

*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**

**August 13, 2020**

**Minutes**

**This meeting was conducted remotely using Zoom platform.**

**Members Attending:**

Lauren Giannullo, Fritz Horton, Tom Koerner, Ann Milovsoroff, Marc Vincent, Eileen Warner

**Staff Attending:**

Susan Cannizzaro, Dean Pierce

**Others Attending:**

Craig Anderson, Renee Couture

**Call to order:**

Fritz Horton called the meeting to order at 8:30 a.m. Attendance roll call was taken.

**Approval of Minutes:**

Tom Koerner moved to approve the minutes of July 30, 2020. The motion was seconded by Marc Vincent, and unanimously approved.

**Design Review Application DR20-15 – Craig Anderson & Renee Couture, 91 Shelburnewood Drive:**

Craig Anderson and Renee Couture participated in the meeting requesting approval for a 10' x 10' storage shed at their property at 91 Shelburnewood Drive. Mr. Anderson explained they currently use a trailer parked at the rear of their driveway for storage and the shed will replace this. The proposed shed will have a dark metal roof with T-111 siding in a color to match their mobile home. Tom Koerner questioned if there will be a foundation. Mr. Anderson replied that the shed will have a flooring system and will sit on concrete piers. Required setbacks were briefly discussed. Dean Pierce stated if there are any issues, they will be resolved with the Zoning Permit.

Lauren Giannullo moved to recommend approval of the application as submitted. Marc Vincent seconded the motion, which was unanimously approved.

Craig Anderson and Renee Couture left the meeting.

Dean Pierce commented that this will be the first design review application to go directly to the Zoning Administrator rather than the DRB following the HP&DRC's approval. A brief discussion followed regarding this process. Dean reminded the members they will still review all Design Review Applications, but minor requests such as this, will not

require DRB review unless the Commission feels it necessary. Tom Koerner questioned how the members will know which applications this will apply to. Dean replied that staff will make a notation on future agendas to address this.

**Draft Statement to Applicants:**

Dean Pierce presented the draft statement which incorporated some edits from Marc Vincent. The members reviewed the text and made some additional changes. There was a brief discussion again regarding the purpose of the statement and its audience. Dean clarified that it will be given to applicants who are proving difficult in the application process. It was suggested that the members digest the text and the statement will be reviewed again at the next meeting.

**Examples of Application to Post on the Town's Website:**

There was no discussion on this agenda item.

**Potential Grant Opportunities:**

Dean Pierce reported that the State has approved the Town's request for an extension of the CLG grant. The purpose of the grant is to update+ the Historic Structures and Sites Survey. Therefore, this project will be put on hold.

**Upcoming Planning Commission Agenda Items:**

The Planning Commission will be meeting tonight and the focus of the meeting will be the proposed telecommunication towers on Dorset Street.

**Other Business:**

Fritz Horton reported that he has spoken with David Welch regarding the Town Hall clock repair and he is looking forward to working with the Town on this project. Fritz will continue to work with the Town Manger and Mr. Welch to arrange for the clock to be inspected.

**Adjournment:**

Ann Milovsoroff moved to adjourn the meeting at 9:30 a.m. Marc Vincent seconded the motion, which was unanimously approved.

Respectfully submitted,  
Susan Cannizzaro