

**TOWN OF SHELBURNE
PLANNING COMMISSION
MINUTES OF MEETING
July 14, 2016**

MEMBERS PRESENT: Jaime Heins (Chairman); Mark Brooks, Ann Hogan, Dick Elkins, Kate Lalley, Jason Grignon, Don Posner. (Peter Antinozzi was absent.)

STAFF PRESENT: Dean Pierce, Planning Director; Joe Colangelo, Town Manager.

OTHERS PRESENT: Catherine Collette, Andy Collette, Carol Obuchowski, Michael Moser, Heather McKim (Shelburne News).

AGENDA:

1. Call to Order
2. Orientation/Training Session: Envision Tomorrow Spreadsheet
3. Approval of Agenda
4. Disclosure of Potential Conflicts of Interest
5. Approval of Minutes (6/23/16)
6. Commissioner Questions/Comments
7. Open to the Public
8. Shelburne Business Survey
9. Zoning Issues
10. Form Based Zoning Phase 2
11. Other Business/Correspondence
12. Adjournment

1. CALL TO ORDER

Chairman Jaime Heins called the meeting to order at 6 PM.

2. ORIENTATION/TRAINING SESSION: Envision Tomorrow Spreadsheet

Dean Pierce navigated the Planning Commission through various data sheets compiled with the Envision Tomorrow tool.

3. APPROVAL OF AGENDA

MOTION by Ann Hogan, **SECOND** by Mark Brooks, to approve the agenda as presented. **VOTING: unanimous (7-0); motion carried.**

4. DISCLOSURE OF POTENTIAL CONFLICTS OF INTEREST

None.

5. APPROVAL OF MINUTES

June 23, 2016

MOTION by Dick Elkins, **SECOND** by Ann Hogan, to approve the minutes of 6/23/16 with the following correction(s)/clarification(s):

Item #8, Stormwater, 3rd bullet – rewrite to read: “The Town of Westford stormwater bylaw incorporates state stormwater permit requirements.”, and

in the 4th bullet - delete “For example, South Burlington could be densely developed, but Westford kept rural for storm water treatment.”

VOTING: unanimous (7-0); motion carried.

6. COMMISSIONER QUESTIONS/COMMENTS

- Ann Hogan mentioned two newspaper articles on attracting and holding young workers in the state.

7. OPEN TO PUBLIC

None.

8. SHELBURNE BUSINESS SURVEY

Joe Colangelo, Town Manager, stated the business survey results continue to strengthen the conversation moving forward and is a great foundation for where to go from here and to continue dialogue.

Michael Moser, researcher for UVM Center for Rural Studies, reviewed the results of the business survey highlighting the following:

- The business survey was done to strengthen the economic development component of the town plan.
- There were 579 businesses identified including homebased and sole proprietorships. Responses were anonymous and in the aggregate. There were 182 valid responses.
- Half (50%) of the businesses in Shelburne have been located in the town for over five years. Twenty-five percent (25%) have been in Shelburne less than five years and 4% started up less than a year ago.
- Over 50% of the businesses located in Shelburne because the owner lives in town or because the location is convenient. Twenty percent (20%) located in Shelburne due to the proximity to Route 7 and to attractions.
- Forty percent (40%) are mainly homebased businesses, 45% are at home or another location, 34% and 22% are at rented or owned commercial space.
- Eighty-three percent (83%) of Shelburne businesses are not heavily dependent on tourism, but rely mostly on local customers (46% on Chittenden County and 23% on Chittenden County and Vermont).
- Over 54% of the businesses feel Shelburne is a good place to start a business.
- Actions the town can take to support businesses include easing regulations, being flexible, having a faster regulatory process, fixing traffic and/or parking issues, affordability, lower taxes, promotion and support of local businesses (buy local), available internet broadband and cell service, walkability. The themes are recurring across the state.
- Shelburne businesses benefit from and are challenged by Route 7.

Dean Pierce asked if any cross-tabs were done. Mike Moser said more analysis can be done, but the current results should get the conversation started. Mr. Moser cautioned against reacting to survey responses drastically, but to take the information under advisement as top level guidance. Dean Pierce asked if there is a database of survey

results from other communities to get a sense of how Shelburne compares. Mike Moser said he was not aware of other towns in the state doing a business survey. Research can be done of business surveys out of the state.

Mark Brooks asked if the types of businesses that made comments are identified. Mike Moser said the full report has this information.

Ann Hogan reviewed comments on an addendum sheet to the report and provided an article on business sign basics.

The survey results will be available at the Planning Commission booth at “Shelburne Day”.

9. ZONING ISSUES

Setbacks on Private Roads

Mark Brooks reviewed different proposals to determine the setback on a private road. Following discussion there was agreement the setback should be 20’ from the center of the road. Structures should not be made non-conforming because they are in the newly defined setback. Utility easements need to be considered.

Staff will draft language for a bylaw amendment.

10. FORM BASED ZONING PHASE 2

Edits were made to the draft RFP for Phase 2 of form based zoning as follows:

- Have the first bullet item in the list of issues and concerns to be addressed by the consultant in Section 1.0 Introduction be “Raise awareness of the advantages of dense, walkable, connected, transit oriented development to the business and development community.”, and add a bullet to read: “Development of signage and public art contributing to the town “brand”.” Delete “Consider how and whether the ‘character district’ approach could transition over to a ‘transect’ based approach.”
- In Section 3.2 Develop Supplemental Form Based Code use the same bullets in Section 1.0 as edited
- Section 3.3 Deliverables should include LID section, signage section, new in-fill development section, building materials section, concepts and suggestions to raise awareness. One approach to raise awareness is an informational brochure.
- Regional Planning will expand the language in Section 3.1 Review Existing Form Based Code.
- The proposal will be due one month from issuance.

11. OTHER BUSINESS/CORRESPONDENCE

Shelburne Day

“Shelburne Day” is August 20, 2016, 9 AM to 2 PM. The Planning Commission will share a table with the Selectboard. The business survey results, character districts under form based code, design guidelines updated by Brandy Saxton, and stormwater summit

information could all be available. The focus will be having a business friendly town, a better looking town, and a more sustainable town.

Wind Turbine Application

Dean Pierce briefed the Planning Commission on the wind turbine application in Shelburne before the PSB for the second time (the first application was lost by the PSB). The Selectboard is waiting to see if the neighbors work out their issues. Following discussion the Planning Commission decided not to comment on the wind turbine.

Sketch Plan under Form Based Code

A sketch plan under form based code for a residential development has been received and will be reviewed by the DRB.

No Meeting August 25, 2016

The Planning Commission on 8/25/16 is cancelled.

12. ADJOURNMENT

MOTION by Mark Brooks, SECOND by Don Posner, to adjourn the meeting.

VOTING: unanimous (7-0); motion carried.

The meeting was adjourned at 9:15 PM.

RScty: MERiordan