

**TOWN OF SHELBURNE
PLANNING COMMISSION
MINUTES OF MEETING
May 12, 2016**

MEMBERS PRESENT: Jaime Heins (Chairman); Mark Brooks, Ann Hogan, Kate Lalley[*arrived 7:55 PM*], Dick Elkins, Jason Grignon, Don Posner, Peter Antinozzi.
STAFF PRESENT: Dean Pierce, Planning Director.
OTHERS PRESENT: Tracey Beaudin, Brandy Saxton, Eileen Varner, Dorothea Penar, Mary Kehoe, Ann Milovsoroff, David Webster, Mark Sammut.

AGENDA:

1. Call to Order and Group Photo
2. Approval of Agenda
3. Approval of Minutes (4/28/16)
4. Commissioner Questions/Comments
5. Open to the Public
6. Village Overlay Design Guidelines
7. Other Zoning Issues
8. Rules of Procedure
9. Work Plan
10. Other Business/Correspondence
11. Adjournment

1. CALL TO ORDER

Chairman Jaime Heins called the meeting to order at 7 PM.

2. APPROVAL OF AGENDA

MOTION by Mark Brooks, **SECOND** by Dick Elkins, to approve the agenda as presented. **VOTING:** unanimous (6-0)[Kate Lalley not present for vote]; motion carried.

3. APPROVAL OF MINUTES

April 28, 2016

MOTION by Ann Hogan, **SECOND** by Mark Brooks, to approve the minutes of 4/28/16 with the following correction(s)/clarification(s):

Delete “Group Photo” from the agenda;

Page 2, Item #4, Commissioner Comments, 1st bullet – add “Shelburne Road” before “form based code”.

VOTING: unanimous (6-0)[Kate Lalley not present for vote]; motion carried.

4. COMMISSIONER QUESTIONS/COMMENTS

- Mark Brooks reported the first meeting of the Housing Committee was held.

- Jaime Heins reported the CBC report from the Planning Commission was presented to the Selectboard on 5/10/16 and was well received. The Housing Committee was mentioned.
- Jaime Heins noted there is much interest in the upcoming stormwater discussion. Also, the food truck ordinance was adopted and the amended peddler's ordinance was adopted. The solar ordinance is still under review by legal counsel. The second reading is at the end of May.
- Ann Hogan mentioned the Envision tool. Dean Pierce will schedule a session on how to use the tool.
- Dick Elkins complimented the Selectboard on the food vendor ordinance.

5. OPEN TO PUBLIC

There were no comments from the public.

6. VILLAGE OVERLAY DESIGN GUIDELINES

Brandy Saxton reviewed the historic design guidelines for Shelburne that cover building materials, windows, doors, porches, roofs, architectural details, additions/accessory structures, site features/design, mechanicals/utilities, energy efficiency, and relocation/demolition. Dorothea Penar noted the guidelines are well rooted in the Secretary of Interior Standards for Historic Preservation.

Don Posner asked if a building will have to be returned to its original look if the building is already changed and new work is being done. Brandy Saxton said what works for the owner will be discussed.

Mark Brooks commented the goals in the guidelines are clear with reasonable flexibility.

Peter Antinozzi expressed concern about forcing a property owner to maintain a building they may not want to keep and not being able to demolish the building because it is in the historic district. Dorothea Penar explained historic preservation is an important part of the economy. The town wants to keep the landmarks because they are part of the town's history, culture, and character. Dean Pierce clarified the language in the zoning guidelines does allow for demolition of a structure and this has been used to remove an old building. There is a process to follow. The intent is to save what can be saved and document what was there before removal. If an historic building has fallen into disrepair the property owner must demonstrate there is a plan for what happens after removal and that the plan will contribute to the village.

David Webster commented the Planning Commission looks out for the interest of the town and the residents. The historic preservation and design review committee does the same, but focuses on the village.

Jamie Heins mentioned the visuals and case studies in the guidelines are tremendous. The same should be done with form based code. The guidelines will be cited in the zoning bylaws with links to Historic Preservation (with age as one element) and Design Review Guidelines (with design not connected to age as an element). Dorothea Penar noted the

National Register District is smaller than the town's historic preservation and design review district.

7. OTHER ZONING ISSUES

Trailers/Vehicles Used as Storage

DRB members, Mark Sammut and Mary Kehoe, discussed the situation of large unscreened trailers being repurposed as a structure or being used for storage. A clear definition of "structure" is needed so there is no confusion between a vehicle and a structure. A vehicle must be registered, pass inspection, and be roadworthy. Temporary structures/storage have not been a problem. The town is not issuing violations for the use of storage trailers during construction.

It was suggested "Vehicles Used for Storage" should be removed from the Solid Waste section of the zoning regulations and placed in its own section. Screening should be addressed. The phrase "storage trailer" should not be used and a definition of "vehicle" should be added. There should be a defined time period for unregistered and uninspected vehicles on a property. Dean Pierce and Ann Hogan will draft language for review.

Sign Lighting

There was discussion of businesses with extended business hours being able to have lights on and using low level lighting when not open. For a PUD in the rural area the lighting should be contingent on what the PUD requires. Lighting should be compliant with the town's lighting bylaws. Mark Sammut urged including "dark sky compliance" in the bylaws. The Planning Commission will further discuss the sign lighting chart by district and time provide by staff.

8. RULES OF PROCEDURE

MOTION by Kate Lalley, SECOND by Mark Brooks, to adopt the Rules of Procedure and Conflict of Interest Policy as amended. VOTING: unanimous (7-0); motion carried.

9. WORK PLAN

MOTION by Ann Hogan, SECOND by Don Posner, to adopt the 2016 Planning Commission Work Plan as presented May 12, 2016. VOTING: unanimous (7-0); motion carried.

10. OTHER BUSINESS

Information on "Complete Streets", Shelburne's Public Works Specifications, and development of siting suitability maps was provided to the Planning Commission.

11. ADJOURNMENT

MOTION by Mark Brooks, SECOND by Don Posner, to adjourn the meeting. VOTING: unanimous (7-0); motion carried.

The meeting was adjourned at 8:48 PM.