

UNDERHILL PLANNING COMMISSION
July 6, 2011 6:30 PM
Minutes

Present: Chair Dick Albertini, Carolyn Gregson, Pat Lamphere, Irene Linde, Jerry Adams, David Edson, Sandy Gillim, Planning & Zoning Administrator Kari Papelbon

Guest: Chief Todd Fischer, UJFD

6:40 PM: Call to order

Minutes of the 6/22/11 meeting were accepted with corrections

6:45 PM: UJFD Chief Todd Fischer spoke to the Planning Commission about the Fire Department's Capital Plan, which is part of the annual budget and includes the replacement of trucks and station upgrades on a revolving basis. Each year the budget includes a 3% increase to the capital budget regardless; however, no extra funds are requested from the towns to fund the capital budget. The current capital budget has approximately \$108,000. Chief Fischer answered various questions from the Planning Commission. Kari asked how the Town could obtain a copy of the Capital Budget. Chief Fischer stated that the Selectboard could request a copy. After this discussion Chief Fischer left.

Discussion of the email from Town Attorney Vince Paradis regarding the wording in Sections 3.7(E)(3), Section 8.1(D), and Section 8.6 ensued. Kari stated that she did not see a problem as the three sections discussed different items that could be waived. Section 3.7(E)(3) has been reviewed and will be amended to the same language as is currently in Section 8.6 for clarification at such time as a "housekeeping" update to the Unified Land Use and Development Bylaw is undertaken. Section 8.1(D) authorizes the DRB to waive or modify subdivision standards that are not applicable to a specific application. It requires that the DRB provide evidence that such waivers meet the criteria. The Planning Commission agreed with the assessment of the regulations, and Kari stated that she would respond to Vince.

VPA Planner of the Year Award Nomination

The Planning Commission reviewed the draft nomination letter that Kari had sent via email. A few suggestions were made and agreed upon. Kari will redraft the letter and have Dick co-sign on behalf of the Planning Commission.

Road Ordinance

Discussion began of the very rough draft of the new Road Ordinance that Kari provided via email. The following items were discussed/suggested:

- Include definitions for discontinued highway, driveway, culvert.
- Replace the word “diameter” in the definition of a bridge to “width.”
- Clarify that the term highway includes work done within the Town right-of-way.
- Include the term “right-of-way” after the word “highway” in the definition of a pent road.
- Section 3.2 – state that the Selectboard “delegates” authority.
- Section 3.7 – recommend that the Selectboard charge for private road signs (if they do not already do so) and include in this section.
- Section 4.1(A) – revise first sentence to state: “No person shall disturb the ground or pavement in any town highway **right-of-way** without first obtaining a signed permit from the Underhill Selectboard.” Revise the second sentence to remove the words “regrading or resurfacing of any driveway,” add the words “constructing or reconstructing an” before entrance or approach, and remove the word “building.”
- Kari will obtain input from Brad Holden regarding Section 4.1(C), monumentation.
- Section 4.1(F)(3) – take out “unsatisfactory” and replace with non-compliance.
- Section 4.2(A)(4) – suggest 6 inches of upper base.
- Section 4.2(C) – remove the word “posted” after the second set of parentheses.
- Section 4.2(E) – add “to” after sited.
- Section 4.2(G)(2) – does not correlate with Table 4.1.
- Section 4.2(G)(4) – suggest adding the words “mountable curb.”
- Section 4.3(C)(1) – fix grammar.
- Section 4.3(C)(2)(d) – Add reference to an appendix for the *Vermont Better Backroads Manual*.

Discussion will resume at Section 4.3, Culverts.

Upcoming meetings: August 3 and 17.

8:17 PM: Irene made a motion, seconded by Carolyn, to adjourn. All were in favor.

Approved as amended on July 20, 2011.

Kari Papelbon