

**TOWN OF SHELBURNE
PLANNING COMMISSION
MINUTES OF MEETING**

January 14, 2021

***Meeting held via teleconference.**

MEMBERS PRESENT: Jason Grignon (Chair); Megan McBride (Vice Chair); Jean Sirois, Neil Curtis, Deb Estabrook, Stephen Selin, Steve Kendall.

STAFF PRESENT: Dean Pierce, Planning Director; Lee Krohn, Town Manager.

OTHERS PRESENT: Gail Albert, Joyce George, Don Rendell, Jennie Hoenigsberg, Jennifer Martinez, Dave Hillman, Dan York, Doug Hall, Fritz Horton, Pam Brangan, Kate Lalley, Jerry Storey. Others attended who did not speak. Not all those listed above did speak.

AGENDA:

1. Call to Order
2. Approval of Agenda
3. Approval of Minutes (12/17/20 PC & 12/17/20 TRB)
4. Disclosures relating to Potential Conflicts of Interest
5. Open to the Public
6. Bylaw Issues
7. Other Business/Correspondence
8. Adjournment

1. CALL TO ORDER

Chair Jason Grignon called the teleconference meeting to order at 7 PM.

2. APPROVAL OF AGENDA

MOTION by Steve Kendall, **SECOND** by Stephen Selin, to approve the agenda as presented. **VOTING: unanimous (7-0); motion carried.**

3. APPROVAL OF MINUTES

December 17, 2020 – Planning Commission

MOTION by Steve Kendall, **SECOND** by Neil Curtis, to approve the minutes of 12/17/20 as presented. **VOTING: unanimous (7-0); motion carried.**

December 17, 2020 - TRB

MOTION by Deb Estabrook, **SECOND** by Steve Kendall, to approve the 12/17/20 TRB minutes with correction to name spellings as necessary and replacing “DRB” with “TRB” throughout the document. **VOTING: unanimous (7-0); motion carried.**

4. DISCLOSURES/POTENTIAL CONFLICTS OF INTEREST

None.

5. OPEN TO THE PUBLIC

None.

6. BYLAW ISSUES

Discussion of Regulatory Reform

The Town Manager, members of the Selectboard, members of the DRB, and other interested parties participated in the discussion of regulatory reform. Lee Krohn noted the essence of regulatory reform for the Selectboard was in terms of economic development and the steps that could be taken to simplify the permit process.

There was discussion of exempting minor structures from permits such as fences, roof solar panels, dog houses, sheds, signs, ponds, internal renovations, small swimming pools, garage sale stands, stormwater retrofit projects. Dean Pierce reviewed an example of an exemption for a minor structure (up to 120 s.f.) and cautioned that consideration needs to be given to the impact of the amended language in the bylaw.

David Hillman questioned why a permit is required for interior work in a building which has nothing to do with land use. Dean Pierce explained it has been the practice of the Town for decades to require a permit for interior work if a wall is involved. There was discussion of requiring a permit if a bedroom is being added inside the house. Dean Pierce noted that part of the rationale for an interior permit is that it helps the assessor know when changes are being made to a property and can enhance equitability. It was noted water and wastewater allocation is now calculated on a "unit" basis and not per bedroom, although in the past water fees have considered bedrooms. The suggested amendment to the bylaw pertains to creating additional space within the renovation (i.e. changing the building). A complete building replacement even on the same footprint should have a permit. There was mention of having a building inspector for building changes that involve structural items (roof, header, and such).

There was discussion of approving more proposals administratively rather than having a hearing before the DRB. It was suggested that the process for getting a permit be written out clearly and understandably. Megan McBride suggested identifying what the town needs to know and requiring a permit for those items. It is Lee Krohn's view that if there is no change to a structure or the proposal is for a simple boundary line adjustment between two parcels then only an administrative review should be necessary. The group also discussed whether non-material changes and items such as nonconforming signs should be handled administratively. Some believe adjustment to building envelopes in a PUD in the Rural District should be handled administratively with the importance of preserving open space recognized. There was agreement the language in the regulations needs to be clear on when an administrative approval can be done.

Dean Pierce mentioned the situation of an administrative review authorizing changes that were not anticipated and the project is underway versus when the project is not yet underway. Committees such as Natural Resources and Bike/Ped should review projects sooner in the process to see if changes are needed. Lee Krohn said the Selectboard is looking for what procedures or processes can be streamlined or adjusted to simplify the

permit process. One option could be to hash out issues on a project with the appropriate committees at Sketch/Preliminary Plan review.

Gail Albert commented on the aspirations for natural resources in the town plan and directing construction in the forest to leave the fields open. Current thinking is to protect the forests for a variety of reasons so construction should occur outside of the forested areas. The Planning Commission should consider making this amendment.

Jerry Storey said the Selectboard wanted the Planning Commission and committees to help as an audit on where to focus regulatory reform. It is expected progress will be incremental. There is no timeline or deadline, but rather an ongoing effort to simplify and convenience an applicant, the DRB, and the Planning Commission. All will share in the benefit of an improved process.

The Planning Commission will go through the proposed list of regulations to be simplified and identify which ones can go forward quickly. Jason Grignon suggested the Planning Commission and DRB meet jointly to discuss items mainly related to the DRB process.

7. OTHER BUSINESS/CORRESPONDENCE

Survey Results and Future Questions

To be discussed at the next Planning Commission meeting.

8. ADJOURMENT

MOTION by Jean Sirois, SECOND by Megan McBride, to adjourn the meeting.

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

The meeting was adjourned at 9:20 PM.

RScty: MERiordan