DEVELOPMENT REVIEW BOARD
Town of Underhill, VT

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June 3, 2015

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

During the meetings on February 16th and June 1, 2015, the Development Review Board reviewed your sketch plan application for a 5-lot subdivision (PRD) of property at 109 Pleasant Valley Road 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. If a preliminary application is not filed within the year, another sketch plan review shall be required.

SUBDIVISION CLASSIFICATION
As you are aware, this application is being reviewed under the Unified Land Use and Development Regulations adopted March 2011, as amended through March 4, 2014. The subdivision process must distinguish between major and minor classifications. Due to the nature of your proposal, the DRB has classified this as a **major subdivision** [Section 7.2 (E)].

REGULATION CONFORMANCE
Based upon the information submitted during the sketch plan meetings, the board found that the proposed subdivision will generally conform to the regulations. However, you and your consultants should ensure that all of the subdivision review standards in Article VIII and Article IX are addressed and all of the preliminary hearing requirements in Section 7.5 are met.

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. Subsequent applications should include and address the following:

1) A Preliminary Plat Application submitted in accordance with the criteria listed in the Underhill Unified Land Use and Development Regulations;
2) In the absence of a Full Time Zoning administrator, the applicant shall be responsible for soliciting comments ability to serve and impact letters from the Underhill conservation commission, school district, fire department, and road foreman as outlined in the ULUDR;
3) A vicinity map drawn to a reasonable scale which includes the project area, Mountain Road, New Road, and the location of adjacent driveways on Pleasant Valley Road.
4) A traffic impact analysis prepared by a qualified consultant, of the existing conditions on this section of Pleasant Valley Road and forecasted impacts caused by the development. The traffic impact shall include but not be limited to the following:

a) A speed survey conducted over a sufficient duration to achieve representative conditions and use of Pleasant Valley Road to include AM peak hour and PM peak hour traffic flow, speed, minimum, maximum and average running speed recorded.
b) A matrix that indicates the required minimum safe stopping distance in five mph increments up from 20 mph to 75 mph.
   i) Recommendations from VAOT[1], AASHTO[2] or other recognized transportation improvement body on the comparison of minimum safe stopping distances for non-motorized vehicles who may exceed the speed limit, (i.e. bicycles).
c) Recommended intersection improvements and the maximum sight distance that will be achieved as a result of these improvements.

5) ~~Draft shared maintenance agreements and enforcement documents;~~
6) A Project Review Sheet from the Agency of Natural Resources;
7) The preliminary and final applications should be signed by both the property owners and the Angelino's since the proposal includes a boundary line adjustment with the adjacent property owners;
8) A site visit will be scheduled prior to the preliminary hearing.

The above information should be included in an application for the preliminary hearing 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 during the sketch plan review meeting. Therefore, the next step in the subdivision process is to hold a hearing(s) for the purpose 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 ($400), a copy of the State Project Review Sheet, and copies of draft legal documents. Also include information addressing items above and the requirements on the enclosed checklists.

The board recognizes their lack of expertise with regards to traffic, traffic impacts and recommended improvements. As allowed by the ULUDR the board will solicit the services of an outside third party to assist in the technical review and recommendation for conformance with the regulations and the general safety concerns raised during the sketch plan review hearing.

Once I receive a completed preliminary application package, I will schedule and warn a site visit and the preliminary hearing. You will be asked to post a red "Z" sign on the lot no later than 15 days prior to the scheduled hearing. I will take care of the notice requirements, including Certified Mail to your neighbors and publication in a newspaper. The cost for notice, the third party review consultant, and the newspaper fee is borne by you and will be included in the invoice with your preliminary decision.

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[1] Vermont Agency of Transportation
[2] American Association of State Highway and Transportation Officials

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. Preliminary approval is valid for one year from the date of issuance.

FINAL HEARING

Following the preliminary hearing you may submit a complete application for a final hearing. I 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,

Sarah McShane

Sarah C. McShane
Planning & Zoning Administrator

cc: Trudell Consulting
Interested Party Service List
File

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