

UNDERHILL PLANNING COMMISSION

Thursday, October 11, 2018 @ 6:00 PM

Minutes

Attendance

Planning Commissioners:

Commissioner Carolyn Gregson, Chair
Commissioner Nancy Bergersen
Commissioner David Edson
Commissioner Patrick Lamphere
Commissioner John "Kail" Romanoff
Commissioner Cynthia Seybolt
Commissioner Lea Van Winkle

Commissioner Sandy Wilmot

Staff/Municipal Representatives:

Andrew Strniste, Planning Director

Others Present:

None

[5:55] Members of the Planning Commission started to convene at Underhill Town Hall around 5:55 pm.

[5:58] Chair C. Gregson called the meeting to order.

[5:58] Chair C. Gregson asked for public comment. No members of the public were present to make public comment. Staff Member Strniste reviewed the rules of procedures and presentation for the evening's hearing.

[6:05] There were not enough Commissioners present from the July 12, 2018 meeting to approve the minutes from that evening.

[6:06] Commissioner Seybolt made a **motion to approve the minutes of August 9, 2018**. The motion was seconded by Commissioner Van Winkle and **approved unanimously**.

[6:07] There were not enough Commissioners present from the August 23, 2018 meeting to approve the minutes from that evening.

[6:09] Commissioner Seybolt made a **motion to approve the minutes of September 13, 2018**. The motion was seconded by Commissioner Bergersen and **approved unanimously**.

[6:10] Commissioner Van Winkle made a **motion to approve the minutes of September 27, 2018**. The motion was seconded by Commissioner Bergersen and **approved unanimously**.

[6:12] Commissioner Seybolt informed the Commission of the 2008 questionnaire she found that was used for the 2010 Town Plan. She then suggested that they could use some of those questions for a survey after the forums.

AGENDA ITEM: 2018 CAPITAL IMPROVEMENT PROGRAM UPDATES

[6:14] Staff Member Strniste provided updates about the 2018 Capital Improvement Program. Specifically, he informed the Commission that shim & overlay, as well as acoustic improvements to the main hall in Town Hall would be considered maintenance. Commissioner Seybolt advised that long term, she would like to see the upstairs better utilized. A discussion ensued about how the difference between a capital project v. a maintenance project. Commissioner Lamphere

inquired about the occupancy requirement of the main hall upstairs and informed the Commission that that limit was likely exceeded during several events held at Town Hall.

[6:25] Commissioner Seybolt made a motion to continue the evenings meeting to after the hearing. The motion was seconded by Commissioner Wilmot and approved unanimously.

[6:47] Chair C. Gregson reconvened the regularly scheduled meeting by call the meeting to order. Commissioner Van Winkle made a motion to approve the amendments to the Town Plan. Commissioner Bergersen seconded the motion, which was approved unanimously (Commissioner Romanoff abstaining).

[6:48] Commissioner Seybolt is the only attending commissioner unable to make the regularly scheduled meeting on Thursday, October 25, 2018.

AGENDA ITEM: OLD/OTHER BUSINESS – UPDATES FROM PLANNING & ZONING ADMINISTRATOR

[6:49] Staff Member Strniste provided an overview of the tasks he has been working on. He specifically informed the Commission about a zoning violation he issued pertaining to property at 407 Poker Hill Road, as well as a permitting issue that occurred at 285 River Road. Staff Member Strniste also provided an update about the Peter Duval appeal to the Environmental Court. A discussion ensued about the Act 250 as it relates to the Pine Ridge Road subdivision. Staff Member Strniste then provided background on the upcoming Development Review Board hearing pertaining to the old Maple Leaf Farm campus.

[7:15] A discussion ensued about the Capital Improvement Program again, specifically how the program can be taken more seriously and the impact the Planning Commission can have to ensure the program is followed. Staff Member Strniste opined that better communication between the Selectboard and Planning Commission would mostly likely ensure better effectiveness of the program.

[7:19] Commissioner Bergersen inquired about Phil Jacob's field located at 16 Harvest Run.

[7:23] Commissioners Van Winkle and Lamphere offered to switch dates with Commissioner Wilmot and Drew for discussing their topics with the Planning Commission. Therefore, the upcoming schedule will be

- October 25, 2018 – Forum Group 2
- November 8, 2018 – Forum Group 1 (Conservation Commission Invited)
- November 15, 2018 – Forum Group 3 (Energy Committee Invited)
- November 29, 2018 – Forum Group 4
- December 13, 2018 – Reserved Meeting for Reconciliation Purposes
- January 10, 2019 – Review of Forum Group PowerPoints/Presentations
- January 24, 2019 – First Public Forum

[7:32] Commissioner Lamphere made a **motion to adjourn**. Commissioner Bergersen seconded the motion, which was **approved unanimously**.

Respectfully Submitted By:

Andrew Strniste, Planning Director

The minutes of the October 11, 2018 meeting were accepted this 8 day of Nov, 2018.


Carolyn Gregson, Planning Commission Chair

New Action Items

- Staff Member Strniste: Providing a map of where the capital projects are located.
- Staff Member Strniste: Obtain a report on how Selectboard Member Johnson derived at the funding sources (i.e.) for the identified capital projects.
- Forum Group: Each forum group write as many survey questions as possible.
- Commission: Review Town Plan sections that were volunteered and develop presentation materials for discussion at upcoming Planning Commission meetings.

Old, Incomplete Action Items

- Staff Member Strniste: Provide materials pertaining to the zoning pamphlet in the coming weeks.
- Chair C. Gregson: Write letter to Commissioner Glidden regarding his resignation
- Commission: Review memorandum from Transportation Board.

Completed Action Items

- Staff Member Strniste: Obtain a list of grants that have been applied for and a list of available grants.
- Commission: Submit materials to Staff Member Strniste to create PowerPoints for the forum group presentations.