

*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 27, 2020**

**Minutes**

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

**Members Attending:**

Lauren Giannullo, Fritz Horton, Tom Koerner, Ann Milovsoroff, Marc Vincent, David Webster

**Staff Attending:**

Susan Cannizzaro, Dean Pierce

**Others Attending:**

Bridgette Morris

**Call to order:**

Fritz Horton called the meeting to order at 8:35 a.m. Attendance roll call was taken.

**Approval of Minutes:**

Ann Milovsoroff moved to approve the minutes of August 13, 2020. The motion was seconded by Tom Koerner and approved. David Webster abstained from the vote.

**Design Review Application DR20-16 – TD Bank / One Stop Signs, 5112 Shelburne Road:**

Bridgette Morris from One Stop Signs represented this application on behalf of TD Bank. The bank is going through a rebranding and therefore is requesting approval to replace the sign faces to represent the new simplified logo. No other changes to the signs are being proposed.

Tom Koerner questioned if all of the existing signage meets zoning requirements. Dean Pierce responded that he assumes so, but staff has not conducted a site visit. He reminded the Commission that they are only reviewing the aesthetics and that zoning requirements are reviewed by the Zoning Officer prior to issuing a permit. Dean also stated, as noted on the agenda, that this application will go directly to the Zoning Administrator following the HP&DRC's approval.

David Webster moved to approve the sign face replacements at TD Bank as presented today. Lauren Giannullo seconded the motion, which was unanimously approved.

**Draft Statement to Applicants:**

Dean Pierce stated that this item is being continued from the previous meeting. The members reviewed the statement again, particularly the third paragraph, and discussed

possible edits. Some felt the third paragraph was unnecessary while others felt it was important to include. David Webster stated that it is important to communicate to applicants that an incomplete application will not be reviewed by the Commission. Marc Vincent agreed and added that the third paragraph addresses this.

David Webster moved to approve the statement as presented today. Tom Koerner seconded the motion, which was unanimously approved.

**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 Division for Historic Preservation has some modest grants available that could possibly be used towards the Town Hall clock repair expenses. The grants require a 50% match, and it is questionable where these funds would come from. Dean will confirm the deadline for the application submission, but stated that we will need the repair estimate in order to submit an application. Fritz Horton reported that he will be scheduling a site visit at the Town Hall with David Welch in the coming weeks.

**Upcoming Planning Commission Agenda Items:**

The Planning Commission will be meeting tonight and will be discussing potential zoning changes relating to modifications to buildings in the rural district. They will also be looking at the definition of setbacks.

The telecommunication application for the ham radio towers on Dorset Street was heard at the last meeting. The applicant has submitted a revision to the application for two shorter towers. The neighbors are currently responding to the new proposal.

**Other Business:**

The members discussed the protocol for design review applications that will go directly to the zoning officer rather than the DRB following the Commission's approval. Dean reminded the members that they will still review all applications. Applications going directly to the zoning officer will be noted accordingly on the meeting agendas.

Dean Pierce reported recently the Selectboard has been focusing some of their attention on regulatory reform which was included on a list of priorities given to the Town Manager some months ago. As part of this, one of the recommendations is to combine DRB & HP&DRC meetings. The members discussed the many problems with combined meetings. Fritz Horton stated that members of the HP&DRC may need to attend some Selectboard meetings.

**Adjournment:**

There being no further business, David Webster moved to adjourn the meeting at 9:30 a.m. Lauren Giannullo seconded the motion, which was unanimously approved.

Respectfully submitted,  
Susan Cannizzaro