

UNDERHILL PLANNING COMMISSION

Thursday, August 9, 2018 @ 6:00 PM
Minutes

Attendance

Planning Commissioners:

Commissioner Carolyn Gregson, Chair
Commissioner Johnathan Drew, Vice Chair
Commissioner David Edson
Commissioner Patrick Lamphere
Commissioner Cynthia Seybolt
Commissioner Lea Van Winkle

Staff/Municipal Representatives:
Andrew Strniste, Planning Director

Others Present:
Sandy Wilmot, Underhill Resident

[5:55] The Planning Commission convened at Underhill Town Hall at 5:55 pm.

[6:01] Chair C. Gregson called the meeting to order.

[6:01] Commissioner Drew introduced Sandy Wilmot, an Underhill resident who lives on Poker Hill Road, who expressed interest in filling one of the Planning Commission vacancies. Ms. Wilmot advised that she grew up on River Road and then Tupper Road; graduated from the University of Vermont; and recently retired from the State of Vermont.

[6:04] Chair C. Gregson asked for public comment. No members of the public were present to make public comment.

AGENDA ITEM: DISCUSSION ABOUT 2015 TOWN PLAN AMENDMENTS

[6:04] Commissioner Drew advised that he had reservations about voting in favor of Chittenden County Regional Planning Commission's (CCRPC) recommended Town Plan edits pertaining to the enhanced energy siting after he had time to reflect on the proposal since the last meeting. Commissioner Seybolt then informed the Commission that she had issue with some of the language proposed by CCRPC, such as the use of the word "minimize" in various locations. Staff Member Strniste then advised that the Town Plan is more conceptual in nature, and therefore, words like minimize are not uncommon for Town Plans. Ms. Wilmot also recommended that the Town Plan could reference a specific document if the Town was looking to have a specific meaning for vague terms like the word "minimize."

[6:11] Commissioner Edson informed the Commission that he was not in favor of approving CCRPC recommendations due to the restrictiveness of the language being used. Commissioner Lamphere advised that he did not know if the recommendations made by CCRPC were worded correctly for what he would want the amendments to do. Commissioner Seybolt opined that CCRPC was going beyond basic energy edits in their proposed changes to the Town Plan. Commissioner Edson advised that he did not have enough time to review the proposed map amendments and to review which parcels would be affected. Commissioner Drew opined that he felt that the Commission was being rushed and that they could proposed enhanced energy standards during the 2020 Town Plan update. Staff Member Strniste advised that the proposed amendments were recommended by him and CCRPC. He further commented on the timeline going forward, and if the Commission were to reject the enhanced energy amendments, then he recommended that they approve the amendments pertaining to the Underhill Center Village Center Designation. Staff

Member Strniste advised that this portion of the Town Plan needed to be updated prior to February 2020.

[6:34] **Commissioner Drew made a motion to accept the amendments to the Town Plan as proposed by CCRPC.** The motion was seconded by Commissioner Van Winkle. No commissioners voted in favor of accepting the proposed amendments. **Five commissioners opposed the motion with one commissioner not casting a vote.** Commissioner Lamphere advised that he was unaware of the wording being put in the document. Most of the Commission felt as if the proposed amendments were too involved to think about at this time. While Staff Member Strniste and Commissioner Drew informed the Commission that members of the Energy Committee seemed to support the recommended changes, Commissioner Seybolt stated that there was no formal recommendation from them to help the Commission make their decision. Both Commissioner Seybolt and Gregson advised that the Commission was looking for a recommendation from the Energy Committee.

[6:44] Staff Member Strniste provided an overview of the proposed amendments pertaining to the Underhill Center Village Center Designation. The Commission reviewed the proposed amendments and proposed several changes. A discussion ensued about form-based codes, and the Commission recommended that that strategy be eliminated from the proposal.

[7:03] Commissioner Drew made a motion to **approve the Town Plan amendments pertaining to the Underhill Center Village Center Designation, as amended by the Commission.** Commissioner Van Winkle seconded the motion, which was **approved unanimously.**

[7:05] Staff Member Strniste provided an update on the Development Review Board applications and building permits, specifically: the Peter Duval reconsideration request, and a building permit application pertaining to the degree of nonconformance.

[7:15] Staff Member Strniste provided an overview of the schedule for amending the Town Plan. The Planning Commission proposed that October 11, 2018 would be the first and only public hearing. Commissioner Seybolt inquired if professional help was needed for the 2020 Town Plan update. Staff Member Strniste advised that he did not think so.

[7:25] Staff Member Strniste inquired with the Planning Commission about the ERAF rate. Commissioners Seybolt and Edson advised that they felt that the 12.5% rate was most appropriate because the 17% rate was too restrictive on development. The 12.5% rate was thought to be a good balance and not restrict property owners too much.

AGENDA ITEM: APPROVE MINUTES OF PREVIOUS MEETINGS

[7:29] The Planning Commission may have a quorum on Thursday, August 23, 2018. Commissioner Lamphere made a motion to **nominate Ms. Sandy Wilmot for the purposes of filling a Planning Commission vacancy and to recommend approval of Ms. Wilmot to the Selectboard.** The motion was seconded by Commissioner Drew and **approved unanimously.** Commissioner Van Winkle made a **motion to approve the minutes of July 26, 2018.** The motion was seconded by Commissioner Drew and **approved unanimously.**

Respectfully Submitted By:

Andrew Strniste, Planning Director

The minutes of the August 9, 2018 meeting were accepted this 11 day of October, 2018.



Carolyn Gregson, Planning Commission Chair

New Action Items

- Chair C. Gregson: Write letter to Commissioner Glidden regarding his resignation
- Chair C. Gregson: Contact Brad Holden regarding interest in joining Planning Commission
- Staff Member Strniste: Contact Marilyn Dupree regarding interest in joining Planning Commission
- Staff Member Strniste: Posting notice of the vacancies on Front Porch Forum
- Staff Member Strniste: Send out CCRPC PowerPoint and recommended edits to the Town Plan
- Staff Member Strniste: Inquire about what topics are required to be addressed in the Town Plan
- Staff Member Strniste: Update Town Plan to include language about the Underhill Center Village designation
- Commission: Review Town Plan sections that were volunteered for and strategize discussion points and topics to engage the public

Old, Incomplete Action Items

- Staff Member Strniste: Provide materials pertaining to the zoning pamphlet in the coming weeks.
- Commission: Reexamine the Regulation's use chart.
- Commission: Review Energy portion of the Town Plan and energy implementation portion of the Town plan.
- Commission: Review memorandum from Transportation Board
- Commission: Begin thinking about Town Plan Update strategies

Completed Action Items

- Staff Member Strniste: Amendments to the Town Plan needing Selectboard approval or voter approval.