

UNDERHILL PLANNING COMMISSION

Wednesday, December 16, 2015 6:30 PM

Minutes-~~DRAFT~~

PC Members Present: Cynthia Seybolt (Chair), Gerry Adams, David Edson, Carolyn Gregson (Secretary), Pat Lamphere, Irene Linde, Cliff Peterson, Jackie Stoner.

6:32 PM: Call to order by Chair Cynthia Seybolt. Cliff explained the Selectboard's plan for coverage during the search for the new PZA. Regina Mahoney of the CCRPC will be contracted to provide desk help to the DRB and PC. She has worked with our PZAs and is familiar with our town's issues. Brian Bigelow will be the acting Zoning Administrator for the signing of Zoning Permits. Cliff made a motion to endorse this decision. The endorsement is after the fact as the Selectboard has already approved this decision. Irene seconded the motion. The commission unanimously approved the motion.

Cliff explained the Selectboard's proposal to split the PZA full-time exempt benefitted position into two part-time per diem, hourly position with no benefits. The primary position would be approx. 20 hr. of administrative work to handle the zoning permits and provide support to the DRB. A secondary position would support the Planning Commission. This would be based on need and possibly contracted out to the CCRPC or a consultant.

The Commission expressed concerns about the division of the position: a part-time, non-benefitted position would attract a different type of candidate for a significant position that requires continuity. Many other concerns, scenarios and suggestions were discussed. The Commission will offer their suggestions to the Selectboard after further review.

A discussion on letters of Certificate of Compliance based on the Bianchi Decision about additions made without permits was discussed. The Town issues a letter for properties with unknown violations stating that there are no known violations on the property. Most towns no longer require such letters. The commission unanimously voted that there was no need to continue this requirement.

The Commission discussed their concerns about the ongoing problems of retaining a ZPA. Dynamics within the Town Hall including design of space and conflicting concepts of job descriptions were mentioned. The Commission will request to meet with the Selectboard to discuss these concerns and the description of the new positions before proceeding with consideration of new appointments.

8:30 PM: Motion to adjourn was made by Irene, seconded by Pat.

Respectfully Submitted By:
Carolyn Gregson

These minutes of the December 16, 2015 meeting were accepted this 6th day of January, 2016.


Cynthia Seybolt, 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.