

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**

May 13, 2021

Minutes

This meeting was conducted remotely using Zoom platform.

Members Attending:

Ruth Hagerman, Fritz Horton, Tom Koerner, Ann Milovsoroff, Marc Vincent, David Webster

Staff Attending:

Susan Cannizzaro, Lee Krohn

Others Attending:

Roger Sammel

Call to order:

Fritz Horton called the meeting to order at 8:33 a.m.

Approval of Minutes:

Ruth Hagerman moved to approve the minutes of April 8, 2021. David Webster seconded the motion. Marc Vincent clarified that Fritz Horton offered to take the lead on the Town Hall curtain project. Fritz Horton concurred, and the minutes were unanimously approved.

Design Review Application DR21-04 (Continued) – Eric Denice & Laura Wolfsen, 209 Marsett Road:

The requested information was not received from the applicant in time for this meeting. David Webster moved to continue the application to May 27, 2021. Marc Vincent seconded the motion, which was unanimously approved.

Design Review Application DR21-05 – Sammel Sign Company (Applicant) / Union Bank (Owner), 5068 Shelburne Road:

Roger Sammel was present to represent this application requesting approval for new signage for the Union Bank which will be moving into 5068 Shelburne Road. The application consists of a façade sign, a free-standing sign, and some directional signage. The PVC signs will have painted lettering with an epoxy coating. The façade sign will have two LED gooseneck lights and the free-standing sign will have an LED cap light.

Marc Vincent made a motion to approve the application as submitted. Ann Milovsoroff seconded the motion, which was unanimously approved.

Roger Sammel left the meeting.

Design Review Application DR21-06 – Christopher Miller (Applicant) / Dennis & Jancie Miller (Owner), 45 Harbor Road:

An application for new fencing and a driveway gate has been received for the property at 45 Harbor Road. The applicant was not present so this agenda item was deferred.

Public Relations Efforts for Shelburne Fall Historic District:

Marc Vincent and Ruth Hagerman have prepared a draft public relations announcement for the Shelburne Falls Historic District. The statement was reviewed and some minor edits were suggested. A revised version will be available at the next meeting. Once finalized, the announcement will be posted on Front Porch Forum and submitted to Shelburne News.

Update on Town Hall Curtains:

David Webster reported that he has contacted Celia Oliver and will be meeting with her at the Town Hall next week. She will provide feedback with possible options for the curtains, but will not actually manufacture them.

Fritz Horton will contact Gordon's Window Décor regarding the window tinting which will help to preserve the restored wood in the Town Hall as well as the curtains.

Potential Grant Opportunities:

No updates to report.

Upcoming Planning Commission Agenda Items:

Lee Krohn will be staffing the Planning Commission during Dean Pierce's leave of absence. He reported that the Commission will be meeting on the second and fourth Wednesday of each month during the interim. They met last night and continue to work on possible zoning amendments to simplify the permitting process.

Other Business:

Fritz Horton gave a brief update on the Town Hall clock repair and budget.

Design Review Application DR21-06:

Lee Krohn commented that the application for fencing at 45 Harbor Road seems to be straight forward and asked the Commission if they would be willing to review it without the applicant present.

A brief discussion followed; however the locations and height of the fencing was questioned as they are not consistent in the application materials. The members agreed, as past practice, the applicant will need to be present.

Ann Milovsoroff made a motion to continue the application to May 27, 2021. Marc Vincent seconded the motion, which was unanimously approved.

Historic Preservation & Design Review Commission

May 13, 2021

Page 3

Adjournment:

David Webster moved to adjourn the meeting at 9:05 a.m. Ann Milovsoroff seconded the motion, which was unanimously approved.

Respectfully submitted,
Susan Cannizzaro