

THE WRITTEN MINUTES ARE A SYNOPSIS OF DISCUSSION AT THE MEETING. MOTIONS ARE AS STATED BY THE MOTION MAKER. MINUTES ARE SUBJECT TO CORRECTION BY THE SHELBURNE HISTORIC PRESERVATION AND REVIEW COMMISSION. CHANGES, IF ANY, WILL BE RECORDED IN THE MINUTES OF THE NEXT MEETING OF THE COMMISSION.

**SHELBURNE HISTORIC PRESERVATION &
DESIGN REVIEW COMMISSION**

August 25, 2016

Minutes

Members Attending:

Dorothea Penar, Tom Koerner, Eileen Warner, Ann Milovsoroff, David Webster

Staff Attending:

Dean Pierce, Kaitlin Mitchell

Others Attending: Don Phelps, Bill Posey, Mark Vincent

Call to Order:

Dorothea Penar called the meeting to order at 8:15 a.m.

Approval of Minutes:

David Webster moved to approve the minutes of July 28, 2016. Ann Milovsoroff seconded the motion. Tom Koerner asked that the text “*a 12-14” overhang be added*” be modified to “*an overhang be added.*” The group concurred. The minutes were unanimously approved as modified.

Design Review Application DR16-07:

Don Phelps was present to represent his application, which now includes updated drawings depicting the garage he intends to erect at 104 Shelburnewood Drive. The new drawings respond to a comments made by the HP&DRC concerning previous plans, which lacked detail required to determine compliance with the design guidelines. Additionally, the size of the proposed garage has been reduced to 18’ by 24’. Ann Milovsoroff commented about the elevation of the finished floor relative to the surrounding ground. Tom Koerner observed that the updated drawings appear acceptable. David Webster moved to recommend approval of the application per the updated drawings. Eileen Warner seconded the motion. The motion was approved unanimously.

Design Review Application DR16-04:

Bill Posey was present to represent the application, which has been continued on multiple occasions to allow Mr. Posey more time to develop information required by the Zoning bylaw. Mr. Posey indicated he would be prepared to resume discussion of his demolition request in December. David Webster moved to continue the hearing on the application on December 8th, with Ann Milovsoroff seconding. By unanimous vote the motion was approved.

Design Review Application DR16-09:

Bill Posey presented his plans to erect a 1,400 square foot, single story house at 43 Fisher Place (lot #2). The building is designed to face westerly and features an attached garage located south of the house as a buffer between living space and previously abated chemical spill. Mr. Posey explained that the house is designed to meet the needs of a resident of advanced age who desires to live on a single floor. The building will feature vinyl siding with Norandex trim and IKO shingles. According to Mr. Posey, the windows and doors (both front and garage doors) will match those used in constructing the other homes in the development. Members noted that catalogue sheets for the windows and doors were omitted from the application. As discussion proceeded copies of the catalogue sheets from a previously approved residence on lot 5 in the development were circulated. An inconsistency was noted between the front door depicted on the plan (showing four glass panes) and the front door approved for lot 5 (which includes six panes). Later, the applicant agreed the plans included with the subject application should depict a door with six panes. Discussion then turned to the design of the east elevation. David Webster expressed concern about the imbalance created by the off-center location of the kitchen window. Eileen Warner voiced agreement. Tom Koerner indicated a more balanced design would be nice but is not essential. Dorothea Penar commented on and later reiterated the significance of the elevation, which is faces Falls Road. David Webster agreed. Ann Milovsoroff offered that landscaping can be used to establish balance. Mr. Posey described his view that additional landscaping should be determined at a future date. He also noted that the view of the house will be limited by vegetation and the structure located on lot 1. Members observed that the elevation as designed is the “weakest side of the building.” The applicant, growing exasperated, responded that the building is designed to address the two closest streets and, because it is small, does not offer as many opportunities to redesign as a larger house does. After further discussion Commissioners eventually consented that concerns about the elevation would be addressed when the building located on lot 1 is submitted for review. The Chair asked for a motion. Tom Koerner moved to recommend approval of the application on the condition the drawings would be modified to depict a front door with six panes rather than four. Ann Milovsoroff seconded. The motion was approved unanimously.

Discussion of Verizon Cellular Device on Utility Pole at 5332 Shelburne Road:

Dean Pierce reported that representatives of EBI Consulting (on behalf of Verizon Communications) have written to offer the HP&DRC another opportunity to comment on the antenna proposed for the telephone pole located near Village Wine and coffee. Plans for the antenna and related infrastructure have been modified—by the addition of an enclosure / shroud—in response to the HP&DRC’s previous comments. Eileen Warner remarked on the importance of seeing a model or example of device proposed for installation. Dorothea Penar commented she believes the Commission has had a positive impact on the proposal and expressed support for the proposal. Commissioners then discussed the fact that the revised plans do not indicate the dimensions of the shroud. Further, plans are marked “not to scale.” In his follow up communications with EBI Dean

Pierce will convey the Commission's thanks and its view that the applicant seems to understand the HP&DRC's goals for the installation. These goals include keeping the device as inconspicuous as possible and the surrounding shroud as small as possible.

Other Business, part 1:

Visitor Mark Vincent introduced himself to Commissioners. An architectural historian and new resident of Shelburne, he has indicated he might be interested in joining the HP&DRC. The group then engaged in a brief discussion of the role played in the development review process.

Preview of Shelburne Farms PUD Master Plan:

Under the zoning bylaw (excerpts of which were distributed) the HP&DRC has a role in reviewing the Shelburne Farms PUD Master Plan. The Master Plan must be updated when changes to the Shelburne Farms Planned Unit Development (PUD) approval are considered by the DRB. Dean Pierce explained that recently he met with Alec Webb of Shelburne Farms and learned that an updated Master Plan is being developed. The HP&DRC is likely to have an opportunity to review and comment on the Master Plan in the next month or two.

Upcoming Planning Commission Agenda Items:

Dean Pierce reported that the Planning Commission is currently working on a range of tasks, including stormwater (they will host a stormwater summit on September 22) and zoning changes relating to setbacks and bicycling/walking facilities. They have also been involved in the discussion surrounding updating the bicycling/walking maps in the Comprehensive Plan.

Other Business, part 2:

Dean Pierce announced that the annual ethics training session conducted for members of all Shelburne Committees Boards and Commissions is slated for September 14 at 7 pm. Attendance is encouraged. Dorothea Penar asked about the adoption process for the updated Design Guidelines. Dean Pierce indicated he recommends that the Selectboard be asked to formally endorse the guidelines, at which point they would replace the current guidelines. Tom Koerner commented on what he feels is a proliferation of signs in the village, including at locations such as the Shelburne Inn. Kaitlin Mitchell pointed out the certain signs less than 2 square feet in size are exempt from regulations. Eileen Warner noted that realtors are subject to additional requirements regarding signs.

Adjournment:

The meeting adjourned at 9:35 a.m.

Respectfully submitted,
Dean Pierce