

UNDERHILL PLANNING COMMISSION

Wednesday, August 3, 2016 6:30 PM

Minutes

Planning Commissioners Present: Pat Lamphere, Irene Linde, Jerry Adams, David Edson, Carolyn Gregson

Staff Present: Andrew Strniste, Planning Coordinator

- [6:35] Call to order by Vice Chair C. Gregson.
- [6:37] No public comments were provided. Vice Chair C. Gregson opened with the Planning Coordinator's Report. Staff member Strniste informed the Planning Commission that the Zoning Administrator submitted his resignation and that he (Strniste) will be absorbing the Zoning Administrator's duties and responsibilities upon his last day.
- [6:43] Staff member Strniste provided an update on the work he has performed regarding the comparison between the Road Ordinance and the Underhill Unified Land Use & Development Regulations. He informed the Planning Commission that he will provide a spreadsheet comparing the two documents in the near future.
- [6:45] A discussion ensued regarding the draft sentence pertaining to solar siting that the Planning Commission wishes to add to the Town Plan. Staff member Strniste will inquire about the process it will take to add the sentence to the Town Plan. He will also research the Town Plan to make sure the sentence is not inconsistent with other parts of the plan. Lastly, he will contact the CCRPC to inquire about any requirements the amendment may have to abide by with them. The Commission members who were present were all in favor of the sentence.
- [6:59] A discussion ensued regarding the advertisement pertaining to the Planning Commission vacancies, as well as plans to submit it to the Front Porch Forum. The Commission agreed that the provided example advertisement was good; however, the middle paragraph should be excluded as not to be too lengthy.
- [7:05] Vice Chair C. Gregson asked for a motion to approve the previous meeting's minutes. Commission member Linde moved to accept the motion and Commissioner Adams seconded the motion. Motion approved unanimously.
- [7:08] The Commission confirmed that there would be a quorum for the August 17th meeting.
- [7:12] Staff member Strniste informed the Commission that he was recently tasked with reviewing materials pertaining to the CIP. He informed the Commission to keep items/requests in mind. Staff member Strniste then informed the Commission that Town of Underhill and the Town of Jericho were awarded an AARP grant in 2011; however, the money has not been used. In collaboration with the Town of Jericho, all agreed that this money should be utilized. The list of recommendations for which the money can be used will be provided at the next Planning Commission meeting.
- [7:18] Staff member Strniste informed the Commission that applications for municipal grants issued by the State of Vermont are due in October, and he and the Planning Commission should contemplate types of projects to focus on when applying for grants. A discussion on developing a strategy for rewriting/updating the regulations ensued. The Commission agreed that for the next

update, they would like to keep it “in-house” rather than contracting out to a consultant. Commissioner Lamphere emphasized that the updates should give better assistance to the Development Review Board and make the review process easier for development to occur.

- [7:33] The Planning Commission agreed that a partial edit of the regulations and the development of a schedule for the partial edit was a priority moving forward. The items listed in the “Clarifications in the Zoning Regulations” section of the previous Planning & Zoning Administrator’s (Sarah) list will be incorporated as part of the partial edit.
- [7:35] The Commission passed on wanting a member from CCRPC to explain the details of the Hazard Mitigation Plan.
- [7:38] A discussion ensued regarding solar power siting. The Commission determined that they would like to see the guidelines the PSB will be releasing in November before determining if they want to update the Town Plan and receive certification from the Public Service Board, or to wait until 2018 when CCRPC issues their guidelines. However, the Commission does want to add the previously mentioned sentence to the Town Plan as a temporary place holder.
- [7:52] Vice Chair C. Gregson asked for a motion to adjourn. Commissioner Lamphere moved to accept the motion and Commissioner Adams seconded the motion. Motion approved unanimously.

Respectfully Submitted By:
Andrew Strniste, Planning Coordinator

The minutes of the August 3, 2016 meeting were accepted this 7 day of Sept, 2016.


Carolyn Gregson, Vice Chair