

UNDERHILL PLANNING COMMISSION

Thursday, June 27, 2019 @ 6:00 PM

Minutes

Attendance

Planning Commissioners:

Commissioner John Drew, Chair
Commissioner David Edson, Vice Chair
Commissioner Pat Lamphere
Commissioner John "Kail" Romanoff
Commissioner Val Stori (via Phone)
Commissioner Sandy Wilmot

Staff/Municipal Representatives:

Andrew Strniste, Planning Director
Amy Golodetz, Conservation Commission
Peter Bennett, Energy Committee

Others Present:

None

[5:55] Members of the Planning Commission started to convene at Underhill Town Hall around 5:55 pm. Commissioner Stori joined the meeting via conference call.

[6:01] Chair J. Drew called the meeting to order. No public was in attendance to provide public comment.

AGENDA ITEM: DISCUSSION OF RATE/PACE OF PLANNING COMMISSION SCHEDULE

[6:01] A discussion ensued about the pace of the Planning Commission's schedule, specifically about concerns that the pace may be too slow. The Commission was open to performing more work outside of the regularly scheduled meetings so long as they were tasked with specific actions.

AGENDA ITEM: FOLLOW-UP DISCUSSION REGARDING PRESENTATION BY JENS HILKE (STATE OF VERMONT, DEPARTMENT OF FISH & WILDLIFE) – APPLICABILITY TO THE TOWN OF UNDERHILL; HOW TO IMPLEMENT WITHIN THE TOWN OF UNDERHILL

[6:11] The Commission reflected upon the presentation given by Mr. Jens Hilke at the previous meeting. Chair J. Drew recommended capitalizing upon municipal planning grant opportunities to develop a natural resources map for the Town of Underhill. Conservation Commissioner Amy Golodetz advised that the Conservation Commission is part of an association that awards grants as well. The Commission discussed the requirements of developing a natural resources map, as well as obtaining information from the Town of Jericho, who just developed a natural resources map.

AGENDA ITEM: MUNICIPAL PLANNING GRANTS – NATURAL RESOURCES MAP (TOWN V. MULTI-TOWN COLLABORATION); OTHER IDEAS?

[6:28] Chair J. Drew and Staff Member Strniste discussed the advantages of a multi-town collaborative grant application versus a grant application strictly for the Town of Underhill in the context of seeking to develop a natural resources map. Discussion ensued about the timeline and requirements to apply for a grant as a multi-town collaboration. Challenges that would have to be overcome: building a network and establishing contacts in other Towns; coordination; the cost to be incurred by each Town. The Commission discussed other possible grant opportunities, and tabling a regional natural resources map for a future year. Commissioner Stori recommended obtaining a grant to perform a feasibility study on multi-unit housing within the Town of Underhill. Commissioner Wilmot **moved to submit a municipal planning grant application**

pertaining to a feasibility study within the Town of Underhill. Commissioner Romanoff seconded the motion, and the motion was **approved unanimously**. The Planning Commission recommended that the Conservation Commission review the natural resources section of the Town Plan, and make recommended edits, as well as determine what goals, policies and strategies should be eliminated, amended or added.

AGENDA ITEM: 2020 TOWN PLAN – DRAFTING OF THE ENERGY CHAPTER – GOALS, POLICIES & STRATEGIES

[6:53] The Commission discussed with Energy Committee Chair, Peter Bennett, what the timeline for drafting the Energy chapter of the Town Plan was, and what they expected from the Energy Committee. Staff Member Strniste is to write the Energy chapter in the short term and distribute to the Energy Committee for their review and comment. Mr. Bennett and Chair J. Drew agreed that incorporating Chittenden County Regional Planning Commission’s targets, as initially proposed, would be advantageous to the Town even though there are reservations about the data.

AGENDA ITEM: PLANNING COMMISSION VACANCY

[7:08] Discussion ensued about the Planning Commission vacancy.

AGENDA ITEM: 2020-2021 CAPITAL IMPROVEMENT PROGRAM (CIP)

[7:12] Discussion ensued about the upcoming CIP, and what was required of the Commission and other Boards, Commissions and Committee. A discussion then ensued about the Building Reserve Fund that was approved by Underhill voters at the last Town Meeting Day, and what those funds were reserved for.

AGENDA ITEM: APPROVE MINUTES OF PREVIOUS MEETING(S)

[7:24] Only the minutes of March 28, 2019 could be approved. Commission Edson made a motion to approve the minutes of March 28, 2019. The motion was seconded by Commissioner Lamphere and approved unanimously. A quorum will be present at the next meeting, July 11, 2019.

AGENDA ITEM: OVERVIEW OF THE EVENING’S ACTION ITEMS

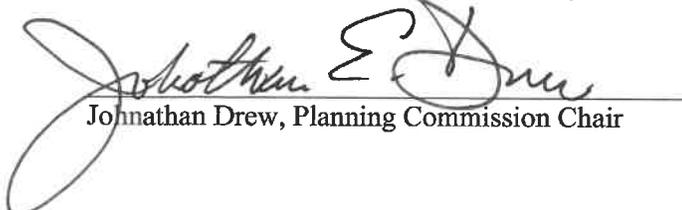
[7:28] The Commission established action items (see below) to be performed prior to next meeting:

[7:34] Commissioner Wilnot made a **motion to adjourn**. The motion was seconded by Commissioner Edson and **approved unanimously**.

Respectfully Submitted By:

Andrew Strniste, Planning Director

The minutes of the ~~June 27~~ 2019 meeting were accepted this 8th day of AUGUST, 2019.


Johnathan Drew, Planning Commission Chair

New Action Items

- Planning Commission* – Review the Brattleboro Town Plan and isolate components of their plan that Underhill should utilize in their Plan.
- Planning Commission* – Review Municipal Planning Grant packet and consider what the focus of the grant application pertaining to multi-unit housing shall be.
- Chair J. Drew* – Inquire with the Jericho Planning Commission about the steps taken to create their natural resources plan.
- Chair J. Drew* – Inquire with Karen McKnight about potential candidate for the Planning Commission vacancy opening.
- Commission Romanoff* – Inquire with possible leads pertaining to the Planning Commission vacancy.
- Commissioner Wilmot* – Inquire with Jens Hilke about which neighboring towns would likely be receptive to creating a regional natural resources map, as well as which neighboring town makes sense (e.g. North/South regional map v. West/East regional map).
- Staff Member Strniste* – Inquire with Katherine Sonnicks about the cost of create the Jericho natural resources plan.
- Staff Member Strniste* – Draft the Energy chapter of the 2020 Town Plan.

Old, Incomplete Action Items

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Completed Action Items

- Staff Member Strniste* – Send Trail Handbook to the Planning Commission.
- Staff Member Strniste* – Send the digital copies of the draft Energy related Goals, Policies and Strategies to the Energy Committee.
- Staff Member Strniste* – Send the digital copy of the Energy chapter (redline version from CCRPC) to the Energy Committee.
- Staff Member Strniste* – Advise the Selectboard of the Planning Commission’s intent to apply for a Municipal Planning Grant.
- Staff Member Strniste* – Inquire with Brian Bigelow and Selectboard about their intent for the Building Reserve Funds.