

**TOWN OF SHELBURNE
PLANNING COMMISSION
MINUTES OF MEETING
June 14, 2018**

MEMBERS PRESENT: Jason Grignon (Chair); Kate Lalley, Dick Elkins, Susannah Kerest, Stephen Selin, (Andrew Everett and Asim Zia were absent.)
STAFF PRESENT: Dean Pierce, Planning Director.
OTHERS PRESENT: Maja Smith, Gail Albert.

AGENDA:

1. Call to Order
2. Approval of Agenda
3. Approval of Minutes (5/24/18)
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 PM.

2. APPROVAL OF AGENDA

MOTION by Kate Lalley, **SECOND** by Stephen Selin, to approve the agenda.

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

3. APPROVAL OF MINUTES

May 24, 2018

MOTION by Dick Elkins, **SECOND** by Kate Lalley, to approve the 5/24/18 minutes with correction to the spelling of “Maja Smith”, with the addition of “(Vice Chair)” after the name of Andrew Everett in the list of members present on Page 1, and moving the Energy paragraph to follow Air Transportation. **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

Design Template

Graphic designer, Maja Smith, reviewed the proposed layout and design for the Shelburne Town Plan. Common themes in the document include:

- Use of lots of photographs, color blocks and “call outs” so no two pages look alike.
- Chapters begin on the right facing page of the document with a large photograph at the start of each chapter.
- Different graphic treatment will be used to highlight goals. Recommendations will be in reverse text.
- Graphs will be inserted where appropriate.
- Saddle stitch binding is recommended for the written copy of the document. The document will also be digitally produced.
- Chapter number and title will be added to the footer on each page.
- Photo credits will be added to each photo.

Susannah Kerest will work with Maja Smith on the photos for each chapter. Kate Lalley suggested adding ortho photos showing the change over time on Route 7. There was discussion of soliciting more photos from the public. Dean Pierce noted there are also maps to fit into the document (34 maps if all are used). Maja Smith said some maps could be in the plan perhaps as fold-outs or there could be a separate addendum of maps.

Maja Smith will put the chapters of the plan that have been updated with the accompanying photos into the template. The Planning Commission agreed the Selectboard can receive the edited chapters in the design template for comment.

Future Land Use

Kate Lalley said the text in the Future Land Use section takes a qualitative approach to the character of development and land use in the town. So far this has been done in the village with the historic design review overlay and in the Route 7 corridor, and with natural resources. Dean Pierce suggested adding a statement addressing the rural areas in which the town has invested in conserving important resource land. Gail Albert will draft some language.

Language edits, grammar and format corrections were made to the Land Use section of the plan as noted:

- Introduction
 - 1st paragraph, sentence reading “...must pursue an overall and holistic vision...” – delete “overall and”.
 - 2nd paragraph – change “...contribute dollars to the Shelburne’s economy” to “contribute to Shelburne’s economy”.
 - 3rd paragraph – delete “these types of” in the first sentence and insert “is” before “in closer alignment” in the last sentence
- In the goal relative to placemaking – change “that people want to live” to “where people want to live” and delete “in” after “learn”.
- Objective #4 should read: “Create a vision to guide how future development should proceed everywhere throughout Shelburne.”

- Second occurrence of Objective #5 should be renumbered to Objective #6. Delete “more” before “desirable forms” and insert “that” before “enhance”.
- In Recommendation #1 insert “which” between “village” and “require” in the first sentence and write out Shelburne Historic Preservation and Design Review Committee rather than use the acronym.
- Recommendation #2 should begin with “Landscape aspects and structure that support our community values”, and add “or discordant” after “prominent” in the third sentence. Gail Albert will review the language pertaining to “distant and close views”.
- The definition of “transect” should be added to the Glossary of Terms.
- In Objective 4 reference should be to an updated Village Green and Parade Ground Landscape Master Plan not the updated Village Green and Parade Ground Landscape Master Plan.
- Objective 6 should begin with “Recognize that having a physical environment that rewards walking is the key to creating a superior public realm in Shelburne Village.”
- In Objective 8 insert “if economically sustainable” after “Class 1 highway” in the first sentence, and delete the second sentence (“The future success...”). Insert “pedestrian accessibility” after “levels of service” and change “how storm water is treated” to “storm water management” in the last sentence.
- In Objective 11 insert “threatened” before “McCabe’s Brook”, and add the remaining text from Objective 12 (“Ensure that environmental efficiencies are achieved in a manner that complements the pedestrian experience. Storm water design solutions should support a high quality streetscape and sidewalks and the safe and convenient movement of pedestrians.”)
- Recommended Action #1 should begin “Recommend pursuing renewal...” and write out “Vermont Neighborhood” rather than use the acronym.
- In Recommended Action #3 insert “its” before “location” in the first sentence, and delete “The village retains its historic integrity of design, setting, materials, and workmanship, and has escaped unsympathetic, heavily commercialized development. Many village businesses are located in former residence that have been successfully converted while retaining their historic character. Few structures is in the village suffer from neglect.” Change “The following specific steps...” to “Implement the following:” The first bullet should read: “Improve accessibility to Falls Road from the Route 7 intersection to the Shelburne Shopping Park entrance.” In the 2nd bullet change “2006 Village Plan Update” to “proposed updated village plan update”.

Stephen Selin suggested giving consideration to making the Harbor Road rail crossing a “quiet” crossing. This could be included in the Rail section of the plan. Mr. Selin will draft some language for review.

Review of the Future Land Use section will continue at the next meeting.

Public Utilities, Facilities, and Services

Postponed to the next meeting.

7. UPDATES

None.

8. COMMISSIONER QUESTIONS/COMMENTS

None.

9. OTHER BUSINESS/CORRESPONDENCE

None.

10. ADJOURNMENT

MOTION by Dick Elkins, SECOND by Kate Lalley, to adjourn the meeting.

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

The meeting was adjourned at 9:25 PM.

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