

**TOWN OF SHELBURNE
SELECTBOARD
MINUTES OF MEETING
July 14, 2020**

***Meeting held via teleconference.**

MEMBERS PRESENT: Jerry Storey (Chair); Mike Ashooh, Mary Kehoe, Jaime Heins, Kate Lalley.
ADMINISTRATION: Lee Krohn, Town Manager; Peter Frankenburg, Finance Director; Dean Pierce, Planning Director.
OTHERS PRESENT: Members of the public participating in the meeting included Rep. Jessica Brumsted, Jason Grignon, Joyce George, Don Porter, Dave McLellan, Tom Tompkins, and VCAM.

1. CALL TO ORDER

Chair Jerry Storey called the teleconference meeting to order at 7 PM, explained the procedure to be followed, and held a roll call.

2. APPROVE AGENDA

MOTION by Jaime Heins, SECOND by Mike Ashooh, to approve the agenda as presented. VOTING by roll call: unanimous (5-0); motion carried.

3. MINUTES

June 23, 2020

MOTION by Jaime Heins, SECOND by Mike Ashooh, to approve the minutes of 7/23/20 with the clarification that Allyson Myers “sought confirmation” that building height would be reduced and density decreased per the proposed changes to form based zoning. VOTING by roll call: unanimous (5-0); motion carried.

June 30, 2020

MOTION by Jaime Heins, SECOND by Kate Lalley, to approve the minutes of 7/30/20 as presented. VOTING by roll call: unanimous (5-0); motion carried.

4. PUBLIC COMMENT

None.

5. SELECTBOARD COMMENTS

- Mary Kehoe wished everyone “Happy Bastille Day”, and urged all to wear a mask.
- Jaime Heins recognized the Fire Dept. for responding so well to the recent fire in town.

6. TOWN MANAGER REPORT/UPDATE

Lee Krohn reported:

- Fire and Rescue have been busy with various calls. A very nice letter of thanks was received from the Blow family regarding the local and mutual aid response to their recent house fire on Timber Lane.
- Following police speed patrols on some town roads (Mount Philo, Falls, Marsett) it appears the speed limit is within the range of speeds posted on the roads. [Jaime Heins suggested data collected be available for future discussion of road safety.]
- The unfortunate removal of neighborhood signs on Marsett Road encouraging safe driving was not done by the Town.

7. PUBLIC HEARING: Proposed Zoning Amendments

MOTION by Jaime Heins, SECOND by Kate Lalley, to resume the public hearing on proposed zoning amendments. VOTING by roll call: unanimous (5-0); motion carried.

The public hearing resumed at 7:10 PM. Dean Pierce did a brief review of the amendments to form based zoning, the historic preservation\design review process, and subdivision definitions. There were no further comments.

MOTION by Mike Ashooh, SECOND by Kate Lalley, to close the public hearing on the proposed zoning amendments provided discussion of the proposal to remove one of the three frontage zones in the Regulating Plan and update associated references will continue at a separate public hearing scheduled on July 28, 2020. VOTING by roll call: unanimous (5-0); motion carried.

Historic Preservation\Design Review Process

MOTION by Mike Ashooh, SECOND by Mary Kehoe, to approve modification to Section 1530.2 and the addition of Section 1535 pertaining to the historic preservation\design review process as previously warned. VOTING by roll call: unanimous (5-0); motion carried.

Subdivision Definitions

MOTION by Kate Lalley, SECOND by Jaime Heins, to approve modification to the definitions of “Subdivision”, “Major Subdivision”, and “Minor Subdivision” as previously warned. VOTING by roll call: unanimous (5-0); motion carried.

Form Based Zoning

MOTION by Kate Lalley, SECOND by Mike Ashooh, to approve revisions to Article XVII.A as previously warned, but exclusive of the portion of the proposal to remove one of three frontage zones from the Regulating Plan and updating associated references which are the subject of the public hearing on July 28, 2020. VOTING by roll call: unanimous (5-0); motion carried.

Fee Structure

MOTION by Mary Kehoe, SECOND by Jaime Heins, to adopt the two additions to the Town of Shelburne Development Fee Schedule for application fees for form based zoning projects. VOTING by roll call: unanimous (5-0); motion carried.

8. ZONING PROPOSAL: PUD Buffers

Dean Pierce reviewed the proposed changes to the regulations pertaining to PUD buffers to add “retaining wall” to the definitions and allow retaining walls and fences in the PUD buffer. There was discussion of potential impact to adjacent properties and creating more parity between conventional zoning and form-based zoning to create the vision in the Route 7 corridor that is desired.

MOTION by Mary Kehoe, SECOND by Jaime Heins, to accept the zoning proposal relative to PUD buffers and schedule a public hearing on August 11, 2020. VOTING by roll call: unanimous (5-0); motion carried.

9. EMERGENCY ORDER REQUIRING MASKS IN PUBLIC BUILDINGS OR BUSINESSES

Mary Kehoe said it is felt businesses would appreciate a strong governmental statement in support of wearing masks especially in indoor, closed spaces. The order could be posted as a public health notice and emergency order by the Shelburne Selectboard. Information could be posted on Front Porch Forum. There was discussion of the order being brief, having a sunset date, and being statutorily based. Instructions should be given to businesses on how to proceed with the order in place.

MOTION by Mary Kehoe, SECOND by Jaime Heins, that the Shelburne Selectboard adopt an emergency resolution to require facemasks or protective face coverings to be worn by all employees and visitors of businesses and establishments in the Town of Shelburne effective 7/14/20, and that the resolution be modeled after the Montpelier resolution and include exceptions for children, adults with medical issues, and businesses with one-on-one visitors, and further, that the Town distribute signs modeled after the examples provided to the Selectboard by the Town Manager in the 7/14/20 meeting packet. VOTING by roll call: unanimous (5-0); motion carried.

10. STATUS AND ROLE OF FINANCIAL ADVISORY COMMITTEE

Following discussion there was agreement the Financial Advisory Committee should be maintained as a standing committee. Lee Krohn and Don Porter will draft a framework of the scope of work, mission statement and goals for the committee for review at the next Selectboard meeting. Peter Frankenburg urged being clear on the responsibility of staff, Selectboard, committee members in terms of working with the committee in order to be as efficient as possible. Current committee members will be surveyed for interest in continuing to serve on the committee.

MOTION by Mike Ashooh, SECOND by Mary Kehoe, to request the Town Manager and Chair of the Financial Advisory Committee work together to draft a framework of the committee scope of work, mission, and goals for review at the next Selectboard meeting. VOTING by roll call: unanimous (5-0); motion carried.

11. ADJOURNMENT

MOTION by Kate Lalley, SECOND by Mary Kehoe, to adjourn the meeting.

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

The meeting was adjourned at 8:34 PM.

RScty by tape: MERiordan

For the Selectboard

Date