

UNDERHILL PLANNING COMMISSION

Thursday, December 21, 2017 6:30 PM

Minutes

Planning Commissioners Present: Chair C. Seybolt, David Edson, Johnathan Drew, Carolyn Gregson, Pat Lamphere, David Glidden, Catherine Kearns

Staff/Municipal Representatives Present: Andrew Strniste, Planning Director

Others Present: None

[6:25] The Planning Commission convened at Underhill Town Hall at 6:25pm.

[6:30] Chair Seybolt called the meeting to order.

[6:31] No public comment was provided.

[6:32] **Chair C. Seybolt asked a motion to approve the minutes of October 19, 2017.** Commissioner Edson made the motion, which was seconded by Commissioner Drew. **The motion was approved unanimously.**

[6:32] **Chair C. Seybolt asked for a motion to approve the minutes of November 2, 2017.** Commissioner Edson made the motion, which was seconded by Commissioner Lamphere. **The motion was approved unanimously.**

[6:33] **Chair C. Seybolt asked for a motion to approve the minutes of November 7, 2017.** Commissioner Edson made the motion, which was seconded by Commissioner Lamphere. **The motion was approved unanimously.**

[6:34] **Chair C. Seybolt asked for a motion to approve the minutes of December 7, 2017.** Commissioner Kearns recommended a change to the 7:31 PM entry, recommending that it read: "Underhill should be judicious about the development that should be allowed." Commissioner Edson made a motion to approve the minutes of December 7, 2017, with the proposed amendment, which was seconded by Commissioner Drew. **The motion was approved unanimously.**

[6:35] Chair C. Seybolt advised that Commissioner Phillips has resigned from the Commission, effectively immediately, and read correspondence from Commissioner Phillips. A discussion ensued on how to fill the vacancy.

[6:37] Staff Member Strniste advised that Commissioners Kearns and Gregson will be up for reappointment in March 2018. Commissioners Gregson and Lamphere advised that they may be stepping down in the foreseeable future. Staff Member Strniste informed the Commission that he received a letter of interest a few months ago from Valerie Stori. He then advised that he would reach out to her to see if she was still interested.

[6:41] Staff Member Strniste provided his report on recent zoning permits and DRB applications. He also provided an overview of the proposed focus groups and who was in each group (Zoning Regulations: Commissioners Kearns, Edson and Glidden; Town Plan: Commissioners Seybolt, Bergersen, and Phillips; and CIP/Grants: Commissioners Drew, Gregson and Lamphere).

- [7:03] Staff Member Strniste provided an overview on his expectations for January 2, 2018 public hearing with the Selectboard regarding the proposed changes to the *Underhill Unified Land Use & Development Regulations*.
- [7:08] Chair C. Seybolt advised that the Commission should wait until the new year to replace Commissioner Phillips and then provided an overview of the upcoming schedule. She advised that the Town Plan focus group should review the Town Plan and coordinate with the Conservation Commission. When meeting with the Development Review Board, the Commission should be looking to identify problems that the DRB has recently come across. Chair C. Seybolt stated that the Commission will need to figure out what they are looking for before inviting the energy committee to a meeting.
- [7:09] The Commission agreed that the Town of Underhill has different goals and philosophies than the Town of Jericho. Commissioner Edson stated that sidewalks and traffic might be an area where the two towns can work together. He continued to state that the concentrated development along Vermont Route 15 could be an area to convert some housing to businesses. Commissioners John, Kearns and Edson opined that staying in touch with the Town of Jericho would be worthwhile. Commissioner John advised that the Commission should talk to the residents in the Flats. Commissioner Lamphere recommended distributing a questionnaire during Town Meeting.
- [7:17] Chair C. Seybolt suggested that the informational meeting pertaining to the proposed updates to the *Underhill Unified Land Use & Development Regulations* should occur in mid- to late February, and members concurred. The Board reviewed the spreadsheet created by Commissioner Drew regarding the comments made during the October public hearings. The Commission assigned Commissioners to reach out to those individuals who had concerns with the proposed amendments.
- [7:30] There will be a quorum for the January 4, 2018 meeting.
- [7:32] A draft of the Planning Commission's report for the Town Report was distributed to the Commissioners to take home and make suggestions and edits. Commissioner Drew advised that characterizing the changes in a narrow manner on only lot size would be open to being wrongly interpreted as the Planning Commission having the goal of developing the village, which is not the case.
- [7:36] **Chair C. Seybolt asked for a motion to adjourn.** Commissioner Lamphere made a motion to adjourn, which was seconded by Commissioner Drew. **The motion was approved unanimously.**

Respectfully Submitted By:

Andrew Strniste, Planning Director

The minutes of the December 21, 2017 meeting were accepted this 1st day of February 2018.



Cynthia Seybolt, Planning Commission Chair