

*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 27, 2019**

**Minutes**

**Members Attending:**

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

**Staff Attending:**

Susan Cannizzaro, Dean Pierce, Ravi Venkataraman

**Others Attending:** John Noonan, Brenda Noonan, David Ely

**Call to Order:**

Fritz Horton called the meeting to order at 8:30 a.m. Introductions were made.

**Approval of Minutes:**

David Webster moved that there are to be no further votes on the minutes of March 28, 2019 owing to absences and membership changes to the HP&DRC. Eileen Warner seconded the motion, which was unanimously approved.

Lauren Giannullo moved to approve the minutes of May 23, 2019. Eileen Warner seconded the motion, which was unanimously approved.

David Webster moved to approve the minutes of June 13, 2019. Eileen Warner seconded the motion, which was unanimously approved.

**Design Review Application DR 19-08 – John and Brenda Noonan, 1072 Falls Road:**

John and Brenda Noonan were present to request approval for a new shed roof over an existing rear deck. John Noonan explained that he will be repairing and reinforcing the deck and will add a new grey metal shed roof. He also clarified that the existing railing will be replaced and will be 42” in height. He added this detail to the sketches provided with the application.

Following a brief discussion, Tom Koerner moved to recommend approval of the application with the updated sketches. Lauren Giannullo seconded the motion, which was unanimously approved.

John and Brenda Noonan left the meeting.

**Design Review Application DR19-09 – Shelburne United Methodist Church, 30 Church Street:**

David Ely, a member of the United Methodist Church's Finance Committee, was present to request approval for replacement stone steps on the western side of the church. He stated that original steps were removed approximately ten years ago due to severe deterioration. Last March, the HP&DRC approved a set of concrete steps for this location; however, after some fundraising, the Church can now afford stone steps. The stone will be supplied from the same quarry in New York State that supplied the stone for the original steps. There was a question about the handrail. Mr. Ely stated that the steps will have a black metal handrail which will match the photo submitted with the application.

Tom Koerner suggested removing some of the bushes (yews) that are near the steps so they will be more visible and for maintenance purposes. He added that the shrubs can create a moisture problem. Eileen Warner commented that the Commission should focus on the structure and not the landscaping.

Eileen Warner moved to recommend approval of the stone steps as presented. Ann Milovsoroff seconded the motion, which was unanimously approved.

**Possible Zoning Amendment to Simplify Historic/Design Review for minor projects:**

Dean Pierce distributed proposed text for a possible zoning bylaw amendment which would allow some minor design review approvals to be forwarded directly to the administrative zoning officer rather than to the Development Review Board. The Commission has briefly discussed this in the past, and now Dean is wondering if he should suggest the new language to the Planning Commission Chair. Fritz Horton stated that this would streamline the approval process for some applicants without reducing the HP&DRC's level of review. Ravi stated that he can also discuss this idea with the Development Review Board.

After reviewing the handout, the members requested that language be added to allow the HP&DRC the ability to determine if an application should go to the DRB following their review.

**Shelburne Falls National Register District Nomination Update:**

Dean Pierce reported that Brian Knight has prepared the final draft of the Shelburne Falls National Register District Nomination and it has been submitted to the State. The State and Federal review can be a lengthy process, and Brian has requested that the contract be financially closed out, with a guarantee that he will work with Devin Colman and complete any final edits. In addition, his contract with the Town requires one additional public meeting. Following a brief discussion, the members agreed to accommodate Brian's request.

**Upcoming Planning Commission Agenda Items:**

Dean Pierce reported that at tonight's meeting, the Planning Commission will resume discussion of Form Based Zoning and they will be reviewing changes developed by consultant Brandy Saxton. This will help the newest members of the Commission become comfortable with FBZ before the changes are warned for a public hearing.

**Other Business:**

Fritz Horton reported that following this meeting, he has been authorized to mark-up the Town Hall with chalk the areas where the brick needs to be repointed. He encouraged other members to join him. The repointing will be completed within the next few weeks.

Dean Pierce stated that the members had previously discussed scheduling a tour of the new library. Fritz Horton will work to get a tour scheduled.

Eileen Warner commented that the large trees in front of the town hall are overgrown and block the view of the building. Ann Milovsoroff responded that the trees are part of the historic landscape and cutting them down would not be the answer.

**Adjournment:**

There being no further business, the meeting adjourned at 9:30 a.m.

Respectfully submitted,  
Susan Cannizzaro