

UNDERHILL PLANNING COMMISSION

Thursday, July 26, 2018 @ 6:00 PM
Minutes

Attendance

Planning Commissioners:

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

Staff/Municipal Representatives:

Andrew Strniste, Planning Director

Others Present:

None

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

[5:59] Chair C. Gregson called the meeting to order.

[5:59] Chair C. Gregson asked for public comment. No members of the public were present to make public comment.

AGENDA ITEM: OLD/OTHER BUSINESS – PLANNING COMMISSION VACANCIES

[6:00] Chair Gregson proposed to reorder the agenda to discuss Commissioner Glidden's resignation and the Planning Commission Vacancies. Commissioners Drew and Seybolt agreed that the appropriate action would be to accept his resignation and encourage him to reapply to the Commission should he become available when a vacancy exists. Commissioner Drew advised that the Commission should be more proactive in their recruiting of other prospective commissioners. Chair Gregson advised that she would write a letter advising Commissioner Glidden that they regretfully accept his resignation. She also advised that she would reach out to Brad Holden to see if he had any interest in joining the Commission. Staff Member Strniste advised that they he asked the Energy Committee and Recreation Committee to forward along the notice of the vacancies. In addition, he also advised that he would contact Marilyn Dupree, who seemed to have expressed interest in Town Planning during one of the Planning Commission's public meetings.

[6:09] Commissioner Drew advised that Selectboard Member Kurt Johnson may have some interest once his term ends in March. Staff Member Strniste was tasked with posting notice of the vacancies on Front Porch Forum.

AGENDA ITEM: CCRPC PRESENTATION DEBRIEFING

[6:15] Staff Member Strniste provided a recap of the meeting with CCRPC at the previous meeting. Specifically, he advised that the goals are more policy oriented and that there are no consequences should the Town not meet the targets recommended by CCRPC. Commissioner Drew expressed his skepticism of the data and recommended that the Commission obtain sound data. A discussion ensued about the difference between due consideration v. substantial deference. Staff Member Strniste then explained the distinction between enhanced energy planning and regular Town Planning. Staff Member Strniste will send out the Town Plan with the recommended CCRPC edits for the Planning Commission to review and vote on at the August 9, 2018 meeting. Staff Member Strniste also advised that the Commission has the ability to vote

no on the recommended edits should they feel that they can wait until 2020. Commission Van Winkle opined that the PUC were really only concerned about big scale projects. Commissioner Drew advised that big scale projects would not be able to send the electricity anywhere since the Town lacked the three phase power transfer lines.

AGENDA ITEM: DISCUSSION ABOUT 2020 TOWN PLAN

[6:45] Staff Member Strniste advised that there were several combinations that could be devised when grouping the different subject headings together. Staff Member Strniste recommended having the forum pertaining to energy second, after the general forum, in order to give the energy committee the most time possible to assist with research for the Town Plan. Commissioner Seybolt recommended that Staff Member Strniste inquire about what is mandated in a Town Plan. She then recommended that the Commission group the tasks based on what affects people the most. The Commission decided to hold four forums on the following topics:

1. Forum 1: Land Use, Natural Resources and Historical & Cultural Resources
2. Forum 2: Infrastructure and Services
3. Forum 3: Energy
4. Forum 4: Housing, Economic Development and Recreation

[6:45] The Commissioners volunteered to read the Town Plan and formulate plans for specific forum topics. Chair C. Gregson volunteered for Forum Topic 4; Commissioner Drew volunteered for Forum Topics 2 & 3; Commission Seybolt volunteered for Forum Topic 1; Commissioner Van Winkle volunteered for Forum Topic 2 & 4; and Commissioner Edson volunteered for Forum Topic 1. Each Commissioner is to review their portions of the Town Plan to figure out how to engage the public and to come up with various topic points. Chair C. Gregson informed the Commission of what tasks they were to perform for next meeting. All of the Commissioners that were in attendance at the evening's meeting will be in attendance at the next meeting.

[7:08] Commissioner Drew advised that his discussions with Selectboard Member Kurt Johnson about the CIP yielded the idea of adding a bike lane when redoing the River Road roadbed.

AGENDA ITEM: APPROVE MINUTES OF PREVIOUS MEETINGS

[7:15] Commissioner Seybolt made a motion to approve the minutes of June 19, 2018, which was seconded by Commissioner Van Winkle. The motion was approved unanimously.

[7:16] Commissioner Seybolt made a motion to approve the minutes of June 21, 2018, which was seconded by Commissioner Edson. The motion was approved unanimously. The other two sets of minutes will have to be approved at a later date.

[7:17] The Commission discussed the benefit of reviewing the use chart in the Land Use & Development Regulations at this this time. The Commission then discussed the structure of the Town Plan.

[7:31] Chair C. Gregson asked for a motion to adjourn. Commissioner Seybolt 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 July 26, 2018 meeting were accepted this 9 day of August, 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
- Staff Member Strniste: Posting notice of the vacancies on Front Porch Forum

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.