

UNDERHILL PLANNING COMMISSION

Thursday, February 15, 2018 6:30 PM

Minutes

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

Staff/Municipal Representatives Present: Andrew Strniste, Planning Director

Others Present: Lea Van Winkle (88 Corbett Road), Susan Thomas (9 Beartown Road); Dandurand (141 Poker Hill Road); Alice Fifield (197 Poker Hill Road)

[6:25] The Planning Commission convened at Underhill Town Hall at 6:30 pm.

[6:29] Chair C. Seybolt called the meeting to order.

[6:29] Chair C. Seybolt asked for public comment. No members of the public were present to make public comment.

[6:32] Chair C. Seybolt introduced Lea Van Winkle, who is expected to be officially appointed to the Planning Commission following the Selectboard's next regularly scheduled meeting on February 27, 2018. Ms. Van Winkle thanked the Commission for recommending her to be appointed.

[6:33] Members of the Commission formalized who would attend the Selectboard's informational meeting. Commissioners Kearns and Seybolt are anticipating attending. Commissioner Drew advised he could attend as well. The Commission reviewed the presentation handout that was drafted prior to the evening's meeting.

[6:38] The Commission discussed whether to reincorporate onto the handout the recommendation of voting yes on ballot items 9 and 10. Staff Member Strniste recommended a conservative approach of not making any recommendation as by introducing the ballot items altogether implicitly recommends voting yes. In addition, by not making any recommendations, Staff Member Strniste advised that the Commission would avoid the risk of the items being challenged in the future. The Commission agreed to reincorporate the recommendation of voting yes on the handout. The Commission also intends on distributing palm cards, posting on Front Porch Forum, and creating a poster recommending vote yes on ballot items 9 and 10. The poster will be an enlarged copy of the handout distributed at the evening's meeting. Staff Member Strniste is to confirm whether Town funds can be used to print the posters and handouts.

[7:01] Members of the public were invited to an informational meeting about ballot items 9 and 10 to ask additional questions about the Planning Commission's proposed amendments. Commissioner Drew provided members of the audience background on the two ballot items, first starting with ballot item 9, the proposed Underhill Center Village District. Clarification questions were asked in regards to the lot size requirement, and why the Planning Commission increased the minimum lot size from 0.75 to 1.50 acres. Commissioner Drew and Staff Member Strniste explained that the public was not comfortable the 0.75 acre minimum lot size requirement as they felt it would open the Center up for development and subdivision. Commissioner Edson then explained that the Center is currently very restrictive due to environmental constraints.

[7:13] Commissioner Drew then provided background on ballot item 10, specifically focusing on multi-family dwellings and accessory dwellings. He advised the audience of the proposed changes from what was initially proposed to what is currently proposed. Commissioner Edson then

provided a more detailed explanation of what is meant by the term “appurtenance.” Staff Member Strniste advised where the people in the audience can find the proposed changes. He then provided more background about the changes to detached accessory dwellings and more background in regards to the proposed Underhill Center Village District boundary.

[7:26] Staff Member Strniste then proceeded to explain why the Commission chose to limit multi-family dwellings, explaining that limitation was the result of public feedback, the Town Plan, and observing feedback during the Development Review Board’s hearings. Chair C. Seybolt then explained that the regulations pertaining to multi-family dwellings became more liberal during the 2011 overhaul of the Regulations, and appeared to be an oversight. Clarification was provided in regards to mother-in-law apartments. Ms. Alice Fifield asked about the infrastructure in Underhill Center. Commissioner Drew explained that obtaining State permits in the Center is a difficult task. Chair C. Seybolt explained that the regulations pertaining to the new Underhill Center Village District would allow a landowner to at least attempt to get the State permits. Chair C. Seybolt concluded by advising that the members of the audience could obtain the materials online, and that the Commission thinks the changes make sense, clarify issues, and support the Town Plan. A brief discussion ensued about the financial opportunities a new Underhill Center Village District could provide for those landowners.

[7:45] The Commission reconvened downstairs and discussed the shifts during Town Meeting down on who would attend to the poster outside. The following schedule was agreed upon:

- 7:00 AM – 9:00 AM: Commissioners Drew and Edson
- 9:00 AM – 11:00 AM: Commissioner Bergersen
- 11:00 AM – 1:00 PM: Chair C. Seybolt
- 1:00 PM – 3:00 PM: Prospective Commissioner Van Winkle
- 3:00 PM – 5:00 PM: Commissioner Lamphere
- 5:00 PM – 7:00 PM: Commissioner Gregson.

Chair C. Seybolt advised that she would confirm the times with Staff Member Strniste in the coming days. The Commission discussed why having members outside next to a presentation would be important, specifically allowing for the opportunity for voters to ask questions. Further discussion ensued on how to display the poster and what to do if rain were to occur. The Commission discussed if time remained on submitting the handout to the Mt. Gazette to run in the next issue. Afterward, the Commission discussed adding the recommendation of voting yes back onto the handout and making posts on Front Porch Forum.

[8:00] Commissioner Edson briefly provide an overview of the work that he did regarding the reconciliation between the Land Use & Development Regulations and the Road Ordinance. Chair C. Seybolt asked the Commissioners to review the materials and make comments. A brief discussion ensued about the definition of lot size, and whether that definition should be changed. Chair C. Seybolt advised that that issue should be first looked at by the focus group and the Zoning Administrator.

[8:04] Chair C. Seybolt asked the Commission to review the memorandums that she is suggesting they send to the Energy Committee and the Conservation Commission. She recommended using the Implementation Plan provided in the Town Plan as a means to evaluate and discuss where each committee/commission was in the tasks they are performing. Commissioner Drew recommended that since each focus group likely needs to ask the committee/commission questions, that they should prepare one list of questions. A discussion ensued about each focus group looking at the Implementation Plan.

[8:09] Minutes from the previous meetings could not be approved since a quorum from those meetings were not present at the evening's meeting.

[8:09] Everyone in attendance will be able to attend the Planning Commission's next regularly schedule meeting on March 1, 2018.

[8:10] **Chair C. Seybolt asked for a motion to Adjourn.** Commissioner Edson 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 February 15, 2018 meeting were accepted this 1st day of March, 2018.



Cynthia Seybolt, Planning Commission Chair