

UNDERHILL PLANNING COMMISSION

Meeting Minutes

Wednesday March 5, 2014 6:30 PM

Underhill Town Hall

Members Present:

Chair Trevor Squirrell, Pat Lamphere, David Edson, Cliff Peterson, Irene Linde, Gerry Adams, Carolyn Gregson

Staff Present:

Sarah McShane (PZA)

Guests:

Jeremiah Mahaney

The meeting of the Underhill Planning Commission was called to order by Chair Trevor Squirrell at 6:30 PM

The **first agenda item** for discussion was readopting the Planning Commission Rules of Procedure.

Chair Trevor Squirrell began by explaining that each year following Town Meeting Day, Boards and Commissions must readopt their Rules of Procedure and appoint the Chair, Vice Chair, and Clerk. Commission members reviewed the Rules of Procedure. Cliff Peterson made a motion to accept the Rules of Procedure. David Edson seconded the motion. The Board unanimously readopted and signed the Rules of Procedure.

Commission members then discussed the positions of Chair, Vice Chair, and Clerk. Chair Trevor Squirrell asked if any members were interested in Chairing the Commission and stated that he would likely retire after his term is over next year. Pat Lamphere made a motion to nominate Trevor Squirrell as Planning Commission Chair. Dave Edson seconded the motion. Members unanimously approved Trevor Squirrell as Planning Commission Chair. Members discussed the position of Vice Chair. Cliff Peterson stated that his term expires this month and is requesting formal reappointment from the Selectboard. He stated before accepting a nomination for Vice Chair he would like to discuss with VLCT if there are any conflicts with holding the position of Vice Chair of the Planning Commission and a member of the Selectboard. Members will discuss the positions of Vice Chair and Clerk at their next meeting.

The **second agenda item** for discussion was a recap of Town Meeting Day.

Members stated that voters had approved correcting the zoning map issue. Cliff Peterson stated that the next steps are to work with the Town Clerk to file the correct forms with the Secretary of State to amend the Bylaws and make official copies of the zoning map.

Members also discussed the request to have the draft Town Plan ready for next Town Meeting Day. After a draft of each chapter is complete, the Commission will place it on the website for public comment and steer residents to the website using Front Porch Forum.

The **third agenda item** for discussion was updating the Town Plan.

Commission members discussed the required public involvement. Staff Sarah McShane will look into the statutory requirements for public involvement and plan adoption and report back to the Commission. The Commission developed a 2014/2015 work plan for updating subsequent chapters of the Town Plan.

March/April-Land Use; May-Services; June-Infrastructure; July-Transportation; August-Housing; September-Economic Development; October-Recreation.

The Energy Committee will review and update the Energy Chapter and the Conservation Commission will work on the Natural Resources and Flood Resiliency Chapter.

Commission members then continued discussion on Chapter 2 Land Use.

The **last agenda item** for discussion was approving the Minutes from the February 19, 2014 meeting. Irene Linde made a motion to accept the minutes as presented, seconded by Cliff Peterson. The Commission unanimously approved the minutes of the Feb. 19, 2014 Meeting.

The next Planning Commission meeting will be Wednesday March 19, 2014.

Respectfully submitted by:

PZA Staff Sarah McShane

These minutes of the March 5, 2014 meeting were accepted

This 18th day of March, 2014



Trevor Squirrell, Chair

These minutes are subject to correction by the Underhill Planning Commission. Changes, if any, will be recorded in the minutes of the meeting of the PC.