

UNDERHILL PLANNING COMMISSION

Thursday, April 26, 2018 @ 6:00 PM

Minutes

Attendance

Planning Commissioners:

Commissioner Carolyn Gregson, Chair
Commissioner Johnathan Drew, Vice Chair
Commissioner Nancy Bergersen
Commissioner David Edson
Commissioner Patrick Lamphere
Commissioner Cynthia Seybolt
Commissioner Lea Van Winkle

Staff/Municipal Representatives:

Andrew Strniste, Planning Director
Michael Oman, Energy Committee Member
Peter Bennett, Energy Committee Chair

Others Present:

None

[5:55] The Planning Commission convened at Underhill Town Hall at 5:55 pm.

[5:59] Chair C. Gregson called the meeting to order.

[6:00] Chair C. Gregson asked for public comment. No members of the public were present to make public comment.

AGENDA ITEM: MEETING WITH ENERGY COMMITTEE REPRESENTATIVES

[6:02] Energy Committee Chair, Peter Bennett, began a discussion about the upcoming updates to the energy portions of the Town Plan, referencing the recommended updates provided by Chittenden County Regional Planning Commission (CCRPC). Mr. Bennett then recommended starting a task force that included members of the Planning Commission and the Energy Committee to discuss energy standards. He advised that he was thinking of two or three members from each commission/committee, in addition to Staff Member Strniste, who would serve as the point person. Energy Committee Michael Oman stated that whatever is done with the energy plan, the Planning Commission is the overseeing commission; however, he advised that he felt the energy committee could contribute. Mr. Oman then proceeded to discuss the issues that would need to be addressed, such as: what to do with renewables, where the Town was willing site energy. Mr. Oman advised that the energy plan is a way to give Towns more say. Mr. Bennett followed-up by advising that ultimately, the Town does not need to do anything; however, if they were to develop a certified energy plan, during an Act 248 hearing, a higher level of review would be afforded (substantial deference for Towns that have a certified plan). Commissioner Drew opined that the focus group should be the representatives on the task force.

[6:12] A discussion ensued about the difference between Act 248 and Act 250. Mr. Bennett suggested that the task force meet during the day. Commissioner Edson opined that designating the land fill and gravel pit as a preferred site would solve the problem. Mr. Bennett and Mr. Oman advised that only designating those locations would not satisfy the requirements of CCRPC and the State. Mr. Oman provided specifics regarding Underhill's target goals for the year 2050 (6.3 MW to 10.3 MW or 50-83 acres). Mr. Bennett advised that 40 gravel pit/landfill like projects would be required to meet those requirements.

[6:26] The Commission and Energy Committee representatives discussed other energy related issues such as obtaining data from Green Mountain Power, energy storage, wind power, and if solar is

indeed the energy of the future. The Planning Commission was receptive to creating a task force. Staff Member Strniste advised that he was available at the Planning Commission's convenience. Commissioner Lamphere opined that they needed to come up with a way to establish alternative energy as a use and worry about the legality of the applicable regulations later. A discussion ensued about meeting the energy target with the installation of solar power panels on rooftops. Commissioner Seybolt opined that there were two issues for the task force to discuss: 1) how to create a compliant energy plan, and 2) how to rewrite the energy portion of the Town Plan. Mr. Bennett reaffirmed, more or less, the same sentiment: what the Town wants to do with energy siting and how to write that into the plan.

[6:35] A discussion ensued about substantial deference v. due consideration. Staff Member Strniste advised that the Commission should consider holding public meetings regarding energy siting since the Town will ultimately need to hold meetings for the Town Plan anyway. Mr. Bennett informed the Board that there was no rush, and then informed that CCRPC has allocated 50 hours to help with the energy planning process.

[6:42] The Commission then discussed who should be participating members of the task force. Commissioner Seybolt recommended Commissioner Drew, which he advised that he contemplate it, but opined that he thought the task force would be more appropriate for the Town Plan focus group. He then expressed his reservations about the product that will be produced as a result of the task force. A discussion about solar power panels on rooftops ensued again. Commissioner Van Winkle suggested drafting incentives to put in the Town Plan that would help the Town meet its target. Commissioner Seybolt nominated Commissioner Van Winkle to be on the focus group who accepted the role. Commissioner Drew then informed the Commission that he would participate in the focus group.

AGENDA ITEM: NEW BUSINESS – UPDATES FROM THE PLANNING & ZONING ADMINISTRATOR

[6:53] Staff Member Strniste provided an overview of recent Development Review Board applications (1 Pleasant Valley Road – Rade Hollings, LLC Conditional Use Review; 38 Poker Hill Road – Marc Maheux Conditional Use Review; and 28 Range Road – Wells/McLaughlin Conditional Use Review). Afterward, he provided an overview of the upcoming applications (25 Pine Ridge – Duval Continued Conditional Use Review; 81 Maple Leaf Road – Curran Sketch Plan Review; 17 Jacobs Hill Road – Jacobs Subdivision Amendment Review; 219 Stevensville Road – Howard Variance Request; and 26 Irish Settlement Road – Costes Variance Request). Afterward, Staff Member Strniste provided an update about the parceling issue that emerged in March, as well as the status of the Jacobs draft memorandum. Commissioner Seybolt advised that she would review the memorandum one last time.

AGENDA ITEM: OLD/OTHER BUSINESS – ROAD ORDINANCE RECONCILIATION W/ UNIFIED LAND USE & DEVELOPMENT REGULATIONS

[6:59] The Commission discussed the Road Ordinance reconciliation project. Commissioner Drew inquired when an appropriate time for the Planning Commission to attend a site visit would be. A discussion ensued about the types of access permits. The Commission agreed that a flow chart would be help for the applicant, and may help identify ways to simplify the process. Commissioner Drew advised that there were no glaring inconsistencies with the work that had been performed on the Road Ordinance and the Land Use & Development Regulations.

[7:06] Staff Member Strniste provided an overview of the timeline going forward. He informed the Board that he will have to draft a Planning Commission report similar to the one that was draft

during the last round of proposed amendments to the zoning regulations. A discussion ensued about the preliminary access permitting process as well about what the Selectboard should consider delegating. Commissioner Edson had a question about the proposed Land Use & Development Regulation under Section 8.6.A.6 pertaining to possible land locked properties.

[7:21] Staff Member Strniste provided his vision of the timeline pertaining to the proposed amendments to the Land Use & Development Regulations. Specifically, he informed the Commission that he envisioned the issues pertaining to the Road Ordinance related regulations being resolved in November 2018, and then making subsequent updates to the Regulations in March 2020.

AGENDA ITEM: OLD/OTHER BUSINESS – RULES OF PROCEDURE

[7:25] Commission Drew made a motion to **approve the proposed amendments to the Rules of Procedure with the correct formatting**. Commissioner Bergersen seconded the motion, which was **approved unanimously**.

AGENDA ITEM: OLD/OTHER BUSINESS – MULTIPLE ZONING DISTRICTS DISCUSSION

[7:26] Staff Member Strniste recommended discussing the multiple zoning districts resolution at a later meeting. He then advised that the Board should review the memorandum provided by the Transportation Board to discuss as a subsequent meeting. Lastly, Staff Member Strniste informed the Board that they should start to think about the Town Plan and strategies about updating the Plan.

AGENDA ITEM: APPROVE MINUTES

[7:28] Commissioner Seybolt made a motion to **approve the minutes from April 12, 2018**. Commissioner Drew seconded the motion, and was **approved unanimously**.

AGENDA ITEM: QUORUM FOR NEXT PLANNING COMMISSION MEETING: APRIL 26, 2018

[7:29] A quorum will be attained for the May 10, 2018 meeting. No progress has been made on a prospective commissioner at this time.

[7:31] Commissioner Edson made a **motion to adjourn**. The motion was seconded by Commissioner Drew and was **approved unanimously**.

Respectfully Submitted By:

Andrew Strniste, Planning Director & Zoning Administrator

The minutes of the April 26, 2018 meeting were accepted this 14th day of June, 2018.


Carolyn Gregson, Planning Commission Chair

New Action Items

- Commissioner Seybolt: Review Jacobs Memorandum
- Staff Member Strniste: Draft Planning Commission report regarding Road Ordinance reconciliation materials
- Commission: Review memorandum from Transportation Board
- Commission: Begin thinking about Town Plan Update strategies
- Energy Plan Task Force Representatives: Schedule initial meeting date

Old, Incomplete Action Items

- Staff Member Strniste: Provide materials pertaining to the zoning pamphlet in the coming weeks.
- Commission: Reexamine the Regulation's use chart.
- Commission: Review Energy portion of the Town Plan and energy implementation portion of the implementation plan.

Completed Action Items

- Staff Member Strniste: Update and distribute the Rules of Procedure
- Commissioners Lamphere and Drew: Schedule a meeting with RaMona Sheppard to discuss CIP.
- Commission: Review Road Ordinance reconciliation materials
- Commissioner Seybolt: Draft a letter to send to Phil Jacobs Regarding the 16 Harvest Run Field