

## UNDERHILL PLANNING COMMISSION

April 1, 2015 6:30 PM

Minutes

**PC Members Present:** Cynthia Seybolt (Chair), Cliff Peterson, Gerry Adams, Dave Edson, Carolyn Gregson, Pat Lamphere

**Staff Present:** Sarah McShane

**Guests Present:** Peter Bennett

**6:30 PM:** Call to order by Chair C.Seybolt.

**6:30 PM:** C.Seybolt asked for public comments. There were no public comments. Members discussed whether or not to move the meeting time to 6:00 PM. Since majority of the members wanted to keep the time to 6:30 PM, members agreed to keep the existing meeting time. C.Seybolt asked if the meeting minutes could reflect action items and list the responsible individual. S.McShane will include action items in the future meeting minutes.

C.Seybolt asked if the Commission would consider removing two sentences in the Town Plan which discuss total vehicle miles traveled. She stated that after brief research it does appear that total vehicle miles traveled are not increasing. Commission members agreed to remove the two sentences on page 14 of the Town Plan. S.McShane will make the correction and send the draft Town Plan to the Selectboard for review and adoption (Action Item- S.McShane). She also stated that since the last meeting, the RPC revised the maps to include the Commission's requests and C.Peterson had reviewed the maps for their accuracy. C.Seybolt had reviewed the revisions to the text and it was agreed that the Town Plan was ready to be submitted to the Selectboard.

**6:50 PM:** Commission members discussed the work plan for the coming year. C.Seybolt asked members what projects they would like to work on. C.Peterson stated that he had begun reviewing the zoning regulations for duplication and ways to shorten the document. C.Gregson stated that some of the duplication was intentional to make the regulations more user-friendly. C.Peterson stated that he will be unable to participate in planning projects that need Selectboard approval.

Members reviewed the immediate projects that were identified by S.McShane. S.McShane stated that the Underhill Flats designated village center is up for renewal. C.Peterson stated that the Selectboard will be handing the renewal application for designated village center. Members discussed the CIP and the Commission's role in the CIP. S.McShane stated that the Commission's review should be limited to whether or not the capital projects are consistent with the goals and strategies listed in the Town Plan and that the Selectboard is responsible for the financial aspects of the CIP. P.Lamphere stated that the Commission should simply review the CIP for consistency with the Town Plan. S.McShane reported that she would likely schedule the CIP review during the June meetings (Action Item- S.McShane). C.Peterson did not participate in discussion of the CIP.

S.McShane provided an overview of the river corridors project. She stated that in order for the town to be reimbursed the full share of ERAF funding, the town will need to take measures to protect river corridors. S.McShane stated that it is a large project and that the river corridor maps need to be reviewed and analyzed to see what areas are currently protected by riparian setback requirements. She reported that after the river corridor maps are analyzed, the Commission would need to determine what types of regulatory measures are appropriate to protect river corridors and if those protection measures would qualify for ERAF funding. Members agreed that it was a large project and discussed possibly working in smaller groups to review the river corridor maps. This project will have to be discussed further at a later meeting.

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C.Gregson stated that she felt the regulations needed to be reviewed and amended to clarify on-going interpretation issues. S.McShane had provided the Commission with a few issues (i.e. frontage, minimum lot size for subdivisions in two zoning districts, building/lot coverage, etc.) that needed clarification.

Members discussed the All Hazards Mitigation Plan. S.McShane reported that the town is currently covered by the multi-jurisdictional plan for Chittenden County and that the RPC will be starting the process of updating the Chittenden County All Hazards Mitigation Plan. She stated that the plan enables municipalities to be eligible for federal funds during disaster events. She also stated that it is important to identify local areas of concern and opportunities to mitigate the impact of natural disasters. Members discussed their role in the planning process. C.Peterson stated that it should be put on a Selectboard agenda and the Selectboard will coordinate the plan (Action Item- C.Peterson).

C.Seybolt asked if Commission members had any other projects in mind. G.Adams stated that he had recently researched siting renewable energy projects and the potential impacts on the community. P.Bennett stated that there is a resolution that has been adopted by a number of municipalities to help towns have more local control over the siting of large renewable energy projects. He stated that the Energy Committee is currently reviewing the resolution and may move forward with a presentation to the Selectboard. Commission members agreed that it was an important community issue and requested that the Energy Committee keep the Planning Commission informed of how the issue develops. P.Lamphere stated that it is important to maintain the town's character and that a large renewable energy project could drastically change the view of the town.

C.Seybolt asked Commission members to review the Implementation Section. She will review the strategies and make a list of ones that don't pertain to the Planning Commission (Action Item- C.Seybolt). C.Gregson repeated her concern that the zoning regulations need to be closely reviewed and revised.

C.Gregson stated that she would volunteer for the position of Clerk. C.Peterson made a motion, seconded by P.Lamphere to nominate C.Gregson to the position of Clerk. The motion passed by all members present.

**7:55 PM:** Members reviewed the March 4, 2015 and March 18, 2015 meeting minutes. D.Edson made a motion, seconded by C.Peterson, to approve the minutes from March 4, 2015 and March 18, 2015. The motion passed by all members present.

**8:00 PM:** D.Edson made a motion, seconded by P.Lamphere, to adjourn the meeting. The motion passed by all members present.

Meeting adjourned at 8:05 PM

Respectfully Submitted By:

Sarah McShane

These minutes of the April 1, 2015 meeting were accepted

This 6<sup>th</sup> day of May, 2015

  
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Cynthia Seybolt, Chair

*These minutes are subject to correction by the Underhill Planning Commission. Changes, if any, will be recorded in the minutes of the meeting of the PC.*



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