

DEVELOPMENT REVIEW BOARD

Town of Underhill, VT

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December 28, 2016

Dick Bouffard
RMB Construction Co.
63 Palmer Lane
Jericho, VT 05465

Darcy and Mary Spence
10 Bridle Trail
Underhill, VT 05489

At the meeting on June 3, 2013, the Development Review Board reviewed your sketch plan application for a 2-lot subdivision of your property at 10 and 12 Bridle Trail in Underhill, VT. This letter is provided per Section 7.3 (D) of the Unified Land Use and Development Regulations, and is valid for one year.

SUBDIVISION CLASSIFICATION

As you are aware, this application is being reviewed under the Unified Land Use and Development Regulations effective March 2012. The subdivision process must distinguish between major and minor classifications. Due to the nature of your proposal, the DRB has classified this as a **minor subdivision** [Section 7.2 (E)].

REGULATION CONFORMANCE

Based upon the information submitted at the sketch plan meeting, it appears that the proposed subdivision has the potential to conform to the regulations. However, the Board did raise some concerns during the meeting that should be addressed in your subsequent plans.

REVIEW CRITERIA & ISSUES TO BE ADDRESSED

This sketch plan letter outlines "specific areas of concern to be addressed" per Section 7.3 (D) and per Section 8.2, General Standards for subdivision review.

1. As discussed during the meeting, the DRB has concerns regarding the private road. Under Section 8.6, this is a Review Standard which requires the board to consider the functional and structural capacity of the road and its impact on the neighborhood. In order to address layout concerns under 8.6.B.2., the Board would like to see the

applicants propose a road agreement which addresses maintenance, ROW and incorporates existing and future users of the private road. Incorporation of all existing and future users of the private road into a road agreement would reduce the impact of the proposed development and receive favorable consideration from the Board under 8.3 and 8.6.

2. As the lot is a so-called “split lot,” in both the Rural Residential (3-acre) and the Soil & Water Conservation (15-acre) zoning district, the applicants are asked to address whether the two new lots meet the dimensional requirements for the district in which it is located. Section 3.7(B).

The above should be included in an application for the preliminary hearing stage in addition to the information required on the enclosed checklists.

PRELIMINARY SUBDIVISION HEARING – PROCESS

As you are aware, the Board voted to require a preliminary hearing due to the outstanding questions raised during the sketch plan review meeting. Therefore, the next step in the subdivision process is to hold a hearing for the purposes of conducting preliminary subdivision review. The application requirements for this step are detailed in Section 7.5 and Article VIII of the Unified Land Use and Development Regulations. The following is provided as a general overview of the process.

You will be required to submit one large and twelve 11” x 17” copies of the plat and engineering drawings, a check for the base hearing fees (\$176.10), a copy of the State Project Review Sheet, and copies of draft legal documents. Also include information addressing items 1-5 above and the requirements on the enclosed checklists.

Once Kari Papelbon, Zoning Administrator, receives a completed application package, Kari Papelbon will schedule and warn a site visit and the preliminary hearing. You will be asked to post another red “Z” sign on the lot no later than 15 days prior to the scheduled hearing. Kari Papelbon will take care of the notice requirements, including Certified Mail to your neighbors and publication in a newspaper. The cost for notice is borne by you and the newspaper fee will be included in the final invoice.

An application for the Preliminary Subdivision Hearing and associated checklist(s) are also included with this letter. The checklists will aid in preparing your hearing submissions and will also aid the Board in reviewing the required documents.

After the Preliminary Subdivision Hearing, the Board will have 45 days to issue a signed, written decision. You will receive a copy of the signed decision via Certified Mail. Any interested parties who participated in the hearing will also receive a copy of the decision. A 30-day appeal period will begin from the date of the signed decision, and must expire prior to

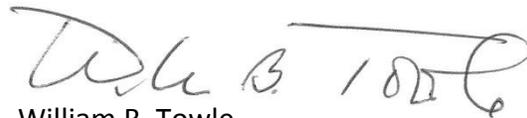
scheduling a hearing for final subdivision. Preliminary approval is valid for one year from the date of issuance.

FINAL HEARING

Following the preliminary hearing, but not before the 30-day appeal period has expired, you may submit a complete application for a final hearing (and Conditional Use review as necessary). Kari Papelbon, Zoning Administrator, will include the requirements and procedure for that step in the letter accompanying your preliminary decision.

If you have any questions or need assistance with the required submissions, please call me at the number listed above.

Sincerely,

A handwritten signature in black ink, appearing to read "W. B. Towle". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

William B. Towle
Acting Chair
Development Review Board

cc: Jim Foley, Esq.
Interested Parties
File

encl: Application for Subdivision: Preliminary
Subdivision Checklist: Preliminary Hearing
Subdivision Standards Findings Checklist