

UNDERHILL PLANNING COMMISSION

Thursday, September 21, 2017 6:30 PM

Minutes

Planning Commissioners Present: Chair Cynthia Seybolt, David Edson, Catherine Kearns, David Glidden, Johnathan Drew, Nancy Bergersen, Andrea Phillips, Pat Lamphere

Staff/Municipal Representatives Present: Andrew Strniste, Planning Director

Others Present: Peter Duval, Underhill Resident

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

[6:32] Chair C. Seybolt called the meeting to order.

[6:33] No public comments were provided. Chair C. Seybolt asked for a motion to approve the minutes of September 7, 2017. **Commissioner Bergersen made a motion to approve the minutes of September 7, 2017, which was seconded by Commissioner Drew. The motion passed unanimously.**

[6:34] Staff Member Strniste advised that the Planning Commission is to make a recommendation to the Selectboard regarding the Capital Improvement Plan. He included last year's memorandum to the Selectboard, clarifying that the Planning Commission should be adding depth to what they provided last year, rather than submitting a memorandum. Commissioners Lamphere & Edson advised that they were proponents of the widening the shoulders of River Road, while Chair C. Seybolt was opposed unless they were made into bike lanes. Chair C. Seybolt contended that a more in-depth report was out of the Planning Commission's scope. Commissioner Drew contended that there was not enough information to provide a more in-depth report. Staff Member Strniste advised that he understood that there was not enough information, and since the Planning Commission was largely focused on the bylaw updates, they did not have the time to fully develop that report; however, in future years, they will need to work towards them. Staff Member Strniste then advised that the Planning Commission should consider projects to be added or recommended to the Selectboard for consideration. Chair C. Seybolt expressed her frustration with the Capital Improvement Plan process.

[6:45] Staff Member Strniste explained that the Capital Improvement Plan was a way to help prioritize big expenditures, in addition to making sure that the proposed projects are consistent with the Town Plan. Commissioner Lamphere explained that from his experience, the Town is always trying to catch up with capital expenditures.

[6:47] Chair C. Seybolt expressed her alarm with the some of the numbers provided in the chart in the Commission's meeting packet, and that she felt the role of the Planning Commission was to give guidance, and the Commission could not make a decision without some sort of cost analysis, nor could the Planning Commission evaluate why one vehicle is better than another. Staff Member Strniste explained that the numbers in the chart are not set in stone, and that the Selectboard would never allow the taxes to increase to what was shown. He continued to explain that the chart was to help prioritize major projects, and to provide a visualization to help determine if some projects could be moved to a prior or subsequent year. More importantly the projects are to conform with the Town Plan. Commissioner Edson advised that the Planning Commission should be focused on seeing if the proposed projects conform with the Town Plan based on priorities in the most effective way possible. Commissioner Kearns advised that she would like more information. Commissioner Phillips informed the Commission that they should look at

whether they could prioritize better. Commissioner Lamphere expressed his disagreement with obtaining a used bucket truck. Staff Member Strniste asked the Commission to identify any additional projects that they believe should be in the Capital Improvement Plan. Commissioner Kearns stated that she believed that they should just focus on infrastructure.

[7:01] Commissioner Drew expressed his discontent with the Infrastructure Committee not being able to provide input before the meeting. Staff Member Strniste advised that the Committee was new and still finding its footing. Chair C. Seybolt inquired about why the Commission had to oversee the Plan. Staff Member Strniste advised that the Capital Improvement Plan is to be statutorily overseen by the Planning Commission. The chair asked Commissioner Drew to draft a statement for the Selectboard summarizing the Commission's concerns about the CIP process.

[7:05] Resident Peter Duval provided the following comments/recommendations: 1) the sidewalk project, north of the Fire Station was not a good project, 2) the replacement for the roof was too high of a cost, and 3) the file server was too high of a cost as well. Commissioners Drew and Kearns agreed that the file service should be eliminated and the cloud be used.

[7:11] Chair C. Seybolt began a discussion about the upcoming tasks that need to be performed before the public hearings. Commissioner Glidden advised that posters were going to be posted around Town the following day. Commissioner Lamphere advised he could hand out brochures during the harvest fair.

[7:17] A new order for posting on Front Porch Forum regarding the bylaw updates was established:

September 25, 2017 → Commissioner Kearns
September 29, 2017 → Commissioner Phillips
October 2, 2017 → Chair C. Seybolt

[7:21] Commissioner Bergersen advised that the message Boards should be concise and short. The Commission determined that the following should be posted: Proposed Zoning Updates, Open Meeting @ Underhill Town Hall (insert Date & Time). Commissioner Drew advised that the message should be consistent for every medium. Chair C. Seybolt agreed, and advised that the posters say the same. Commissioners Edson and Drew informed the Commission that they would not be able to attend the October 5 hearing. Commissioner Phillips and Staff Member Strniste advised they would not be able to attend the October 7 hearing. Commissioner Lamphere informed that the Robert Meeting Rules can be suspended. The Commission came up with locations to post posters: stores, churches, and library. A discussion ensued about who will set up the technology, who will provide refreshments, and beverages. Staff Member Strniste will provide name cards for the Commissioners. Staff Member Strniste will setup the projector and audio system upstairs in the Town Hall, as well as provide handouts of the maps and charts. Commissioner Phillips recommended having a few copies of the entire document as well as the rationales. Chair C. Seybolt recommended that each Commissioner have a copy of the rationale.

[7:42] Chair C. Seybolt advised that she planned to give a brief introduction on the day of the hearings. Staff Member Strniste advised he is available to provide whatever help is needed. Commissioner Lamphere advised that if there are a few people at the meeting(s), then the meeting can be informal; however, if the meeting(s) contains a lot of people, then it will have to be managed. Chair C. Seybolt and Commissioner Phillips advised that the Commission should be reactive. Commissioner Bergersen recommended that the Commission write down everyone's questions.

[7:44] Staff Member Strniste advised that the Commission provide clarifications on the site plan review issue with two-family dwellings and the detached accessory dwelling quote in the Mountain Gazette. Staff Member Strniste is to answer administrative questions.

[7:50] Commissioner Glidden and Staff Member Strniste will oversee the Powerpoint Presentation. Chair C. Seybolt will write an introduction for the presentation to send around to the Commission. The Commission agreed to be sensitive to terms of art and acronyms. Chair C. Seybolt encouraged the Commission to tell their friends.

[8:00] Staff Member Strniste informed the Commission that the Jericho Commission wanted to meet in November to discuss various issues and policies.

[8:03] Staff Member Strniste advised he would reach out to the Selectboard to see if they could separately attend a meeting, or review the proposed changes prior to their public hearings.

[7:01] **Commissioner Bergersen made a motion to adjourn.** Commissioner Drew seconded the motion, which was **passed unanimously**.

Respectfully Submitted By:

Andrew Strniste, Planning Director

The minutes of the September 21, 2017 meeting were accepted this 19 day of October, 2017.



Catherine Kearns, Planning Commission Clerk