

UNDERHILL PLANNING COMMISSION

Wednesday, September 7, 2016 6:30 PM

Minutes

Planning Commissioners Present: Carolyn Gregson, Irene Linde, Jerry Adams, David Edson, Pat Lamphere

Staff/Municipal Representatives Present: Andrew Strniste, Planning Coordinator

Others Present: Catherine Kearns, Resident; Nancy Bergersen, Resident

[6:36] Call to order by Vice Chair C. Gregson.

[6:37] **Vice Chair C. Gregson opened by taking public comments from Catherine Kearns and Nancy Bergersen, which functioned as an introductory, as both individuals expressed their interest on becoming members of the Planning Commission.** Resident Bergersen began the introductory period by sharing her background and the reasons why she wished to be on the Commission. Shortly thereafter, Resident Kearns also shared her background and reasons on why she wished to be on the Commission.

[6:46] **Vice Chair C. Gregson and Staff Member Strniste provided the perspective commissioners a brief description of some of the current projects in front of the Planning Commission.** Specifically, they gave a background on the future revisions to the Land Use & Development Regulations, background pertaining to the Capital Improvement Plan, information about the Town Plan, as well as a description of the Chittenden County Regional Planning Commission's role in relation to the Town of Underhill. Vice Chair C. Gregson and Staff Member Strniste continued to explain the challenge that CCRPC has in implementing policies and plans due to the different types of communities that exist within the region.

[6:59] **Vice Chair C. Gregson asked for a motion to approve the minutes.** Commissioner Linde moved to accept the minutes as written and Commissioner Edson seconded the motion. The motion was approved unanimously.

[7:01] **Recommendations were made on ways to improve the minutes.** The Commission agreed that highlighting the main points in bold would be helpful.

[7:07] **Staff member Strniste informed the Commission that he submitted the answers to the Development Review Board's questions to the DRB.** He informed the Commission that the DRB wished that the answers contained more depth. In response to the DRB, **Staff member Strniste provided additional depth to the Planning Commission's answers** while remaining consistent with the previous answers. Next, Staff member Strniste informed the Commission that the **Development Review Board wanted to expand upon the language in the proposed motion to be submitted to the Selectboard regarding access ways.** A discussion ensued about the difficulty of developing in Underhill, followed by a discussion regarding what Vermont Law requires the Selectboard to do in regards to access ways.

[7:17] **Staff member Strniste next informed the Commission that CCRPC has provided the Town with materials (a memorandum and PowerPoint presentation) pertaining to the Regional Energy Plan.** He asked the Commission to review the memorandum and the PowerPoint presentation, and to **identify constraints that the Town thinks should be contained in the Regional Energy Plan.** A discussion ensued on what qualifies as a constraint, followed by a discussion on the importance of identifying and submitting constraints to CCRPC. Shortly

thereafter, a discussion ensued about whether town lands should qualify as a constraint. Staff member Strniste then reminded the Commission that they will make a decision on whether or not to proceed with obtaining certification for the Town Plan from the Public Service Board once they release their guidelines in November.

- [7:35] Staff member Strniste explained that there was an influx of planning inquiries in the recent weeks, and that he has not had the opportunity to perform an in-depth analysis of the potential ULUDR revisions; however, he will be focusing on this task in the upcoming weeks.
- [7:43] **A discussion ensued regarding the Planning Commission's ability to rewrite the Road Ordinance.** Commissioner Edson stated that he believes that the Selectboard could delegate a rewrite to the Planning Commission, and if that is the case, the Commission should revisit the Road Ordinance. A specific topic that needs to be addressed and explored is the grade of roads. Staff member Strniste advised the Commission that he would reach out to the Fire Department to obtain additional information.
- [7:51] **Staff member Strniste provided an update on the progress of the CIP.** He informed the Commission that he has received feedback from the Development Review Board, attended the previous Recreation Committee meeting, and has spoken to the Road Foreman. The Commission then provided Staff member Strniste contacts for the Conservation Commission and the Historical Society.
- [7:54] **A discussion ensued regarding the scheduling of a joint meeting with the Development Review Board.** October 17th appears to be the most feasible day given the schedule of the Development Review Board and the Planning Commission.
- [7:55] **Vice Chair C. Gregson inquired about a quorum for the September 21st meeting.** Commissioners Lamphere and Adams advised the Commission that they will not be in attendance.
- [7:56] **Vice Chair C. Gregson asked for a motion to enter into an executive session to discuss the Zoning Administrator position.** Commissioner Lamphere moved to accept the motion and Commissioner Adams seconded the motion. The motion was approved unanimously.
- [7:58] **Vice Chair C. Gregson asked for a motion to exit the executive session.** Commissioner Lamphere moved to accept the motion and Commissioner Adams seconded the motion. The motion was approved unanimously.
- [7:59] **Vice Chair C. Gregson asked for a motion to nominate Staff member Strniste for the Zoning Administrator position.** Commissioner Linde moved to accept the motion and Commissioner Edson seconded the motion. The motion was approved unanimously.
- [8:00] **Vice Chair C. Gregson asked for a motion to nominate Resident Catherine Kearns for one of Planning Commissioner vacancies.** Commissioner Linde moved to accept the motion and Commissioner Edson seconded the motion. The motion was approved unanimously.
- [8:00] **Vice Chair C. Gregson asked for a motion to nominate Resident Nancy Bergersen for one of Planning Commissioner vacancies.** Commissioner Linde moved to accept the motion and Commissioner Edson seconded the motion. The motion was approved unanimously.

[8:01] **Vice Chair C. Gregson asked for a motion to adjourn.** Commissioner Adams moved to accept the motion and Commissioner Linde seconded the motion. The motion was approved unanimously.

Respectfully Submitted By:
Andrew Strniste, Planning Coordinator

The minutes of the September 7, 2016 meeting were accepted this 7 day of September 2016.



Carolyn Gregson, Planning Commission Vice Chair