

UNDERHILL PLANNING COMMISSION  
Thursday, September 27, 2018 @ 6:00 PM  
Minutes

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**Attendance**

**Planning Commissioners:**

Commissioner Carolyn Gregson, Chair  
Commissioner Nancy Bergersen  
Commissioner Cynthia Seybolt  
Commissioner Lea Van Winkle  
Commissioner Sandy Wilmot

**Staff/Municipal Representatives:**

Andrew Strniste, Planning Director

**Others Present:**

John “Kail” Romanoff, Underhill Resident

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

[6:02] Chair C. Gregson called the meeting to order.

[6:02] Chair C. Gregson asked for public comment. No members of the public were present to make public comment.

**AGENDA ITEM: PROSPECTIVE COMMISSIONER – JOHN “KAIL” ROMANOFF**

[6:03] Resident John “Kail” Romanoff introduced himself to the Commission. He advised that he grew up in Jericho, VT, and attended MMU. He currently lives in Underhill Center – next to the post office. He then stated that he is attending Vermont Law School, and is interested in pursuing a career in land use law or environmental law. Commissioner Seybolt informed Mr. Romanoff that their current task is rewriting the Town Plan. Staff Member Strniste then explained the differing updates with the Town Plan: 1) that the Commission is mid-way through amending the 2015 Town Plan to incorporate the Underhill Center Village Center Designation, and 2) rewriting the Town Plan and adopting a new plan for 2020. Resident Romanoff then informed the Commission that he was also a land surveyor with Lamoureux & Dickenson prior to attending law school. Commissioner Wilmot advised that she would pass along materials she found helpful in the early stages of being a Commissioner. Resident Romanoff then inquired about the time commitment. Commissioner Van Winkle advised that there was a lot of reading and reviewing; however, given his background, she opined that he would not have a problem with the workload. Staff Member Strniste then informed Mr. Romanoff about the upcoming Planning Commission schedule.

[6:11] Commissioner Seybolt made a **motion to recommend that the Selectboard appoint Mr. Romanoff to fill the current Planning Commission vacancy.** The motion was seconded by Commissioner Bergersen and **approved unanimously.**

**AGENDA ITEM: 2018 CAPITAL IMPROVEMENT PROGRAM**

[6:12] Staff Member Strniste provided an overview of the textual component of the Capital Improvement Program that was distributed to the Planning Commission during the previous meeting. Commissioner Wilmot suggested that a map be provided illustrating where the capital projects are located to help better visualize the projects geographically.

[6:23] A lengthy discussion ensued about funding sources (e.g. grants, bonds, etc.). Specifically, Commissioner Seybolt advised that in relation to grants, the Planning Commission felt that it has an overseeing role. She also advised that she felt that the Town might be able to do better at obtaining grants; however, the Commission is unaware of what grants are being applied for and whether more could be applied for. The Commission asked for the list of grants that have been applied for, as well as a list of available grants. The Commission also asked for a report on how Selectboard Member Johnson arrived at projected grant amounts for the identified projects.

[6:35] Commissioner Van Winkle inquired about paving Pleasant Valley Road. Commissioner Seybolt advised that at the previous meeting Commission members agreed that the various Town departments should provide input regarding the CIP. They also agreed that that improvements, particularly acoustical, to the space upstairs in Town Hall be included in the program. A third CIP recommendation is that obtaining biodiesel and/or electric highway equipment be considered when purchasing new equipment. Commissioner Wilmot advised that the Commission discussed at the previous meeting that a part of River Road be used to allow for other modes of transportations (e.g. bicycles).

**AGENDA ITEM: 2020 TOWN PLAN UPDATES – INFORMATION OBTAINED FROM CCRPC**

[6:50] A discussion then ensued about the creation of surveys for the 2020 Town Plan. Commissioner Bergersen suggested that a survey be distributed on election day in November. Staff Strniste then recommended that another survey be distributed during Town Meeting Day. All survey questions should be short.

[7:00] The Commission agreed that Resident Romanoff should be assigned to the Land Use Forum Group. Staff Member Strniste suggested that each forum group write as many survey questions possible, and then narrow down the list at a later date.

[7:01] Commissioner Van Winkle inquired about natural gas extending to Poker Hill Road. She advised that she would contact Vermont Gas to ascertain the exact ending point of natural gas along Route 15. A discussion then ensued about day care facilities. Staff Member Strniste then reviewed the information he obtained from CCRPC with the Commission – specifically the required portions of the Town Plan.

[7:14] The Planning Commission updated the schedule regarding when the forum groups would present their information to the rest of the Commission:

<b>Forum Group 1</b>	<b>Forum Group 2</b>	<b>Forum Group 3</b>	<b>Forum Group 4</b>
<b><u>Topics:</u></b> <ul style="list-style-type: none"> <li>• Land Use</li> <li>• Natural Resources</li> <li>• Historical &amp; Cultural Resources</li> </ul>	<b><u>Topics:</u></b> <ul style="list-style-type: none"> <li>• Infrastructure</li> <li>• Services</li> </ul>	<b><u>Topics:</u></b> <ul style="list-style-type: none"> <li>• Energy</li> </ul>	<b><u>Topics:</u></b> <ul style="list-style-type: none"> <li>• Housing</li> <li>• Economic Development</li> <li>• Recreation</li> </ul>
<b><u>Members:</u></b> <ul style="list-style-type: none"> <li>• Cynthia Seybolt</li> <li>• David Edson</li> <li>• John Romanoff</li> </ul>	<b><u>Members:</u></b> <ul style="list-style-type: none"> <li>• Patrick Lamphere</li> <li>• Lea Van Winkle</li> </ul>	<b><u>Members:</u></b> <ul style="list-style-type: none"> <li>• John Drew</li> <li>• Sandy Wilmot</li> </ul>	<b><u>Members:</u></b> <ul style="list-style-type: none"> <li>• Carolyn Gregson</li> <li>• Nancy Bergersen</li> </ul>

- October 25, 2018 – Forum Group 3 (Energy Committee Invited)

- November 8, 2018 – Forum Group 1 (Conservation Commission Invited)
- November 15, 2018 – Forum Group 2
- 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

Comissioner Wilmot opined that the survey will capture specifics.

[7:27] Staff Member Strniste informed the Commission that they could submit materials to him to create PowerPoints for the forum groups. Commissioners Seybolt and Van Winkle will collaborate with one another in regards to the *Front Porch Forum* postings pertaining to the upcoming hearing.

**AGENDA ITEM: QUORUM FOR NEXT PLANNING COMMISSION MEETING (OCTOBER 11, 2018)**

[7:28] All attending Commissioners were anticipating to be in attendance for the October 11, 2018 meeting/hearing. The Planning Commission tentatively agreed to have their regularly scheduled meeting at 6:00 PM and the hearing at 6:30 PM.

[7:29] Staff Member Strniste then informed the Commission that Mr. Peter Duval recently appealed the Development Review Board’s denial.

**AGENDA ITEM: APPROVE MINUTES OF PREVIOUS MEETINGS**

[7:30] None of the minutes could be approved since a quorum from those meetings were not present at the evening’s meeting. A brief discussion ensued about the timing of surveys.

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

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Respectfully Submitted By:

Andrew Strniste, Planning Director

The minutes of the September 27, 2018 meeting were accepted this 11 day of October, 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 list of grants that have been applied for and a list of available grants.
- Staff Member Strniste: Obtain a report on how Selectboard Member Johnson derived at the funding sources (i.e.) for the identified capital projects.
- Commission: Submit materials to Staff Member Strniste to create PowerPoints for the forum group presentations.
- 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: Discuss Timeline of Town Plan Adoption with CCRPC.
- Staff Member Strniste: Inquire with CCRPC about what topics and information are required to be addressed in the Town Plan.