

**TOWN OF SHELBURNE
PLANNING COMMISSION
MINUTES OF MEETING
July 25, 2019**

MEMBERS PRESENT: Jason Grignon (Chair); Andrew Everett, Stephen Selin, Neil Curtis. (Kate Lalley and Megan McBride were absent.)
STAFF PRESENT: Dean Pierce, Planning Director.
OTHERS PRESENT: None.

AGENDA:

1. Call to Order
2. Approval of Agenda
3. Approval of Minutes (6/27/19)
4. Disclosures/Potential Conflicts of Interest
5. Open to the Public
6. Zoning Matters
7. Other Business/Correspondence
8. Adjournment

1. CALL TO ORDER

Chair Jason Grignon called the meeting to order at 7 PM.

2. APPROVAL OF AGENDA

MOTION by Andrew Everett, **SECOND** by Neil Curtis, to approve the agenda as presented. **VOTING: unanimous (4-0); motion carried.**

3. APPROVAL OF MINUTES

June 27, 2019

MOTION by Stephen Selin, **SECOND** by Andrew Everett, to approve the June 27, 2019 minutes with correction that Neil Curtis was absent, not Stephen Selin. **VOTING: unanimous (4-0); motion carried.**

4. DISCLOSURES/POTENTIAL CONFLICTS OF INTEREST

None.

5. OPEN TO THE PUBLIC

There were no comments from the public.

6. ZONING MATTERS

Form Based Zoning: Changes by Brandy Saxton

The Planning Commission discussed the following:

- Figure 2203.E (Lot and Building Placement Standards) – Street parking and parking behind the building was discussed. Parts of the code require ground floor retail so parking in front at some point may be beneficial.

- Figure 2203.F.E (Cottage and Cottage Court parking) – eliminate the second occurrence of “between” in the Additional Requirements.
- There was discussion of being able to subdivide the lots in a cottage court. Staff noted the declarations for the homeowners association will set the rules.
- Figure 2203.F.E (Cottage and Cottage Court Open Space Requirements) – note under Additional Requirements that Article 2204.5 provides more open space types permitted in Cottage Courts.
- Figure 2203.G (Building Type 5 – Live/Work Unit) – There was discussion of the employee (four or less) stipulation and whether developers will be inclined to build this type of unit in Shelburne. The units are popular in many urban areas across the country. There was agreement with the minimum ground floor elevation of 0’.
- There was discussion of the minimum ground floor elevation being 0’ for all buildings, commercial and residential. Staff suggested a waiver could be granted for the ground floor minimum as warranted. The consensus of the Planning Commission is to keep the 0’ minimum and 2’ maximum for Mixed Use Storefront buildings and further discuss the 0’ elevation for all building types at a future meeting.
- Figure 2203.I (Building Type 7 – Commercial Liner Building) – no changes.
- Figure 2203.J (Building Type 8 – Tech Shop Building) – no changes.
- Figure 2203.K (Building Type 9 – Flex Commercial/Industrial Building) – no changes.
- Figure 2203.L (Building Type 10 – General Multi-Purpose Building) – no changes.
- Figure 2203.M (Building Type 11 – Civic Building) – It was noted there is a 0’ setback front and rear for this type of building so the building could be up to the road or set back from the road. State law limits the degree to which zoning bylaws can restrict the development of public facilities.
- The Planning Commission will further discuss the measure of building height (ceiling to floor or floor to floor) at a future meeting.
- Section 2204 – Public Realm Standards – Reference to “Figure 2204.D through “X” occurring throughout the text should be modified to read: “Figure 2204.D – J” in reference to streets. There was discussion of the form based requirements adhering to town’s public works specifications. Staff noted the public works specifications focus on how a road is built (to town standards) so the town can assume ownership. The town has no say on how private streets are built. The town will only assume ownership of streets built to town standards. The compatibility between form based regulations and the public works specifications will be monitored. There was discussion of the width of the right-of-way. Offering a waiver on road width is one option.
- Figure 2204.F (Business Park Street Type) – Language is not included for a bike lane yet the diagram shows a bike lane. The Planning Commission will further discuss bike lanes on various street types and on multi-purpose trails at a future meeting. Riding a bike on sidewalk is prohibited in most places.
- There was discussion of ‘street stubs’ and street trees. The Planning Commission asked for concrete examples of the tree belt and soil volume provisions in practice

(Section 2204.4B.3). The language is not clear on the interpretation of “1000 c.f. of uncompacted soil”, for example. Further discussion is needed.

- There was discussion of curb radius, vehicular design speed, and pedestrian crossing time with streets. A definition of “pedestrian crossing time” is needed. Staff noted the crossing time is not the time to complete the crossing, but the time when a pedestrian will be in the crosswalk in the process of crossing the street. By law cars must stop for a pedestrian in the crosswalk.
- There was mention of the cross-sections of the street types including building heights which are not needed as part of the street cross-sections.
- Figure 2204.J (Pedestrian Passage) – The Planning Commission will discuss roofed pedestrian passages.
- Section 2204.5 (Public and Civic Open Space Standards) – no changes.

The Planning Commission will continue review of changes to Form Based Code at the next meeting.

7. OTHER BUSINESS/CORRESPONDENCE

Public Hearing on Accessory Apartments

Staff reported the Selectboard approved the zoning changes pertaining to accessory apartments.

Planning Commission Meeting Schedule and Agenda

Jason Grignon estimated three more meetings are needed to complete the review of the form based regulations. The Selectboard requested Planning Commission input on prioritization of items in the comprehensive plan (Jason Grignon, Dean Pierce, Jerry Storey, and Lee Krohn will meet). The Planning Commission will meet with state legislators at a future meeting.

8. ADJOURNMENT

MOTION by Stephen Selin, **SECOND** by Andrew Everett, to adjourn the meeting.
VOTING: unanimous (4-0); motion carried.

The meeting was adjourned at 9:04 PM.

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