

UNDERHILL PLANNING COMMISSION  
March 7, 2012, 6:30 PM  
Minutes

Present: Trevor Squirrell, Gerry Adams, David Edson, Carolyn Gregson, Cynthia Seybolt; Planning & Zoning Administrator Kari Papelbon; Consultant Sharon Murray

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6:37 PM: Call to order.

6:39 PM: Interview with Sharon Murray, Front Porch Community Planning & Design re: Municipal Planning Grant

PC voted unanimously to engage Ms. Murray to serve as consultant on the project supported by this grant.

6:45 PM: Discussion of the MPG project

Scope of work:

- Sharon's contract will go into effect immediately upon being signed by the Selectboard and run through May 2013. During that period, she (with the PC) will study three districts: Underhill Flats Village Center District, Water Conservation (in Underhill Center), and Soil & Water Conservation District outliers along Route 15 and Poker Hill, to determine whether there should be changes to the zoning in any or all of these areas.
- Any bylaw changes need to be related to the Town Plan.
- Sharon will provide analyses based on maps, Grand List, visual examination, infrastructure, historical settlement patterns and other available tools.
- Following study and discussion by PC, Sharon will draft zoning map amendments.

Process:

- Districts will be studied one at a time in the following order – Underhill Flats Village Center, Water Conservation (in Underhill Center), Soil & Water Conservation outliers.

- At least three outreach meetings (one or more per district) will be held in the fall of 2012, with extensive efforts made to involve and inform community members and obtain input from them.
- Goal is to have recommended changes warned for a Town Meeting vote in 2013.
- Sharon plans to have six sessions with PC. She and Kari will meet to create an inventory of needs, write a press release, and prepare for next meeting together on April 4.

Before April 4, PC members will:

- Review Town Plan and bylaws for relevant districts.
- Review Town Plan Recommendations list made by Sharon.
- Consider how best to communicate with and relate to the Active Living Workshop groups that are studying the Underhill Flats Village Center area.

7:25 PM: Active Living Workshop update

Kari reported that four committees have been formed to study different aspects of the recommendations that came out of the workshop. Only one committee has set a meeting date.

7:36 PM: 2/15/12 Minutes accepted as written.

7:37 PM: Election of Officers

Carolyn made a motion seconded by David to elect the following officers to serve for one year, effective immediately:

Trevor Squirrell, Chair  
 Dick Albertini, Vice-chair  
 Cynthia Seybolt, Clerk

The motion was unanimously approved.

7:40 PM: Appendices for ULUDR

At Kari's request, this topic was deferred to the next meeting

7:42 PM: List of Projects

In addition to work on Zoning, the following projects were suggested and accepted:

- Sidewalks in the Flats - Kari will write a proposal and process outline based on 2005 study and current situation. RPC assistance may be available.
- Permit fees - these are inconsistent and out of date. Kari has asked for comments on the current fee schedule.
- Better communication with Select Board and DRB - Kari will suggest to DRB a joint meeting on 4/16.

7:55 PM: Meeting adjourned.

Cynthia Seybolt