

DEVELOPMENT REVIEW BOARD

Town of Underhill, VT

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February 16, 2016

Phil Jacobs
73 Upper English Settlement Road
Underhill, VT 05489

At the meeting on February 1, 2016 the Development Review Board reviewed and accepted your sketch plan application for an 8-lot subdivision of your property at 16 Harvest Run Lane (HR016) 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 subdivision application is not filed within the year, another sketch plan review will 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)]. You will be required to have both a preliminary and final subdivision hearing.

REGULATION CONFORMANCE

Based upon the information submitted at the sketch plan meeting, the board finds that the proposed subdivision has the potential to conform to the regulations if appropriate measures are taken to and avoid steep and very steep slopes (Section 3.18). You and your consultants should ensure that all of subdivision review standards in Article VIII are addressed and all of the preliminary subdivision 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 is meant to provide recommendations and guidance to the applicant. During the sketch review, the board felt that the following items should be addressed in your application for preliminary subdivision approval.

1. A draft Highway Access permit issued by the Selectboard;
 - a. The requested 22 foot wide road width waiver conflicts with written standards in both the ULUDR and the newly adopted Roadway Driveway and Trail ordinance. Given the potential for future development off of Harvest Run the board will likely require the proposed roadway width to be 24 feet wide and the existing roadway be upgraded to 24 feet wide.
 - b. The waiver request for the 22 foot wide roadway off of Jacobs Hill road extension also conflicts with written standards in both the ULUDR and the newly adopted Roadway Driveway and Trail ordinance. The board would be interested in hearing arguments in support of maintaining the reduced roadway widths on Jacobs Hill Road.
 - c. Pedestrian safety on the roadway is a concern raised by residents of the project and shared by members of the board. The board would likely support the waiver request at both Harvest Run

- and new roadways off Jacobs Hill Road if a management plan for pedestrian circulation incorporated a walkway, bikeway or sidewalk along Harvest Run.
2. Detailed engineering plans to mitigate and correct existing stormwater runoff problem areas (Section 8.5(B-C)). Of particular concern to this board is the drainage ditch along Harvest Run and the drainage way interface at Park Street. Based on testimony received at the hearing, and local observation, the board recognizes there is a drainage problem along Harvest Run. We cannot allow any future development to exacerbate the situation. We recognize the root cause of the problem is likely due to development along Harvest Run, and request a plan to make sure the problem is corrected.
 - a. There are several specific areas of concern regarding stormwater runoff, and in addition to a comprehensive stormwater management plan, the board would like to receive additional evidence at the following study point locations:
 - i. The board is concerned about the stormwater runoff rate and velocity from a design storm event along Jacobs Hill road and the intersection of Harvest Run. In particular what design improvements are necessary to mitigate the impact of water velocity onto the Harvest Run drainage way;
 - ii. The board is concerned that a high velocity discharge from any storm water collection system on Jacobs Hill Road would scour and eventually deposit sediment in the ill-defined drainage ditch along Harvest Run. The board would like to see a design that would mitigate these concerns;
 - iii. The board is concerned about the culvert capacity and any recommended improvements at the intersection of Harvest Run and Park Street. The board would like to see a design that would mitigate these concerns;
 - iv. The board is concerned about the culvert capacity and any recommended improvement in the storm sewer network along Park Street. The board would like to see a design that would mitigate these concerns;
 3. The board would like to review copies of the existing association agreements governing the maintenance of Jacobs Hill Road and Harvest Run. Any proposed amendments will be required prior to final plat approval;
 4. Wastewater System & Potable Water Permit (or application) for all lots where development involving occupied structures are proposed;
 5. Draft Survey plat prepared by a licensed surveyor;
 6. Letters of development impact review, or ability to serve from the school district, road foreman, conservation commission and fire department. These letters are normally requested by the Zoning Administrator (ZA) section 5.2,A-2. However as Underhill is currently without a full time ZA, the board requests the applicant solicit these letters (or evidence thereof) and the respective responses.
 7. Engineering drawings in conformance with the application requirements in the ULUDR.
 - a. Areas of steep and very steep slopes shall be shown on the plans.
 8. A site visit will be scheduled prior to the preliminary hearing.

The Board requests that all of these requirements be included in the preliminary subdivision review application package.

PRELIMINARY SUBDIVISION HEARING – PROCESS

As you are aware, the Board is requiring a preliminary and final hearing. 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 (\$100 per lot), 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.

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 and the newspaper fee is borne by you and will be included in the invoice with your preliminary decision.

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 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,



Brian Bigelow
Interim Planning & Zoning Administrator

cc: O'Leary-Burke Civil Associates, PLC.
Interested Party Service List
File

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