

UNDERHILL PLANNING COMMISSION

August 21, 2013, 6:30 PM

Minutes

**PC Members Present:** Vice-Chair Dick Albertini, Gerry Adams, David Edson, Carolyn Gregson, Irene Linde, Clif Peterson, Cynthia Seybolt

**Staff Present:** Brian Bigelow, Town Administrator, until 7:30 PM

**Guests:** none

6:32 PM: Call to order

6:38 PM: Planning and Zoning Administrator

Brian reviewed job description and resumés of the 13 candidates with PC. A procedure for evaluation was agreed upon, following which PC moved into Executive Session, pertaining to potential Town personnel, on a motion by Cynthia, seconded by Irene.

7:28 PM: On a motion by Irene, seconded by David, PC moved out of Executive Session. Brian agreed to arrange half-hour interviews with six candidates on the evenings of September 3 and 4, beginning at 6:30 PM.

7:38 PM Zoning 101 Document – Discussion

It was agreed that at some point this presentation, in essentially this format, will be a useful educational tool, but that it should not be used immediately, or in isolation from other education/community involvement. Cynthia agreed to complete a draft that includes basic information about all zoning districts.

7:47 PM: Proposed Letter to Selectboard

David distributed copies of his draft letter to the SB regarding the Town Map issue. PC discussed whether SB has the authority to correct the evident error made in redrawing the Range boundary for a map that was used in creating the zoning ordinance approved by voters in 2011. PC agreed to ask SB to provide additional legal guidance, including both a second legal opinion and an opportunity for PC to meet with the Town attorney who issued the first opinion, stating that a vote on an “official” Town map must be held before any boundary line changes may be made.

8:10 PM: Sharon Murray, consultant

All members concurred that it would be advantageous to engage her for as much time as the \$1000 allotted by SB will allow, to assist with re-examining zoning change proposals and preparing revised ones. Further discussion, including how best to use her services, was deferred.

8:12 PM: Public Comment

None

8:13 PM: Minutes

On a motion by Carolyn, seconded by Clif, the Minutes of the 7/31/13 meeting were accepted as written.

8:16 PM: Other Business

On a motion by Clif, seconded by Irene, PC moved into executive session, on a matter pertaining to civil litigation. On a motion by Clif, seconded by David, PC moved out of executive session at 8:24 PM. No action was taken.

8:25 PM: Adjournment

On a motion by Irene, seconded by David, the meeting was adjourned.

Cynthia Seybolt, Clerk

These minutes of the 7/31/13 meeting were accepted

This 18<sup>th</sup> day of September, 2013

  
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Dick Albertini, Vice-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.*