

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
March 24, 2016**

MEMBERS PRESENT: Ron Bouchard, Jaime Heins, Ann Hogan, Kate Lalley, Dick Elkins, Mark Brooks.

STAFF PRESENT: Dean Pierce, Planning Director.

OTHERS PRESENT: Peter Antinozzi, Tracey Beaudin, Gary von Stange.

AGENDA:

1. Call to Order
2. Annual Organizational Meeting
3. Approval of Agenda
4. Approval of Minutes (3/10/16)
5. Commissioner Questions/Comments
6. Open to the Public
7. Bylaw Issues
8. Housing Issues
9. Other Business/Correspondence
10. Adjournment

1. CALL TO ORDER

Chairman Ron Bouchard called the meeting to order at 7 PM and said serving the town on the Planning Commission for the past seven years and working with dedicated individuals who have the town's best interest at heart has been a pleasure and honor. Chairman Bouchard said the current Vice Chair has the ability to take the Planning Commission forward. Town staff was thanked for all the assistance. Chairman Bouchard urged others to get involved toward the betterment of the town.

2. ANNUAL ORGANIZATIONAL MEETING

CHAIR

MOTION by Ann Hogan, **SECOND** by Mark Brooks, to nominate Jaime Heins as Chair of the Planning Commission.

DISCUSSION: Ann Hogan opined Jaime Heins is positioned as Vice Chair for the Chairmanship and with his training in law he is articulate and nuanced, can see both sides of an issue, and is aware of what is going on in the town and attuned to the issues.

There were no other nominations.

VOTING: unanimous; motion carried.

Jaime Heins is Chair of the Shelburne Planning Commission.

VICE CHAIR

MOTION by Kate Lalley, **SECOND** by Dick Elkins, to nominate Mark Brooks as Vice Chair of the Planning Commission. There were no other nominations. **VOTING: unanimous; motion carried.**

Mark Brooks is Vice Chair of the Shelburne Planning Commission.

Chairman Heins assumed facilitation of the meeting and thanked Ron Bouchard for his dedication and commitment to the town. Chairman Heins said Ron Bouchard is the epitome of volunteerism. People see this and hopefully are encouraged to do more themselves.

3. APPROVAL OF AGENDA

MOTION by Mark Brooks, SECOND by Ann Hogan, to approve the agenda as presented. VOTING: unanimous (6-0); motion carried.

4. APPROVAL OF MINUTES

March 10, 2016

MOTION by Ron Bouchard, SECOND by Ann Hogan, to approve the minutes of 3/10/16 with the following correction(s)/clarification(s):

Globally correct the spelling of “DiPietro”;

Page 2, Commissioner Questions/Comments, bullet about S.230 – change to read: “Jaime Heins reported S.230 (solar siting legislation) will make crossover from the House to the Senate.”;

Page 2, Bike/Ped Paths Map, 1st paragraph – add “Metropolitan Planning Organization” following “MPO”;

Page 2, Village Center Designation – add “Vermont Neighborhood Designation” to the header and in the 1st paragraph, 1st sentence after “Village Center Designation”.

VOTING: 5 ayes, one abstention (Mark Brooks); motion carried.

5. COMMISSIONER QUESTIONS/COMMENTS

- Dick Elkins said when he was participating in the meeting via teleconference the audience members who spoke could be heard, but the Planning Commission could not be heard. Dean Pierce said staff will explore better teleconferencing equipment.
- Announcement was made of the meeting on water quality regulations on 3/31/16 at Hinesburg town hall.

6. OPEN TO PUBLIC

Tracey Beaudin, Shelburne resident, spoke of the proposed development on a portion of the Kwiniaska Golf Course and asked if all the units will be market value, suggesting the topic could be discussed by the new housing committee. Dick Elkins noted Shelburne does not have inclusionary zoning, but the DRB does have the ability to discuss affordable units in a proposal. The public is urged to attend DRB meeting(s) and make comment.

7. BYLAW ISSUES

Sign Lighting

Dean Pierce noted the comparison of sign lighting in Shelburne, Burlington, and Essex Junction was updated to show reference to an application requirement, standard, or where the language weakens the bylaw. The following comments were made:

- The standard for the Route 7 corridor should be different than in the village.
- Internally illuminated signs (“halo lit”) should not be allowed in the village.
- Section 1970 of the sign regulations states the purpose and intent so this does not need to be repeated in the lighting section.
- Under “Externally Illuminated Signs” there is no technique described for calculating the average so “based on a minimum number of readings” could be inserted to indicate how the average is calculated.
- Section 1.b should be changed to read: “Lighting fixtures used to illuminate signage shall be aimed and shielded....”, and the second sentence should be changed to read: “Lighting fixtures shall not be aimed at adjacent streets....”
- Delete each occurrence of “where feasible”.
- The Internally Illuminated Signs section should be written in the positive (i.e. saying when allowed rather than when prohibited).
- The regulations should state clearly what the town is seeking.
- Lighting on buildings that is not security lighting could be considered a sign. “Building as Sign” lighting is addressed in the regulations.
- The definition of “glare” needs clarification.
- The threshold of lighting considered as land development (100 watts) needs further investigation.
- Section 1.c should be changed to read: “The light source or reflective surfaces of the fixture shall not be visible from the public way or surrounding properties.”
- Section 2.a. Backlit Signs should be strengthened (borrow from Burlington’s wording).

Items for discussion on a future agenda include the request for signage for the farmers market in town and changing the zoning on property near the intersection of Longmeadow by changing the boundary of the Mixed Use District.

8. HOUSING SUBCOMMITTEE

Chairman Heins will post openings on the Shelburne Housing Subcommittee on Front Porch Forum to solicit volunteers.

Ron Bouchard and Mark Brooks were appointed to the Shelburne Housing Subcommittee for terms of one year beginning April 1, 2016. Three more appointments will be made.

9. OTHER BUSINESS

Rules of Procedure

The Planning Commission will discuss the Rules of Procedure at the next meeting.

Newly Appointed Planning Commission Members

The Selectboard appointed Don Posner to the Planning Commission and Peter Antinozzi as the student representative.

Pet Daycare Facility

The individual seeking a zoning change to locate a dog daycare facility in Shelburne has found a site in another town.

Thanks to Ron Bouchard

Gary von Stange publicly thanked Ron Bouchard for seven years of service on the Planning Commission. Mr. von Stange said it is a great feeling that there are people like Mr. Bouchard serving on boards in town and making a difference. A "Free Cuba" cigar and plaque were presented commemorating Mr. Bouchard's service on the Shelburne Planning Commission from 2009-2016.

10. ADJOURNMENT

MOTION by Jaime Heins, SECOND by Mark Brooks, to adjourn the meeting.

VOTING: unanimous (6-0); motion carried.

The meeting was adjourned at 8:20 PM.

RScty: MERiordan