

**TOWN OF SHELBURNE
PLANNING COMMISSION
MINUTES OF MEETING
March 22, 2018**

MEMBERS PRESENT: Jason Grignon (Chair); Dick Elkins, Kate Lalley, Susannah Kerest, Andrew Everett. (Asim Zia, and Graham Byers were absent.)

STAFF PRESENT: Dean Pierce, Planning Director.

OTHERS PRESENT: Gail Albert, Sean McFaden, Don Rendell, Susan Moegenburg.

AGENDA:

1. Call to Order
2. Approval of Agenda
3. Approval of Minutes (3/8/18)
4. Disclosure of Potential Conflicts of Interest
5. Open to the Public
6. Comprehensive Plan
7. Updates
8. Commissioner Questions/Comments
9. Other Business/Correspondence
10. Adjournment

1. CALL TO ORDER

Chair Jason Grignon called the meeting to order at 7:05 PM.

2. APPROVAL OF AGENDA

MOTION by Andrew Everett, **SECOND** by Kate Lalley, to approve the agenda with the amendment to advance discussion of Historic & Cultural Resources and Towers & Telecommunications on the agenda. **VOTING: unanimous (5-0); motion carried.**

3. APPROVAL OF MINUTES

March 8, 2018

MOTION by Kate Lalley, **SECOND** by Dick Elkins, to approve the minutes of March 8, 2018 with the following correction(s)/clarification(s):

- Page 4, Triggers, 1st paragraph, last sentence – insert “and where” between “how” and “the town”.

VOTING: unanimous (5-0); motion carried.

4. DISCLOSURE OF POTENTIAL CONFLICTS OF INTEREST

None.

5. OPEN TO THE PUBLIC

There were no comments from the public at this time.

6. COMPREHENSIVE PLAN

Historic & Cultural Resources

Andrew Everett reported Shelburne Historic Preservation & Design Review Committee (SHP&DRC) does not have a problem with infill development necessarily, but is concerned with structures not being in scale with the historic structures in the village. Text was drafted for Recommended Action #7 to address infill development.

Kate Lalley urged being proactive in stating that infill should maintain visual and functional scale of the village area, and using a form based approach in the village to get the building types and lot layout to maintain and preserve the village. Infill in the Growth Areas would be different.

Dick Elkins asked what happens to an accessory structure if the principal dwelling changes from residential to commercial. Dean Pierce said there could be a mixed use building with residential and commercial. The lot must be large enough to allow this though. Dick Elkins asked if the best way for infill development is an accessory apartment or converting the house to a duplex. Dean Pierce said an accessory apartment must be less than 50% of the size of the house otherwise the structure would be a duplex.

There was discussion of Recommended Action #12 (evaluating development proposals that may have significant negative impact on historic and cultural resources). Jason Grignon urged better defining “significant negative impact” and finding a balance to blend in the development. Kate Lalley stressed it is important to have regulations to show what the town wants and supports. Dean Pierce said “undue adverse” standard in Act 250 has an established meaning. Clear language in the bylaws provides a clear written community standard. Andrew Everett suggested substituting “undue adverse” for “significant negative” in Recommended Action #12.

There was discussion of SHP&DRC having a conservation fund similar to the Open Space Fund. Recommended Action #11 allows establishing a Historic Preservation Fund for contributions. There was agreement the words “that mirrors the existing Open Space Fund” should be replaced with “that could be funded privately and/or publicly”.

The Planning Commission will forward additional edits for the Historic & Cultural Resources section to Andrew Everett.

Natural Resources

Kate Lalley reviewed suggested edits to the Natural and Scenic Resources and Land Conservation section, noting the language addresses protecting and maintaining scenic and natural resources in town, and mentions the support by the townspeople for the Open Space Fund. Shelburne Natural Resources & Conservation Committee (SNRCC) should create a map of what is wanted (vision) then create regulations on how to get there. A triage approach could show no development, moderate development, and light development, and then determine what development fits into each category. Natural resources would be the driver.

Dick Elkins noted the Storm Water Committee wants a map of impervious surfaces in the town. Dean Pierce said there will be discussion of the maps wanted in the plan. Susan Moegenburg, SNRCC, will follow up with the Storm Water Committee.

Sean McFaden, SNRCC, reviewed the Habitat Map showing areas the town many want to protect (core forest, wetlands, ag fields greater than 20 acres). There is new technology for creating maps and how to present the information so it is easy to read. The Viewshed Map should be updated as changes occur in town. Kate Lalley suggested working with SHP&DRC on the cultural resources in town.

There was agreement direct language should be used in the text in the Natural Resources section. In the goal, change “used and enjoyed” to “protected and enjoyed”. In Recommended Action #7.c, change “incentives” to “direction” and add “appropriate for the setting” to the end of the sentence. Consistent formatting is needed in the section. SNRCC will further edit the section for review by the Planning Commission.

All Hazards Mitigation Plan

There was agreement the All Hazards Mitigation Plan should be referenced in the comprehensive plan.

Towers & Telecommunications

MOTION by Dick Elkins, SECOND by Andrew Everett, to table discussion on the Towers & Telecommunications section of the plan. VOTING: unanimous (5-0); motion carried.

Check-In with Selectboard

The Planning Commission will check in with the Selectboard on progress with the update of the town plan on 3/27/18.

7. UPDATES

Dean Pierce reported he is still seeking funding for graphic design work on the plan by Mia Smith.

8. COMMISSIONER QUESTIONS/COMMENTS

None.

9. OTHER BUSINESS/CORRESPONDENCE

There is a vacancy on the Planning Commission. Spread the word to potential volunteers.

10. ADJOURNMENT

MOTION by Kate Lalley, SECOND by Dick Elkins, to adjourn the meeting. VOTING: unanimous (5-0); motion carried.

The meeting was adjourned at 9:08 PM.