

A VIDEO RECORDING OF THE MEETING IN ITS ENTIRETY IS AVAILABLE THROUGH VERMONTCAM.ORG. THE WRITTEN MINUTES ARE A SYNOPSIS OF DISCUSSION AT THE MEETING. MOTIONS ARE AS STATED BY THE MOTION MAKER. MINUTES SUBJECT TO CORRECTION BY THE SHELBURNE PLANNING COMMISSION. CHANGES, IF ANY, WILL BE RECORDED IN THE MINUTES OF THE NEXT MEETING OF THE COMMISSION.

**TOWN OF SHELBURNE  
PLANNING COMMISSION  
MINUTES OF MEETING  
July 26, 2018**

**MEMBERS PRESENT:** Jason Grignon (Chair); Kate Lalley, Dick Elkins, Susannah Kerest, Andrew Everett, Asim Zia. (Stephen Selin was absent.)

**STAFF PRESENT:** Dean Pierce, Planning Director.

**OTHERS PRESENT:** Dick and Peg Meunier, Cecile Guillemette, Gerry Guillemette.

**AGENDA:**

1. Call to Order
2. Approval of Agenda
3. Approval of Minutes (7/12/18)
4. Disclosure of Potential Conflicts of Interest
5. Open to the Public
6. Zoning Topics
7. Comprehensive Plan
8. Updates
9. Commissioner Questions/Comments
10. Other Business/Correspondence
11. Adjournment

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**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 Dick Elkins, to approve the agenda. **VOTING: unanimous (6-0); motion carried.**

**3. APPROVAL OF MINUTES**

*July 12, 2018*

**MOTION** by Dick Elkins, **SECOND** by Susannah Kerest, to approve the 7/12/18 minutes with the addition under “Other Business/Correspondence” that Susannah Kerest mentioned the Planning Commission should address comments from the public made at Planning Commission meetings over the last six months prior to the upcoming open sessions if possible. **VOTING: unanimous (6-0); motion carried.**

Jason Grignon suggested a list be compiled of the items mentioned by the public.

**4. DISCLOSURE OF POTENTIAL CONFLICTS OF INTEREST**

None.

**5. OPEN TO THE PUBLIC**

There were no comments from the public at this time.

## 6. ZONING TOPICS

The Planning Commission received background material on the Meunier property and the proposal to subdivide, proposed language for modification of the regulations, and the concepts discussed. Proposed language in the past allowed one single family house per five acre lot and if the lot is less than 15 acres then require five acres in total for development, not five acres of developable land.

Dick Elkins urged the Planning Commission to review the Town of Williston Unified Development Bylaws and the regulations for the rural district. Mr. Elkins suggested as a viable way to maintain the rural area in Shelburne all development in the Rural District should be a PUD with smaller building lots clustered together and located closer to the road. This would eliminate the concerns with five acre lots. Also, development rights on the five acre lots could be transferred to the Route 7 corridor.

Jason Grignon said adding a clause for lots less than 15 acres could be an interim step and would help the Meuniers with their subdivision plans. Dick Elkins said a timetable should be set to discuss the other items. The PUD should go with the 15 acre lot. Kate Lalley agreed, adding the PUD is a way to have oversight on development in the rural area. The PUD is a way to increase density without impacting natural and scenic resources and to use parcels more efficiently to have desirable outcomes.

The Planning Commission reviewed a map showing the implications of changing the zoning by eliminating the developable area requirement.

Jason Grignon summarized the Planning Commission concurs the regulations should be modified to say all development in the Rural District must use the PUD process and slope will be removed from the developable land. Dean Pierce will draft some language for review. The Planning Commission will discuss smaller lots and transfer of development rights at a future meeting.

Dick Elkins provided a list of ideas for dealing with the change in the Rural District. There was discussion of having administrative approval versus DRB review of a “simple PUD” (i.e. less than two units). Information on the Town of Williston’s growth management system was provided for review and consideration.

## 7. COMPREHENSIVE PLAN

### *Progress on Draft*

Dean Pierce reported more map placeholders and photos will be added to the document. The draft will be posted by 7/30/18. Advertising to make the public aware the draft plan is available for viewing will be done.

The Planning Commission viewed the draft plan. Andrew Everett and Susannah Kerest will suggest captions for the photos.

### *Future Land Use Maps*

The Planning Commission reviewed a map showing the conservation zones added to the growth areas. It was noted there are some parcels not included on the map that the Planning Commission may want included in the conservation zones, such as association lands. Also, Beaver Creek lots should be included in Growth Area 2. Dean Pierce will update the map to show association and easement lands.

#### *Refine Plans for August Public Input Sessions*

In addition to the information sessions prior to the regular Planning Commission meetings in August (Dean Pierce will staff the sessions) there will be an information table at Shelburne Day, and advertisement of the posted draft plan. Light refreshments will be served at the public information sessions.

### **8. UPDATES**

Dean Pierce reported:

- The Selectboard will receive an update on the comprehensive plan at the meeting on August 14, 2018.
- The Selectboard is updating the capital plan and the Planning Commission will have opportunity to review the plan and hear public comment.
- Ideas are needed for a planning grant application through the municipal planning grant program. [Kate Lalley mentioned the email from the Paths Committee to create funding for pedestrian and bike facilities in town. The “Penny for Paths” initiative in South Burlington is an idea for consideration.]

### **9. COMMISSIONER QUESTIONS/COMMENTS**

- Kate Lalley mentioned the land development consulting firm of White & Burke is considering the town’s request for a work session on the application of form based code.

### **10. OTHER BUSINESS/CORRESPONDENCE**

None.

### **11. ADJOURNMENT**

**MOTION by Kate Lalley, SECOND by Andrew Everett, to adjourn the meeting.**

**VOTING: unanimous (6-0); motion carried.**

The meeting was adjourned at 9:10 PM.

*RScty: MERiordan*