

UNDERHILL PLANNING COMMISSION

Thursday, June 14, 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

Others Present:

None

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

[6:00] Chair C. Gregson called the meeting to order.

[6:01] Chair C. Gregson asked for public comment. No members of the public were present to make public comment.

AGENDA ITEM: ACTION ITEMS UPDATES

[6:01] Commissioner Seybolt suggested that the complete action items be taken off the action item list. The Commission concluded that completed action items should remain on the list for one set of minutes. Staff Member Strniste provided a status update on the action items. Commissioner Drew advised that he reached out to all of the chairs of the respected board, commissions, and committees for final comments regarding the Capital Improvement Plan. Commissioner Seybolt suggested asking the Recreation Committee specifically about the tennis courts in regards to the capital improvement plan. Staff Member Strniste advised that the energy plan siting task force would gather on June 20, 2018 at 2:00 pm. Commissioner Seybolt advised that the Planning Commission should be in contact with the Conservation Commission as we begin to discuss the Town Plan.

AGENDA ITEM: PREPARATION FOR PUBLIC HEARINGS – PRESENTATION & HANDOUTS

[6:09] Staff Member Strniste provided an overview of the presentation he prepared to the Planning Commission pertaining to the presentation for the upcoming public hearings. Commissioner Seybolt recommended adding the following subtitle to the title: "Reconciliation with Road Ordinance." She then recommended that the Commission advise during the public hearings that the Planning Commission is not recommending any policy changes. Commissioner Drew recommended changing a reason for the edit to "simplifying the application process." Staff Member Strniste advised that he would add a slide illustrating a conflict between the Road Ordinance and the Land Use & Development Regulations. Commissioner Edson advised that the Commission should provide a slide illustrating a regulation that they propose to relocate to the Road Ordinance. Staff Member Strniste advised that the public would have a copy of the Planning Commission report. In response to Commissioner Van Winkle's questions, Staff Member Strniste advised that he could present the regulation ordinance related materials, and that Commissioner Van Winkle could provide an example of an experience that she had with the access permitting process.

[6:31] Commissioner Seybolt suggested leaving the explanation of the technical edits to Staff Member Strniste. The Commission agreed. Staff Member Strniste advised that he was under the impression that a quorum would need to be present in order to be an official hearing.

[6:36] Commissioner Drew advised that he would post on *Front Porch Forum* information about the public hearings on Friday, June 15, 2018. Commissioner Seybolt advised that she would post on *Front Porch Forum* information about the public hearings on Monday, June 18, 2018. Staff Member Strniste informed the Planning Commission about the approach he and Selectboard Member Sabalis developed for access permitting reviewing. He advised that he would need to inquire if the curb cut itself can be statutorily required. Commissioner Drew advised that the process explained would much simpler than the process in place now.

AGENDA ITEM: DISCUSSION ABOUT 2020 TOWN PLAN

[6:50] Staff Member Strniste advised that Chittenden County Regional Planning Commission would be providing recommended edits to the Town Plan as it relates to energy siting. The Planning Commission is going to need to decide on whether they will want to amend the Town Plan to include the recommended edits. The Commission inquired about amendments to the Town Plan needing only Selectboard approval or voter approval.

ADDED AGENDA ITEM: UPDATES FROM THE ZONING ADMINISTRATOR

[7:03] Staff Member Strniste provided a synopsis of recent Development Review Board hearings (Rade Holdings, LLC Conditional Use Review application; Marc Maheux Subdivision Review application; Wells/McLaughlin Conditional Use Review application; Peter Duval Conditional Use Review application, Curran Sketch Plan Review application; Jacobs Subdivision Amendment Review application; and Howard Variance Request application. He also informed the Commission of notable permit applications.

[7:25] Commissioner Seybolt opined that the updates from the Zoning Administrator is information; however, the Commission should evaluate the information as it relates to the Town Plan. Chair Gregson advised that she felt that the details provided by Staff Member Strniste were informative and providing a better handle of the Regulations and the Plan. Commissioner Edson suggested that Staff Member Strniste make suggestions on how to improve processes. Staff Member Strniste provided an example of a vague regulation that emerged during a possible permit application. Commissioner Seybolt recommended that before the June 28 meeting the Board review the memorandum sent by Chittenden County Regional Planning Commission (specifically by Emily), as the information provided in the memorandum was very informative.

AGENDA ITEM: APPROVE MINUTES FROM PREVIOUS MINUTES

[7:32] Chair C. Gregson asked for a **motion to approve the minutes of April 12, 2018**. Commissioner Bergersen made a motion to approve the minutes of April 12, 2018, which was seconded by Commissioner Van Winkle. The motion was **approved unanimously**.

[7:33] Chair C. Gregson asked for a **motion to approve the minutes of April 26, 2018**. Commissioner Bergersen made a motion to approve the minutes of April 26, 2018, which was seconded by Commissioner Van Winkle. The motion was **approved unanimously**.

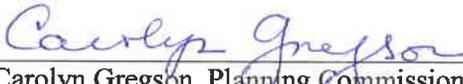
[7:34] Chair C. Gregson asked for a motion to **approve the minutes of May 24, 2018**. Commissioner Bergersen made a motion to approve the minutes of May 24, 2018, which was seconded by Commissioner Van Winkle. The motion was **approved unanimously**.

[7:36] Commissioner Bergersen made a motion to adjourn. The motion was seconded by Commissioner John and was approved unanimously.

Respectfully Submitted By:

Andrew Strniste, Planning Director

The minutes of the June 14, 2018 meeting were accepted this 28th day of June, 2018.



Carolyn Gregson, Planning Commission Chair

New Action Items

- Staff Member Strniste: Contact Conservation Commission
- Staff Member Strniste: Add slides to PowerPoint.
- Commissioner Drew: Post on Front Porch Forum on Friday, June 15, 2018.
- Commissioner Seybolt: Post on Front Porch Forum on Monday, June 18, 2018.
- Staff Member Strniste: Amendments to the Town Plan needing Selectboard approval or voter approval.
- Staff Member Strniste: For Zoning Administrator updates, provide suggestions on how to improve processes.

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 Town plan.
- Commission: Review memorandum from Transportation Board
- Commission: Begin thinking about Town Plan Update strategies

Completed Action Items

- Staff Member Strniste: Send Jacobs Memorandum.
- Energy Plan Task Force Representatives: Schedule initial meeting date