EXHIBIT
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UNDERHILL DEVELOPMENT REVIEW BOARD

SKETCH PLAN REVIEW
MEETING PROCEDURES
6:35 PM, Monday, January 20, 2020

Applicant(s): Timothy & Theresa Potvin
Docket #: DRB-20-01

State the following:

1. This is a sketch plan review meeting on the application of Timothy & Theresa Potvin for a proposed 2-Lot subdivision of land they own at 145 Moose Run (MO145) 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 Potvin sketch plan review file (Docket #: DRB-20-01 / MO145) 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."