

# UNDERHILL PLANNING COMMISSION

Wednesday, August 17, 2016 6:30 PM

## Minutes

**Planning Commissioners Present:** Cynthia Seybolt, Irene Linde, Jerry Adams, David Edson, Andrea Phillips

**Staff/Municipal Representatives Present:** Andrew Strniste, Planning Coordinator; Kurt Johnson, Selectman

[6:36] Call to order by Chair C. Seybolt.

[6:37] No public comments were provided. Chair C. Seybolt opened with reviewing the previous meeting's minutes. Chair C. Seybolt asked for a motion to approve the minutes. Commissioner Adams moved to accept the minutes as written and Commissioner Linde seconded the motion. The motion was approved unanimously.

[6:39] Staff member Strniste provided the Commission with the Planning Coordinator's Report/Old Business. Staff member Strniste began the discussion with an update on the Unified Land Use & Development Clarifications. He informed the Commission about the work completed regarding the comparison between the Road Ordinance and the Land Use and Development Regulations. The Commission agreed to table the discussion until Commissioner Edson was present since Commissioner Edson completed work regarding the two documents earlier in the summer.

[6:42] Staff member Strniste next informed that Commission that he wished to add a provision that required engineers/surveyors to submit AutoCADD files when submitting Mylars to be recorded. He informed the Commission that the Regional Planning Commission agreed to take over the GIS work, and by requiring the submission of AutoCADD files when recording, the updates would be easier for the RPC.

[6:47] A discussion ensued regarding the answers to the Development Review Board's questions. Staff member Strniste informed the Commission that two of the questions could not be answered by referring to the Road Ordinance. He will correct these responses and forward the answers and the accompanying memo to the DRB. The Commission agreed that holding a joint meeting with the Development Review Board on a quarterly basis, as sometimes done in the past, would be beneficial. Staff member Strniste will inquire and schedule a joint meeting between the Planning Commission and the Development Review Board.

[7:00] Staff member Strniste asked to revisit two subjects that were previously addressed when answering the Development Review Board's questions: first, the issue of at which point multiple subdivisions of a parcel of land becomes a major subdivision, and second, whether home occupations should run with the land. Some Commission members feel that home occupations should run with the land because it would allow property owners to sell their business in addition to the land. Other members thought on a more micro level in that home businesses (a business performed in someone's house) should not run with the land. There is a potential conflict of having home businesses run with the land in that a new business owner may change the scope of the business, thus have a bigger impact on the Town's infrastructure. A discussion ensued on the possibility of requiring those who obtain a home business permit to update their information with the Town over a select number of years. If the information requested in a survey was statistical in nature, home business owners would be more inclined to update the information. The

Commission agreed that this issue will be discussed further and included in the changes proposed for the Bylaws.

- [7:18] A discussion ensued regarding the prohibition of development above 1,500 ft. in elevation in the Plan. Staff member Strniste informed the Commission that the Town Plan prohibited development over this threshold, whereas the bylaws provided an exemption for certain types of structures over 1,500 ft. in elevation. The Commission agreed that the two documents should be consistent with one another, and that perhaps there should be no conditional use variances provided for structures above this elevation. This topic, too, will be discussed further, for possible inclusion in the Bylaw changes.
- [7:25] The Commission revisited the Road Ordinance discussion from earlier. Staff member Strniste informed the Commission that in some cases the Road Ordinance applies and in other cases the Land Use & Development Regulations apply. A discussion ensued regarding efficiency and redundancy in reviewing development access permits. Chair C. Seybolt asked for a motion to make a recommendation to the Selectboard that the Selectboard should only handle access to a development from a public road, and that the Development Review Board should handle all other access and development road matters. Commissioner member Edson moved to accept the motion and Commissioner member Phillips seconded the motion. The motion passed unanimously.
- [7:35] A discussion ensued regarding the holding of a joint meeting between the Selectboard, the Planning Commission, and the Development Review Board. This action will be pursued at a later date.
- [7:42] Staff member Strniste presented a timeline for the desired Unified Land Use & Development Regulations update. Chair C. Seybolt recommended putting all of the bylaw updates in a package for the vote in March, if doing so is legal. She then mentioned that it should be a priority for the Commission to clarify the issues it wants to update. The Commission agrees that the earlier the hearings could be held, the better, which would allow for any necessary changes to occur.
- [7:48] Staff member Strniste presented the summary of the AARP Grant Money recommendations. Chair C. Seybolt suggested that a decision on which recommendation should be pursued should be tabled until the Town knows what the impact from the new grocery store has on the road system. Selectman Johnson informed the Commission that the Town of Jericho did not pass the sidewalk along River Road. Chair C. Seybolt informed the Commission that she will contact the Chair of the Jericho Planning Commission to determine if anything could be done with getting the sidewalk installed on the same side of the road as the Underhill sidewalk.
- [7:58] The Planning Commission passed on a presentation that would be performed by the Chittenden Area Transportation Management Association.
- [8:01] A discussion ensued about the Capital Improvement Plan. Selectman Johnson informed the Commission that Underhill has not recently capitalized on opportunities to obtain outside funding. He then informed the Commission that funds are available for a range of projects. Selectman Johnson and Staff member Strniste will meet with one another to determine what Underhill projects require the most urgency. Staff member Strniste will reach out to committee and commission heads for them to either submitted a CIP budget or come to the September 21<sup>st</sup> meeting to discuss their budget.
- [8:09] A discussion by Commissioner Phillips and the Commission ensued regarding the speed limit on River Road. Commissioner Phillips stated that a reduction of the speed limit by 5 mph would

help raise awareness that the road is also used by pedestrians, bicyclists, and for agricultural purposes. Chair C. Seybolt recommended that the Town Plan should include a section that states that the roadway network should be safe and friendly to all users.

- [8:19] Chair C. Seybolt inquired about a quorum for the September 7<sup>th</sup> meeting. Staff member Strniste stated that he would send out an email the following day to inquire about the quorum. The Commission also agreed to meet on the third Wednesday in October to discuss updates to the Land Use & Development Regulations. The Planning Commission will meet on October 5<sup>th</sup>, 12<sup>th</sup>, and 19<sup>th</sup>.
- [8:23] Chair C. Seybolt asked for a motion to adjourn. Commissioner Phillips moved to accept the motion and Commissioner Linde seconded the motion. The motion was approved unanimously.

Respectfully Submitted By:  
Andrew Strniste, Planning Coordinator

The minutes of the August 17, 2016 meeting were accepted this 21<sup>st</sup> day of Sept, 2016.

  
Cynthia Seybolt, Planning Commission Chair