

A VIDEO RECORDING OF THE MEETING IN ITS ENTIRETY IS AVAILABLE THROUGH VERMONTCAM.ORG. THE WRITTEN MINUTES ARE A SYNOPSIS OF DISCUSSION AT THE MEETING. MOTIONS ARE AS STATED BY THE MOTION MAKER. MINUTES SUBJECT TO CORRECTION BY THE SHELBURNE PLANNING COMMISSION. CHANGES, IF ANY, WILL BE RECORDED IN THE MINUTES OF THE NEXT MEETING OF THE COMMISSION.

**TOWN OF SHELBURNE  
PLANNING COMMISSION  
MINUTES OF MEETING  
October 11, 2018**

**MEMBERS PRESENT:** Jason Grignon (Chair); Kate Lalley, Susannah Kerest, Stephen Selin, Asim Zia. (Dick Elkins and Andrew Everett were absent.)

**STAFF PRESENT:** Dean Pierce, Planning Director; Finance Director, Peter Frankenburg.

**OTHERS PRESENT:** Gail Albert.

**AGENDA:**

1. Call to Order
2. Approval of Agenda
3. Approval of Minutes (9/27/18)
4. Disclosures/Potential Conflicts of Interest
5. Open to the Public
6. Capital Improvement Plan Topics
7. Comprehensive Plan Topics
8. Zoning Topics
9. Other Business/Correspondence
10. Adjournment

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**1. CALL TO ORDER**

Chair Jason Grignon called the meeting to order at 7 PM.

**2. APPROVAL OF AGENDA**

**MOTION** by Stephen Selin, **SECOND** by Kate Lalley, to approve the agenda with the amendment to postpone action on the 9/27/18 minutes until a quorum of those present at the 9/27/18 are in attendance. **VOTING: unanimous (4-0)**[Susannah Kerest not present for vote]; motion carried.

**3. APPROVAL OF MINUTES**

*September 27, 2018*

Postponed.

**4. DISCLOSURES/POTENTIAL CONFLICTS OF INTEREST**

None.

**5. OPEN TO THE PUBLIC**

No comments.

**6. CAPITAL IMPROVEMENT PLAN TOPICS**

Finance Director, Peter Frankenburg, briefed the Planning Commission on the purpose and contents of the Capital Improvement Plan (CIP), noting the six year plan begins with the current fiscal year followed by the next five consecutive years. Minimum project

dollar amount for inclusion is \$5,000. Total cost of projects in Shelburne's CIP is \$29.8 million. Project types include roads, bridges, bike/ped paths, storm water, building improvements, water and sewer. Recent additions to the CIP include Shelburne Rescue equipment and paramedic staff, fire and rescue communication equipment updates (95% covered by a grant), and an emergency services facility study. Projects on the list in the CIP are not guaranteed to be funded. Projects must be funded in the operating budget or by a bond vote in order to be implemented. The CIP tries to spread out and prioritize projects to avoid a large increase in the tax rate. With a CIP in place the town can charge impact fees. Many grants require a CIP. A public hearing on the CIP will be held by the Selectboard on 11/13/18.

Asim Zia mentioned federal funds are underutilized by the state for comprehensive bike/ped connectivity and accessibility projects connecting neighboring towns. Dean Pierce noted Shelburne has the Irish Hill bike path project (\$750,000) and the southern gateway pedestrian crossing with raised median project. Kate Lalley suggested looking at mechanisms for a study so the town can receive impact fees or looking at alternatives to impact fees to achieve the town's project goals. Peter Frankenburg noted the town has utilized impact fees for major projects. Sometimes federal specifications with federal funding can increase the cost of a project. Asim Zia said CCRPC has some funds for technical studies.

Jason Grignon stated the Selectboard wants to know what items in the comprehensive plan the Planning Commission sees as a priority. Asim Zia said projects that support the vision of the plan should be supported. Peter Frankenburg said studies can be considered capital projects. Kate Lalley said a study that speaks to how to move forward generally and creates a shared vision of having a safe, more connected town would be good.

Other suggestions for inclusion in the CIP included:

- Conservation of funds in the CIP as a contingency for open space projects. [Peter Frankenburg reiterated a project on the CIP list is not guaranteed funding.]
- Line item to facilitate energy projects as they are defined.
- Net zero library building.
- Constructed wetlands and storm water management projects. [Peter Frankenburg noted the CIP has a storm water category, but it is not certain land acquisition is included.]

The Planning Commission will forward any further thoughts and comments on the CIP to Dean Pierce for submission to the Selectboard.

## **7. COMPREHENSIVE PLAN TOPICS**

The Planning Commission reviewed the draft comprehensive plan, made minor edits, and listed the first three priorities under Recommended Actions in each section.

**MOTION by Kate Lalley, SECOND by Asim Zia, that the proposed 2019 Shelburne Comprehensive Plan reviewed by the Planning Commission on 10/11/18 as amended, and its associated appendices, be considered at public hearing with the**

materials henceforth designated as the October 2018 public hearing draft.  
**VOTING: unanimous (5-0); motion carried.**

**MOTION by Kate Lalley, SECOND by Asim Zia, to direct staff to warn a public hearing on the proposed 2019 Shelburne Comprehensive Plan as addressed by prior motion with such hearing taking place on November 15, 2018 in Meeting Room 1 of the Shelburne Municipal Building, and also to direct staff to distribute copies of the proposal as required by statute. VOTING: unanimous (5-0); motion carried.**

**MOTION by Kate Lalley, SECOND by Asim Zia, to approve and distribute the 'Plan Change Report' prepared by staff in fulfillment of statutory requirements. VOTING: unanimous (5-0); motion carried.**

**8. ZONING TOPICS**

Postponed to the next meeting.

**9. OTHER BUSINESS/CORRESPONDENCE**

None.

**10. ADJOURNMENT**

**MOTION by Kate Lalley, SECOND by Asim Zia, to adjourn the meeting.  
VOTING: unanimous (5-0); motion carried.**

The meeting was adjourned at 11:01 PM.

*RScty: MERiordan*