Applicant(s):** Marty Baslow  
**Docket #:** DRB-19-10

State the following:

1. This is a sketch plan review meeting on the application of Marty Baslow for a proposed 2-lot subdivision of land he owns at 37 Warner Creek (WC037) in Underhill, Vermont.

This application is subject to review under the 2011 *Unified Land Use & Development Regulations*, as amended March 6, 2018 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.

The exhibits submitted as part of this application are available in the Baslow sketch plan review file (Docket #: DRB-19-10 / WC037) at the Underhill Zoning & Planning Office and on the Town's website.

2. Copies of the Rules of Procedure that the Board follows are available for review at the front counter, and can be obtained from the Planning & Zoning Administrator.
3. At this point we'll begin review and hear from the applicant(s) 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 the Board, the Planning & Zoning Administrator, applicant(s) and/or their representative(s)?
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. Ask for a motion to accept or deny the application, as well as asking the Board if they wish to discuss the application in open deliberation or closed deliberation? (After the ruling, continue with the info below.)

“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 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.”



# TOWN OF UNDERHILL

## APPLICATION FOR SUBDIVISION

<b>OFFICE USE ONLY</b> PROPERTY CODE: <u>WC037</u> DRB DOCKET #: <u>DRB-19-10</u> MEETING DATE: <u>9/16/2019</u>		<b>ZONING DISTRICT(S):</b> <input type="checkbox"/> Underhill Flats Village Center <input type="checkbox"/> Underhill Center Village <input checked="" type="checkbox"/> Rural Residential <input type="checkbox"/> Water Conservation <input checked="" type="checkbox"/> Mt. Mansfield Scenic Preservation <input checked="" type="checkbox"/> Soil & Water Conservation	<b>APPLICATION TYPE:</b> <input checked="" type="checkbox"/> Sketch Plan Review <input type="checkbox"/> Preliminary Subdivision Review <input type="checkbox"/> Final Subdivision Review <input type="checkbox"/> Preliminary & Final Subdivision Review <input type="checkbox"/> Subdivision Amendment
<b>PROPERTY OWNER INFORMATION:</b>		<b>Project Information</b>	
<b>RECORD OWNER OF PROPERTY:</b> Marty Baslow		Property Location: <u>Lot 5, Warner Creek</u> <u>Underhill, VT 05489</u>	
<b>MAILING ADDRESS:</b> 65 Colonel Page Road, Essex Junction, VT 05452		Acreage in Original Parcel: <u>30.61</u> acres	
<b>EMAIL ADDRESS:</b> baslowplumbing@live.com		Proposed Number of Lots: <u>2</u> Lots	
<b>PHONE NUMBER:</b> (802) 363-5651			
<b>DESIGNER/ENGINEER INFORMATION:</b>			
<b>DESIGNER/ENGINEER:</b> Richard F. Hamlin, P.E.		Is this a Planned Residential Development? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
<b>MAILING ADDRESS:</b> PO Box 9, Essex Junction, VT 05453		Is this a Planned Unit Development? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
<b>EMAIL ADDRESS:</b> rhamlin@dlhce.com		Is the parent lot part of a previously approved subdivision? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
<b>PHONE NUMBER:</b> (802) 878-3956		If so, when was the previous subdivision approved? Year: <u>2011</u>	
<b>SURVEYOR INFORMATION:</b>			
<b>SURVEYOR:</b> Michael M. Magoon, LS		If known, what was the application number: Application Number: <u>WW-4-2103-2</u>	
<b>MAILING ADDRESS:</b> PO Box 9, Essex Junction, VT 05453		If the proposed project is to amend a subdivision, what is the proposed amendment? <hr/> <hr/> <hr/>	
<b>EMAIL ADDRESS:</b> mmagoon@dlhce.com			
<b>PHONE NUMBER:</b> (802) 878-3956			
<b>DEVELOPER INFORMATION (IF KNOWN):</b>			
<b>SURVEYOR:</b> NA			
<b>MAILING ADDRESS:</b>			
<b>EMAIL ADDRESS:</b>			
<b>PHONE NUMBER:</b>			



# TOWN OF UNDERHILL

## APPLICATION FOR SUBDIVISION

Sketch Plan Application Materials (Only)	Section B (Engineering Plans Requirements)	Section C (Written Materials)
<p>Applicable:</p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><i>The following Sketch Plan Review materials must be submitted at least 10 business days prior to a regularly scheduled Development Review Board:</i></p> <p>Checklist</p> <p><input checked="" type="checkbox"/> Sketch of Proposed Subdivision <input checked="" type="checkbox"/> Project Description <input type="checkbox"/> Description of Proposed Modifications or Waivers <input checked="" type="checkbox"/> Application Fee (\$100.00)</p> <p><i>Please Checkoff All Submitted Materials</i></p>	<p>Checklist</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Two Large (to Scale) Copies</li> <li><input type="checkbox"/> Twelve 11" x 17" Copies</li> <li><input type="checkbox"/> Prepared by a Professional Engineer</li> <li><input type="checkbox"/> Date, Including Revision Date(s)</li> <li><input type="checkbox"/> North Arrow, Scale, Legend</li> <li><input type="checkbox"/> Proposed New Lot Lines &amp; New Acreages</li> <li><input type="checkbox"/> Proposed Building Envelopes (including Setbacks)</li> <li><input type="checkbox"/> Extent of Site Clearing &amp; Disturbance</li> <li><input type="checkbox"/> Existing/Proposed Open Space</li> <li><input type="checkbox"/> Existing/Proposed Common Land</li> <li><input type="checkbox"/> Existing/Proposed Building Footprints</li> <li><input type="checkbox"/> Zoning District Boundary</li> <li><input type="checkbox"/> Property Codes of Adjacent Properties</li> <li><input type="checkbox"/> Record Owners of Adjacent Properties</li> <li><input type="checkbox"/> Existing/Proposed Easements</li> <li><input type="checkbox"/> Existing/Proposed Rights-of-Ways</li> <li><input type="checkbox"/> Existing/Proposed Roads</li> <li><input type="checkbox"/> Existing/Proposed Utility Corridors</li> <li><input type="checkbox"/> Locations/Designs of Proposed Water &amp; Wastewater Disposal Systems (including Isolation &amp; Well Shields)</li> <li><input type="checkbox"/> Existing/Proposed Curb Cut, Driveways, Roads and/or Parking Areas (includes: cuts, fills, grades, drainage, culverts, travel lane widths, shoulder widths, surfacing etc.)</li> <li><input type="checkbox"/> Topography               <ul style="list-style-type: none"> <li>Existing Surface Grades /Contours</li> <li>Post-Development Contours/Grades</li> </ul> </li> <li><input type="checkbox"/> Existing Outcrops, Ledges, Visually Prominent Ridgelines and Peaks</li> <li><input type="checkbox"/> Surface Waters &amp; Associated Buffers</li> <li><input type="checkbox"/> Wetlands &amp; Associated Buffers</li> <li><input type="checkbox"/> Vernal Pools &amp; Associated Buffers</li> <li><input type="checkbox"/> Mapped Floodplains</li> <li><input type="checkbox"/> Drainage Patterns</li> <li><input type="checkbox"/> Natural Vegetative Cover</li> </ul> <p style="text-align: center;"><u>Where Applicable:</u></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Location &amp; Size of Existing Culverts and Drains</li> <li><input type="checkbox"/> Location &amp; Size of Existing Sewerage Systems &amp; Water Supplies</li> <li><input type="checkbox"/> Existing/Proposed Pedestrian Walkways</li> <li><input type="checkbox"/> Designated Source Protection Areas</li> <li><input type="checkbox"/> Existing or Preserved Forestland</li> <li><input type="checkbox"/> Preserved Natural, Cultural &amp; Historic Features (e.g. Sites &amp; Structures)</li> <li><input type="checkbox"/> Other Unique Topographical or Geographical Features</li> <li><input type="checkbox"/> Areas of Steep or Very Steep Slopes</li> <li><input type="checkbox"/> Primary Agricultural Soils</li> </ul> <p><i>Please Checkoff All Submitted Materials</i></p>	<p>Checklist</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Written Disclosure of Intended Use of Land to be Subdivided</li> <li><input type="checkbox"/> General Plans for Subsequent Development of Land to be Retained by Applicant/Landowner</li> <li><input type="checkbox"/> Written Requests for Modifications or Waivers (including Justifications)</li> <li><input type="checkbox"/> Draft Deeds</li> <li><input type="checkbox"/> Draft Easements</li> <li><input type="checkbox"/> Draft Homeowners Associations</li> <li><input type="checkbox"/> Draft Maintenance Agreements</li> <li><input type="checkbox"/> Snow Removal &amp; Management Plan</li> </ul> <p><i>Please Checkoff All Submitted Materials</i></p>
<b>Requirements for All Other Applications</b>		<b>Section D (Non-Town Related Materials)</b>
<p>Checklist</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Surveys (see Section A)</li> <li><input type="checkbox"/> Engineering Plans (see Section B)</li> <li><input type="checkbox"/> Written Materials (see Section C)</li> <li><input type="checkbox"/> State of VT Materials (see Section D)</li> <li><input type="checkbox"/> Application Fee (see Fee Schedule)</li> </ul> <p><i>Please Checkoff All Submitted Materials</i></p>		<p>Checklist</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Project Review Sheet</li> <li><input type="checkbox"/> Wastewater System &amp; Potable Water Supply Permit (Permit #: _____)</li> <li><input type="checkbox"/> Act 250 Permit (Permit #: _____)</li> <li><input type="checkbox"/> Stormwater/Erosion Permit (Permit #: _____)</li> <li><input type="checkbox"/> Agency of Natural Resources Wetlands Permit (Permit #: _____)</li> <li><input type="checkbox"/> Army Corps of Engineers Permit (Permit #: _____)</li> </ul> <p><i>Please Checkoff All Submitted Materials</i></p>
<b>Section A (Survey Requirements)</b>		<b>Other Required Plans Where Applicable</b>
<p>Checklist</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Two Large (to Scale) Copies</li> <li><input type="checkbox"/> Twelve 11" x 17" Copies</li> <li><input type="checkbox"/> Prepared by a Licensed Surveyor</li> <li><input type="checkbox"/> Date, Including Revision Date(s)</li> <li><input type="checkbox"/> North Arrow</li> <li><input type="checkbox"/> Scale</li> <li><input type="checkbox"/> Legend</li> <li><input type="checkbox"/> Property Codes of Adjacent Properties</li> <li><input type="checkbox"/> Record Owners of Adjacent Properties</li> <li><input type="checkbox"/> Existing/Proposed Easements</li> <li><input type="checkbox"/> Existing/Proposed Rights-of-Ways</li> <li><input type="checkbox"/> Existing/Proposed Roads</li> <li><input type="checkbox"/> Existing/Proposed Utility Corridors               <ul style="list-style-type: none"> <li>Proposed Utility Easements Shall Be Centered On As-Built Utility Lines</li> </ul> </li> <li><input type="checkbox"/> Existing/Proposed Open Space Areas</li> <li><input type="checkbox"/> Existing/Proposed Lot Lines with Dimensions</li> <li><input type="checkbox"/> Vicinity Map               <ul style="list-style-type: none"> <li>To Show Area within 2,000 ft. of the Subject Lot Proposed to be Subdivided</li> </ul> </li> </ul> <p><i>Please Checkoff All Submitted Materials</i></p>		<p>Checklist</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Outdoor Lighting Plan</li> <li><input type="checkbox"/> Landscaping and Screening Plan</li> <li><input type="checkbox"/> Temporary &amp; Permanent Stormwater Management Plans</li> <li><input type="checkbox"/> Temporary &amp; Permanent Erosion Control Measures/Plans (including Areas Impacted by Downstream Runoff)</li> <li><input type="checkbox"/> Significant Wildlife Habitat Areas &amp; Corridors (including Areas Impacted by Downstream Runoff)</li> <li><input type="checkbox"/> Areas of Rare, Threatened and Endangered Plant and Animal Communities (and Associated Buffers)</li> <li><input type="checkbox"/> Master Plan (if Applicable-see § 8.1.B.1.a)</li> </ul>

<p>APPLICANT SIGNATURE <i>[Signature]</i></p>	<p>DATE July 23, 2019</p>
<p>RECEIVED <i>[Signature]</i></p>	<p>DATE <i>7/23/2019</i></p>

DONALD L. HAMLIN  
CONSULTING ENGINEERS, INC.  
ENGINEERS AND LAND SURVEYORS



Please reply to:

P.O. Box 9  
Essex Junction  
Vermont 05453

136 Pearl Street  
Essex Junction, Vermont

Tel. (802) 878-3956  
Fax (802) 878-2679  
E-mail: HamlinEngineers@dlhce.com

July 23, 2019

Mr. Andrew Strniste  
Zoning and Planning Administrator  
Town of Underhill  
PO Box 120  
Underhill, Vermont 05489

Re: Sketch Plan, Marty Baslow Subdivision of Warner Creek, Lot 5

Dear Mr. Strniste:

Please find enclosed 7 reduced copies and one full size copy of a sketch plan for the Lot 5 subdivision proposed by Mr. Baslow, and application fee of \$100. Mr. Baslow is proposing to divide the parcel of approximately 30 acres into two lots as depicted on the attached plan. This proposed subdivision will be in keeping with the goal of the Rural Districts in that it will maintain the rural character and historic working landscape of the district by maintaining the forested hillsides with low density development.

Please let me know if you have any questions or need any additional information regarding this sketch plan.

Respectfully,



Richard F. Hamlin, P.E.  
Chief of Engineering

enc.

c: Marty Baslow

WATER SUPPLY AND DISTRIBUTION  
WASTEWATER COLLECTION AND TREATMENT  
STREETS AND HIGHWAYS  
AIRPORTS

SUBDIVISIONS  
SKI LIFTS  
RECREATION AND INDUSTRIAL PLANNING  
SOIL BORINGS

LABORATORY ANALYSIS  
(WATER AND WASTE WATER)  
LAND SURVEYING  
SOLID WASTE MANAGEMENT



## Town of Underhill Development Review Board

P.O. Box 120, Underhill, VT 05489  
www.underhillvt.gov

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

### Certificate of Service

I hereby certify that on this 28 day of August, 2019, a copy of the following documents were delivered to the below recipients and corresponding addresses by United States first class mail.

#### Documents:

Notice to abutting neighbors regarding a Sketch Plan Review meeting for a proposed 2-lot subdivision of land located at 37 Warner Creek (WC037), Underhill, Vermont, owned by Marty Baslow.

#### Recipients and Corresponding Address:

##### ✓ 37 WARNER CREEK (WC037)

Marty Baslow  
65 Colonel Page Road  
Essex, VT 05452

##### ✓ 4 BASLOW LANE (BS004)

Thomas R. & Sally Ann Bosley  
4 Baslow Lane  
Underhill, VT 05489

##### ✓ 13 BASLOW LANE (BS013)

Russell C. & Elise M. Baslow  
13 Baslow Lane  
Underhill, VT 05489

##### ✓ 19 BASLOW LANE (BS019)

Francis T. & Evelyn Comstock  
19 Baslow Lane  
Underhill, VT 05489

##### ✓ 28 GERT'S KNOB (GK028)

Claude A. & Judith A. Raineault  
28 Gert's Knob Road  
Underhill, VT 05489

##### ✓ 35 GERT'S KNOB (GK035)

Steven Coia  
P.O. Box 212  
Underhill, VT 05489

##### ✓ 38 GERT'S KNOB (GK038)

Mary Clark Miller  
Cameron N. Giezendanner  
38 Gert's Knob Road  
Underhill, VT 05489

##### ✓ 295 POKER HILL ROAD (PH295)

Robt. D. & Alisson L. Richards  
295 Poker Hill Road  
Underhill, VT 05489

##### ✓ 743 VERMONT ROUTE 15 (VT493)

Morris J. Root  
16 Maple Ridge Drive  
West Chazy, N.Y. 12992

##### ✓ 769 VERMONT ROUTE 15 (VT769)

Cory L. Wilson & Veronique Langlois  
769 Vermont Route 15  
Underhill, VT 05489

✓ **772 VERMONT ROUTE 15 (VT772)**  
Shawn & Michele Pecor  
772 Vermont Route 15  
Underhill, VT 05489

✓ **773 VERMONT ROUTE 15 (VT773)**  
Michael J. & Cara T. Cook  
773 Vermont Route 15  
Underhill, VT 05489

✓ **14 WARNER CREEK (WC014)**  
Allen A. Bugbee  
P.O. Box 221  
Underhill, VT 05489

✓ **18 WARNER CREEK (WC018)**  
Pamela M. & Thomas J. Cota  
18 Warner Creek  
Underhill, VT 05489

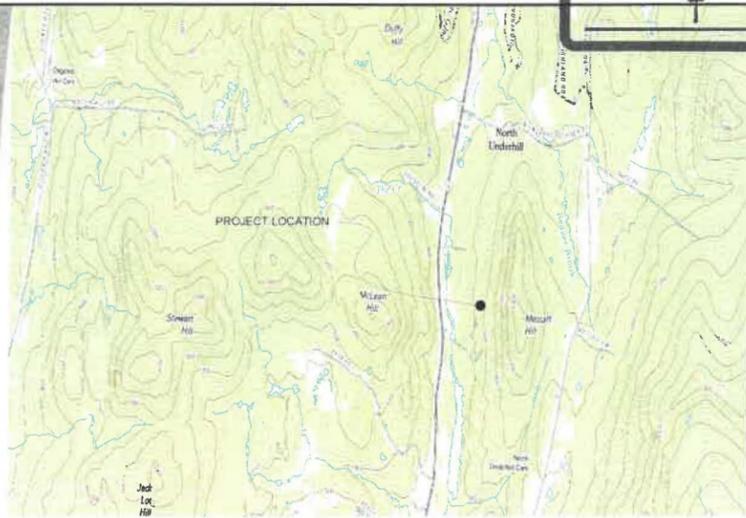
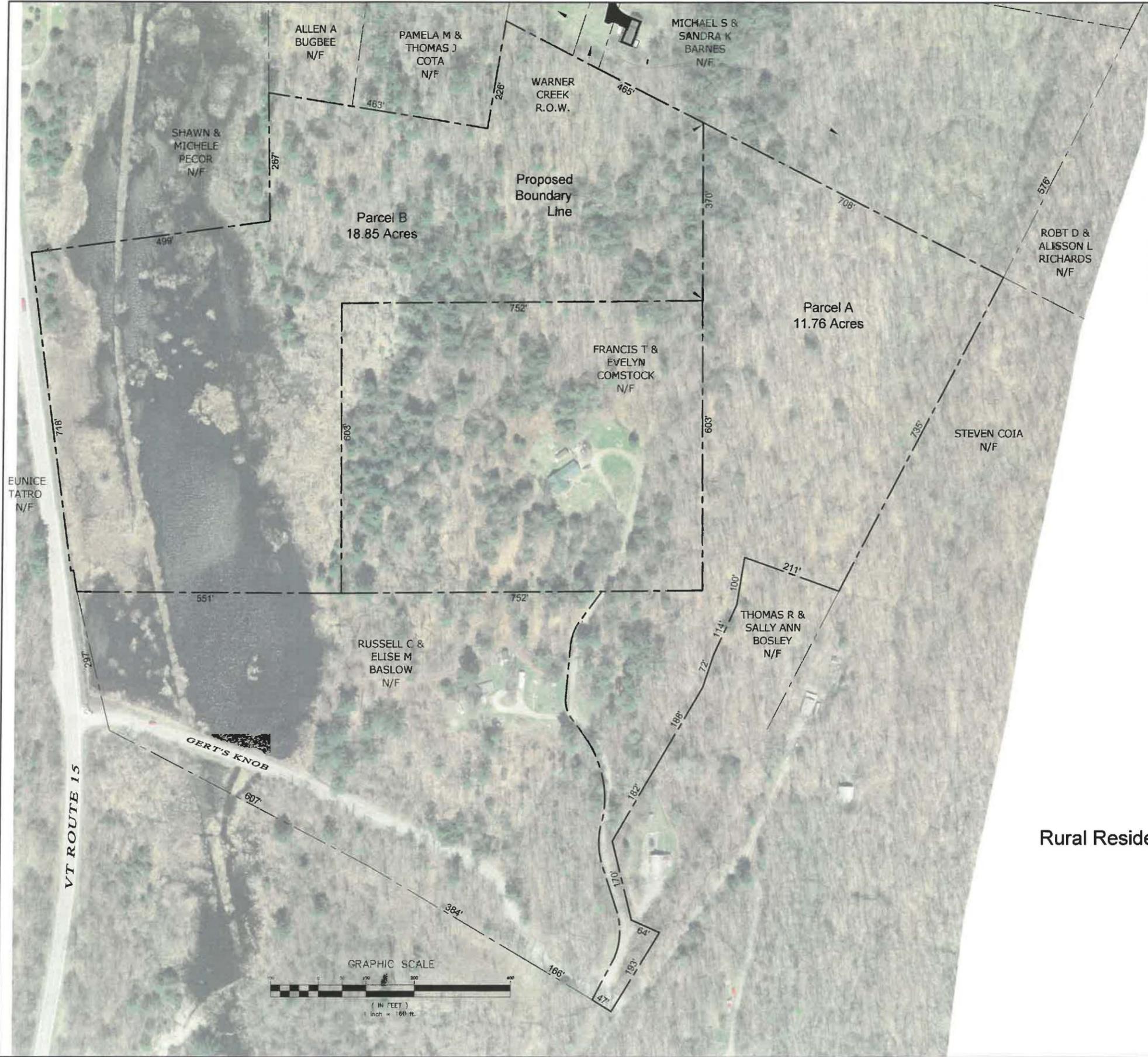
✓ **24 WARNER CREEK (WC024)**  
Michael S. & Sandra K. Barnes  
24 Warner Creek  
Underhill, VT 05489



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Andrew Strniste  
Planning Director & Zoning Administrator  
12 Pleasant Valley Road  
Underhill, VT 05489

Date: 8/28/2019



Rural Residential Zone



DATE	REVISION	BY
CLIENT <b>MARTY BASLOW</b> 65 COLONEL PAGE ROAD ESSEX JUNCTION, VT 05452		
PROJECT TITLE <b>BASLOW SUBDIVISION</b>		
DRAWING TITLE <b>SKETCH PLAN</b>		
Drawn	---	Scale 1" = 100'
Design	---	Job 19-245
Team	BPD	File
Checked	RFH	Drawing
Date	6/18/2019	<b>SK-1</b>

*Donald L. Hamlin*  
Consulting  
Engineers, Inc.  
136 Pearl Street  
Essex Junction, Vermont