

# UNDERHILL PLANNING COMMISSION

Thursday, January 23, 2020 @ 6:00 PM

Minutes

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## Attendance

### **Planning Commissioners:**

Commissioner Johnathan Drew, Chair  
Commissioner David Edson, Vice Chair  
Commissioner Patrick Lamphere  
Commissioner Kail Romanoff  
Commissioner Brian Tijan  
Commissioner Lea Van Winkle

Commissioner Sandy Wilmot

### **Staff/Municipal Representatives:**

Andrew Strniste, Planning Director

### **Others Present:**

None

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[5:58] Chair J. Drew called the meeting to order. No general public was in attendance to provide public comment. Chair J. Drew added an agenda item to discuss the timeline for the 2020 Plan.

### **AGENDA ITEM: UPDATES REGARDING ACTION ITEMS**

[6:00] The Planning Commissioner and Staff Member Strniste reviewed the actions that were assigned at the end of the previous Planning Commission meeting (which can be found at the end of the January 16, 2020 minutes) and provided updates about each task assigned, as applicable.

### **AGENDA ITEM: 2020 TOWN PLAN – FORMATTING, PICTURES, ETC.; TIMELINE; DISCUSS DRAFT TOWN PLAN;**

[6:06] The Commission and Staff Member Strniste discussed the submission of picture ideas. They then discussed the anticipated timeline:

- February 6, 2020 – Review maps developed by CCRPC;
- February 13, 2020 – Approve draft Town Plan for public dissemination;
- February 19, 2020 – Submit legal warning advertisement (PC) to *Burlington Free Press*;
- February 22, 2020 – Legal warning advertisement (PC) runs in the *Burlington Free Press*;
- March 26, 2020 – First Planning Commission Public Hearing;
- April 9, 2020 – Second Planning Commission Public Hearing;
- April 16, 2020 – Third Planning Commission Public Hearing;
- April 23, 2020
  - Special meeting to review and incorporate public comments and public feedback;
  - Approve and recommend for approval by Selectboard of draft Town Plan;
- April 29, 2020 – Submit legal warning advertisement (SB) to *Burlington Free Press*;
- May 2, 2020 – Legal warning advertisement (SB) runs in the *Burlington Free Press*;
- May 18, 2020 to June 23, 2020 – Selectboard holds two public hearings; and
- June 23, 2020 – Last day for Selectboard to approved proposed Town Plan.

[6:25] Commission Lamphere opined that the draft Town Plan did not feel personalized to Underhill, but rather generic. The Commission discussed formatting ideas.

[6:30] The Commission discussed outstanding issues and comments pertaining to the draft Town Plan.

**AGENDA ITEM: APPROVE MINUTES OF PREVIOUS MEETING(S)**

[8:10] Commissioner Lamphere made a motion to approve the minutes of January 9, 2020. The motion was seconded by Commissioner Wilmot and approved unanimously.

[8:12] Commissioner Tijan made a motion to approve the minutes of January 16, 2020. The motion was seconded by Commissioner Van Winkle and approved unanimously.

[7:55] Commission Tijan made a motion to adjourn, which was seconded by Commissioner Wilmot. The motion was approved unanimously

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Respectfully Submitted By:  
Andrew Strniste, Planning Director

The minutes of the January 23, 2020 meeting were accepted this 30<sup>th</sup> day of January, 2020.

  
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John Drew, Planning Commission Chair