

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  
August 22, 2019**

**MEMBERS PRESENT:** Jason Grignon (Chair); Stephen Selin, Kate Lalley, Megan McBride. (Andrew Everett and Neil Curtis were absent.)

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

**OTHERS PRESENT:** None.

**AGENDA:**

1. Call to Order
2. Approval of Agenda
3. Approval of Minutes (8/8/19)
4. Disclosures/Potential Conflicts of Interest
5. Open to the Public
6. Zoning Matters
7. Other Business/Correspondence
8. 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 Kate Lalley, **SECOND** by Megan McBride, to approve the agenda as presented. **VOTING: unanimous (4-0); motion carried.**

**3. APPROVAL OF MINUTES**

*August 8, 2019*

**MOTION** by Megan McBride, **SECOND** by Kate Lalley, to approve the 8/8/19 minutes with the following correction(s)/clarification(s):

- Page 2, Zoning Matters, 5<sup>th</sup> bullet – change “number or parking spaces” to “number of parking spaces”.
- Page 3, Other Business, newspaper article on Planning Commission – change “was published” to “will be published”.
- Page 3, Other Business, meeting to prioritize items in comprehensive plan – change “met” to “will meet”.

**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:

- The Planning Commission discussed ensuring that Form Based Code and conventional zoning for storm water are equal to avoid any disincentives to use Form Based Code (presently conventional zoning is not as rigorous as Form Based Code). The regulations can be tightened later. Jason Grignon said he would like to know the incremental cost of storm water treatment on ¼ acre versus ½ acre. There was agreement storm water needs further discussion at a future date.
- Section 2205.3B.3.a Storm Water Best Practices – add an “s” to the word “subparagraph” in the text.
- Section 2205.3D Building Applications – change “achieve a zero net energy goal of 100%” to “achieve a goal of zero net energy”. There was mention of having stronger language in the code, such as “must” rather than “should”.
- Section 2205.3D.2.d Wind and Roof Mounted Solar Energy Generation – change “wind” to “wind powered systems”.
- Section 2205.3D.2.g Non-Renewable Heat and Cooling – change “non-renewable” to “renewable”.
- Section 2205.3D.2.m – change “waterless toilets” to “waterless urinals”.
- Section 2205.4D.1 – add a comma after “AO” and “necessary”.
- Section 2205.4G.2 – change “lighting which imitate or obstruct” to “lighting which imitate, obstruct...”
- Section 2205.4H.4 – change “jurisdiction of the street” to “jurisdiction over the street”.
- Section 2205.4K.4 – change “awnings being under lit” to “awnings being up lit”. The Planning Commission will further discuss sign standards under Form Based Code at a future date.
- Section 2205.U Blade Sign Standards – Standard #4 is covered in the introductory paragraph for the section so #4 can be eliminated.
- Section 2205.U Wall Sign Standards – insert “of the area” after “15%” in Standard #3,
- Section 2205.U Window Sign Standards – The Planning Commission will further discuss at a future date.
- Section 2205.U.4 –The Planning Commission will discuss high quality materials for signs at a future date.
- Section 2206.1I Previously Developed Sites – insert “of” after the word “area” in the sentence reading: “If the area an existing parking lot...” and add a sentence reading: “Incorporating storm water design practices is strongly encouraged.”
- Section 2206.2B Density Bonus – remove the extra period at the end of the text.
- Figure 2206.A6 Significant Historic Landmark Structures – do not capitalize the word “After” in the sentence “...post-Civil War period when after a period of economic decline..”
- Section 2206.B Density Bonuses and Reductions for Properties – The Planning Commission wants more discussion and explanation of density bonuses at a future date.

- Section 2206.3C.2 Density Non-Residential – It was clarified under Form Based Code the development potential on a lot is only reduced by the square footage of the existing building. The Planning Commission discussed form based nodes and having walkability, and the Route 7 corridor being more urban. The Planning Commission will discuss existing development and fine-tuning Form Based Code at a future date.
- Section 2207 Administrative Procedures – add a definition or reference for “off-site parking”.
- Section 2207.5 Waivers – add the width of the right-of-way to the list of waivers in the street design standards that can be granted and change the reference to Section 2205.A in Figure 2207.D (General Deviation Permitted via Waivers) to 2204.A.

#### *Form Based Zoning Sidewalk Requirement*

The Planning Commission discussed Form Based Zoning sidewalk requirements and the development proposal on Maple Leaf Lane. Suggestions for how to codify the situation where only a small section of sidewalk will be built in a development that has no existing sidewalk included requiring an easement from the developer to allow sidewalk in the future or payment into a fund for a future sidewalk. Input is needed on the matter from the Selectboard and the Housing Subcommittee. Following further discussion, the Planning Commission concurred the regulation should not be changed at this time (further discussion is warranted). The developer can proceed with the sidewalk segment and residents on the street can lobby the town to build the remainder of the sidewalk.

## **7. OTHER BUSINESS/CORRESPONDENCE**

#### *Housing Subcommittee Appointment*

Jason Grignon announced he appointed Alicia Simmons to the Housing Subcommittee.

#### *Prioritization of Recommended Actions in Comprehensive Plan*

Jason Grignon reported Jerry Storey, Selectboard Chair, will discuss the results of the meeting on prioritization of recommended actions in the comprehensive plan with the Selectboard.

#### *Article on Planning Commission Vacancies*

An article on Planning Commission vacancies was published in the *Shelburne News*.

#### *Update of Public Works Specifications*

Dean Pierce reported work continues on the update of the Public Work Specifications. Progress is slow.

#### *Comprehensive Plan Fixes*

Dean Pierce reported corrections to the maps in the comprehensive plan will be presented by Pam Brangan in September.

#### *Storm Water*

The Planning Commission will discuss storm water further at a future meeting.

*Joint Retreat with Shelburne Natural Resources Committee*

The Planning Commission agreed a joint retreat with SNRCC would be beneficial. Staff will poll the members to determine a date.

**8. ADJOURNMENT**

**MOTION by Stephen Selin, SECOND by Kate Lalley, to adjourn the meeting.**

**VOTING: unanimous (4-0); motion carried.**

The meeting was adjourned at 9:31 PM.

*RScty: MERiordan*