

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
January 11, 2018**

MEMBERS PRESENT: Jason Grignon (Chair); Andrew Everett, Susannah Kerest, Perry Gagliardi [via telephone] (Kate Lalley, Asim Zia, Dick Elkins, and Graham Byers were absent.)
STAFF PRESENT: Dean Pierce, Planning Director.
OTHERS PRESENT: Maja Smith.

- AGENDA:**
1. Call to Order
 2. Approval of Agenda
 3. Approval of Minutes (11/9/17)
 4. Disclosure of Potential Conflicts of Interest
 5. Open to the Public
 6. Subcommittee Matters
 7. Comprehensive Plan Update
 8. Updates
 9. Commissioner Questions/Comments
 10. Other Business/Correspondence
 11. Adjournment

1. CALL TO ORDER

Chair Jason Grignon called the meeting to order at 7 PM and welcomed new member, Susannah Kerest.

2. APPROVAL OF AGENDA

MOTION by Andrew Everett, SECOND by Susannah Kerest, to approve the agenda as presented. VOTING: unanimous (4-0); motion carried.

3. APPROVAL OF MINUTES

November 9, 2017

Deferred due to lack of a quorum present at the 11/9/17 meeting.

4. DISCLOSURE OF POTENTIAL CONFLICTS OF INTEREST

None.

5. OPEN TO THE PUBLIC

None.

6. SUBCOMMITTEE MATTERS

Energy Subcommittee Appointments

Chair Grignon appointed Tim Guiterman and Neil Curtis to the Energy Subcommittee that now has five members (Judy Raven, Matt Dooley, John Pascarella, Tim Guiterman, Neil Curtis). The first subcommittee meeting will be January 15, 2018 at 7 PM.

7. COMPREHENSIVE PLAN UPDATE

Plan Layout and Graphic Design

Maja Smith, graphic designer, reviewed the layout and graphics in the Town of Essex comprehensive plan. Ms. Smith was hired to assist with the plan which won the Municipal Plan of the Year from the Vermont Planners Association. Ms. Smith provided examples of her work with conservation and wildlife organizations, nonprofits, state and federal organizations, large and small entities across the country.

There was discussion of melding graphic design into the plan update. The budget will determine how much graphic work will be covered. Ms. Smith suggested a template design could be done for the first dozen pages of the plan. A photo contest could be held in town for photos to be include in the plan. There was discussion of different ideas for the layout of the plan which presently has large blocks of text that are searched rather than read by people. Suggested layouts include having the action plans in the front of the document and including only pertinent information in the town plan and other supporting information in a separate document. Certain elements must be in the plan per state statute.

Dean Pierce noted state statute allows charging for copies of the plan so the cost to produce a written version would be recovered by the town. The plan would also be available digitally. The current town plan expires February 2019.

Plan Format

There was discussion of importing information from Volume 2 of the plan into Volume 1 and possibly mimicking the format of the Town of Essex plan. The goal is simplicity and less volume. Information that is most interesting and most revealing should be included at the front of the document. Goals, objectives, recommended actions for each section should be at the beginning of the document with supporting information in another document or via a separate link. The future land use section and map will likely be heavily viewed and should be prominent in the document. It may be possible to reformat a section and then have Maja Smith do the design work for that section.

Volume 2

There was discussion of the data in Volume 2 of the plan (demographics, housing demand, and such) which can be very useful and have some policy implications. Jason Grignon said it may be possible to meet the state objectives in a winnowed down Volume 1 while keeping the data from Volume 2 and determining how to incorporate the data in a compatible way into Volume 1 at a later date. Dean Pierce noted Shelburne's plan must be compatible to the plans of surrounding towns as well.

The ECOS scorecard was reviewed. The data show measure of a trend. Andrew Everett spoke in support of reducing the ECOS data to the town level.

Scheduling and Workflow

There was discussion of the timeline to react online to updates made by the lead editor of assigned sections of the town plan to avoid receiving an edited copy at the Planning Commission meeting without opportunity for prior review.

Andrew Everett volunteered to take the lead on the Housing section of the plan.

Approach with Public Works and Storm Water

Dean Pierce reviewed information that should be included in the plan for Public Works including inventory, level of service, demand and trends, cost, and regulations. The plan should include an indication of priority of need. With storm water, a good source document is the Flow Restoration Plan. There are many regulations that must be met. Portions of the storm water system are publicly owned and portions are privately owned. The policy is supposed to decrease the peak and increase the lowest flows.

8. UPDATES

None.

9. COMMISSIONER QUESTIONS/COMMENT

Chair Grignon nominated Andrew Everett as acting Vice Chair until elections at the annual organizational meeting. The nomination was unanimously supported.

10. OTHER BUSINESS/CORRESPONDENCE

Upcoming agenda items include discussion of zoning items:

- Kwiniaska
- Halvorson
- Form based zoning
- Neighborhood development area designation

11. ADJOURNMENT

MOTION by Andrew Everett, SECOND by Perry Gagliardi, to adjourn the meeting. VOTING: unanimous (4-0); motion carried.

The meeting was adjourned at 9:12 PM.

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