

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**

June 11, 2020

Minutes

This meeting was conducted remotely using Zoom platform.

Members Attending:

Lauren Giannullo, Fritz Horton, Tom Koerner, Ann Milovsoroff, Marc Vincent, Eileen Warner, David Webster

Staff Attending:

Susan Cannizzaro, Dean Pierce

Others Attending:

Steve Ertle, Seth Whittier, Denise Whittier, Frank Locker, Matt Fitzpatrick, Steve Guild

Call to Order:

Fritz Horton called the meeting to order at 8:30 a.m. Attendance roll call was taken.

Approval of Minutes:

David Webster moved to approve the minutes of May 28, 2020. Marc Vincent seconded the motion, which was unanimously approved.

Design Review Application DR20-08 – Shelburne Shopping Market (RUFIT, LLC) & Precourt Investment Co., 20 Shelburne Shopping Park:

Steve Ertle from Sammel Sign Company represented this application requesting approval for a replacement façade sign for the Shelburne Market and a replacement panel on the shopping center's directory sign. The company has changed its name from Shelburne Supermarket to Shelburne Market and has new branding.

The materials submitted with the application show the façade sign will measure 120" wide x 39" high and the directory sign panel will measure 48" wide x 15 5/8" high. Both signs will be made from composite material with a dark green background and white lettering.

Marc Vincent commented that the proposed sign has a cleaner appearance and is an improvement.

Lauren Giannullo moved to recommend approval of the application as submitted. David Webster seconded the motion, which was unanimously approved.

Design Review Application DR20-09 – Seth Whittier / Shelburnewood Mobile Home Co-op, 194 Shelburnewood Drive:

Seth Whittier, Denise Whittier and Frank Locker represented this application requesting approval for a new single-wide (16' x 56") manufactured home at 194 Shelburnewood Drive. The Commission was reminded that this applicant had previously requested and received approval for a Vermod home at this location, but the plans have changed.

The new home will sit on virtually the same footprint as the previous mobile home which was removed from the lot last December. The home will have light brown vinyl clapboard siding with double hung windows, insulated skirting and a field-built entry porch.

There was a brief discussion regarding the entry porch canopy and the corner boards. Frank Locker explained that the entry canopy is a free-standing unit that will be constructed on site once the new home is in place. Flashing may need to be added to bridge the gap between the home and the canopy. A correction was made to the size of the posts supporting the canopy to 4 x 4 posts (Sheet 9). The dimensions and material of the corner boards was questioned. Frank Locker stated he will confirm these details with the manufacturer and provide this information for the record. Tom Koerner added that it is important that the information in the file accurately represents what is being built.

David Webster moved to recommend approval of the application with the addenda of the details of the corner boards and the correction to the size of the posts supporting the entry canopy. Eileen Warner seconded the motion, which was approved. Fritz Horton abstained from the vote.

Following the vote, Ann Milovsoroff made the suggestion of planting yews rather than junipers as noted on the site plan (Sheet 4), adding that they have a longer life span and are easier to maintain.

Discussion Regarding Replacing the Stair Tower with a New Stair and Elevator Tower at The Creamery, 5138 Shelburne Road:

Steve Guild from G4 Design Studio and Matt Fitzpatrick participated in this discussion. Steve explained the proposal which is to remove the existing stair tower on the front of The Creamery building and replace it with a new stair and elevator tower which will make the building ADA accessible. The new tower will be in the approximate same location as the existing stair tower but it will be much larger to accommodate the elevator.

The plan calls for the exterior of the 35' elevator tower to feature white board and batten siding, the attached stair tower to have dark gray horizontal siding with several windows, and the entrance to have horizontal composite wood siding.

David Webster stated that the proposed design is not acceptable, adding that the new tower becomes the predominant feature and that the design does not respect the historic building. Its massing is out of scale and overshadows the building. Other members voiced the same concerns.

Steve Guild asked the Commission to clarify whether they are requesting the tower be moved to the back of the building. David Webster responded that he is not opposed to a new tower being in front, but there has to be some sensitivity to the historic building and the massing needs to be accurate.

Dean Pierce added that the addition of an elevator tower may also require Development Review Board review depending on the design since the building has some existing non-conformities.

Following further discussion, it was suggested that the applicant return with some other design options for the Commission to review. Fritz Horton thanked the applicant for this preliminary conversation.

Draft Statement to Applicants:

At the last meeting, Dean Pierce distributed a draft statement that staff can give to applicants when they are having difficulty getting the necessary information for a proper review by the HP&DRC. The statement was reviewed again and the members offered some suggested edits. Dean will make the changes and present the revised statement at the next meeting.

(Lauren Giannullo left the meeting.)

Examples of Applications to Post on the Town's Website:

Dean Pierce stated that staff will continue to work on this project.

Potential Grant Opportunities:

Dean Pierce reported that the CCRPC is working on developing a comprehensive listing of municipal grant opportunities.

Dean also reported that it appears that the Shelburne Falls National Register nomination will be going to the Advisory Council in the fall.

Upcoming Planning Commission Agenda Items:

There are no items on tonight's Planning Commission agenda directly relating to historic preservation and design review issues.

The Selectboard will be warning a hearing for interim zoning to assist local businesses during this difficult time resulting from COVID-19. This will allow for greater flexibility for things such as outdoor restaurant seating, outdoor display of merchandise, and signage. The interim zoning will run through November.

Other Business:

There was no update on the Town Hall clock repair. Fritz Horton will contact the Town Manager regarding access to the clock tower.

Dean Pierce reported that the municipal buildings are now open to the public however appointments are still being encouraged and masks are required.

Adjournment:

There being no further business, David Webster moved to adjourn the meeting at 9:35 a.m. Marc Vincent seconded the motion, which was unanimously approved.

Respectfully submitted,
Susan Cannizzaro