

UNDERHILL PLANNING COMMISSION
Minutes
July 18, 2012

PC Present: Vice Chair Dick Albertini, Jerry Adams, David Edson, Carolyn Gregson, Irene Linde

Staff Present: Planning & Zoning Administrator Kari Papelbon

Guest Present: Sharon Murray, Front Porch Community Design

6:34 PM: Call to order.

6:35 PM: Review Minutes

No quorum present.

6:40 PM: PC Vacancy

Kari stated that she received an email from Mike Fullem who is interested in serving on either the Planning Commission or DRB. He will submit a letter of interest and resume for consideration. Kari stated that he is on the August 1 agenda for an interview.

6:42 PM Capital Improvement Plan

Kari discussed updates to the Plan made since the last review (Carolyn arrived). These include:

- The addition of funding information on page 3.
- Amendment of the Highway "Major Road Projects" to "Infrastructure Projects."
- The addition of "Paving" to the Highway projects.
- Amendment of "Major Culvert Replacement" to "Major Culvert Replacement/Retrofit."
- Moving sidewalks to the Highway section. This was by recommendation of the Finance Officer as highway funds can be used for sidewalk construction.
- Removal of the "Garage Ventilation System" from the Highway Building Upgrades and Additions.
- Amendment of Public Buildings to Public Buildings/General.
- Removal of "Vault," "Schoolhouse," and "Heating" from the Public Buildings/General category. These may be added at a future date when more information is available.

- The addition of “Firewall/Server” category to Public Buildings/General. The current Town Hall equipment is outdated and does not function properly.
- The addition of the Recreation Committee requests. Discussion arose regarding the Ice Rink, which does not qualify as a Capital Project, and the proposal for metal stairs on Casey’s Hill. The PC unanimously agreed to remove these items.
- Updates to the spreadsheet based on the actual cost of the dump truck replaced this fiscal year and estimates for the above mentioned projects.

7:10 PM: Irene made a motion, seconded by Carolyn, to approve the Capital Improvement Plan with the changes discussed for presentation to the Selectboard. The motion was passed by all PC Members present.

7:11 PM: Redistricting Project

Sharon joined the meeting and provided handouts with GIS analysis of the lot frontage and coverage for Underhill Flats. Items discussed:

- Comparison to Jericho. Jericho does not cap square footage for commercial buildings, for example.
- Option – specify farm housing in a different district (like Jericho).
- Option – “offset” setbacks. In other words, allow for a building to be placed on a property within a setback area rather than specific setbacks on either side. This allows for flexibility and access.
- Option – reduce the lot coverage to 60%.
- Option – distinguish between commercial and residential for lot coverage.
- Option – reduce the frontage requirement to 75’ in the Underhill Flats Village Center district (if the minimum acreage is reduced to ¼ acre).

Sharon noted that we need to schedule walking audits to measure frontage and setbacks in the field, and stated that the PC should review the handouts for the next meeting.

8:07 PM: Public Comment

None.

Minutes

Irene made a motion, seconded by Carolyn, to approve the June 6 minutes. The motion was passed by all PC Members present. A quorum from the June 20 meeting was not present – tabled to August 1.

General info

Jerry will not be at the August 1 meeting. Carolyn would like to resign due to her schedule.

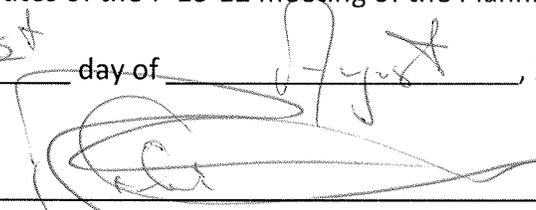
8:09 PM: Irene made a motion, seconded by David, to adjourn. The motion was passed by all PC Members present.

Submitted by:

Kari Papelbon, Zoning & Planning Administrator

These minutes of the 7-18-12 meeting of the Planning Commission were accepted

This 1st day of August, 2012.



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.