

**TOWN OF SHELBURNE
PLANNING COMMISSION
MINUTES OF MEETING**

August 27, 2020

***Meeting held via teleconference.**

MEMBERS PRESENT: Jason Grignon (Chair); Steve Kendall, Jean Sirois, Megan McBride, Neil Curtis, Deb Estabrook. (Stephen Selin was absent.)

STAFF PRESENT: Dean Pierce, Planning Director.

OTHERS PRESENT: Dan York, Joyce George, Scooter MacWilliams, Gail Albert.

AGENDA:

1. Call to Order
2. Approval of Agenda
3. Approval of Minutes (8/27/20)
4. Disclosures/Potential Conflicts of Interest
5. Open to the Public
6. Housing Subcommittee
7. Revised Options for Nonconformities
8. Schedule for further action on zoning changes
9. Other Business/Correspondence
10. Adjournment/TRB Deliberations

1. CALL TO ORDER

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

2. APPROVAL OF AGENDA

MOTION by Jean Sirois, SECOND by Steve Kendall, to approve the agenda as presented. VOTING: unanimous (6-0); motion carried.

3. APPROVAL OF MINUTES

August 13, 2020

MOTION by Megan McBride, SECOND by Steve Kendall, to approve the 8/13/20 minutes with the following amendments to Item #7, Other Business, 1st bullet: correct “retaining way” to read “retaining wall” and insert “bylaws” after “zoning”. VOTING: unanimous (6-0); motion carried.

4. DISCLOSURES/POTENTIAL CONFLICTS OF INTEREST

None.

5. OPEN TO THE PUBLIC

None.

6. HOUSING SUBCOMMITTEE

Chair Grignon appointed Ricki Bowen, Brandie Benoit, and Cara Thanassi to the Housing Subcommittee, increasing the membership to seven people. All the members were thanked for their service.

7. REVISED OPTIONS FOR NONCONFORMITIES

Nonconformities in Rural District

There was discussion of the potential impact of allowing building expansion in the Rural District of 100% of the existing footprint or 1500 s.f. whichever is greater or putting on a cap on the expansion. No changes were made to the proposed language to address nonconforming structures in the Rural District.

Setback Definition

There was discussion of the extension of decks and porches into the setback and agreement the proposed language is acceptable.

Modification of Procedures

There was discussion of clarifying impact to drainage patterns by mentioning minimizing impact on storm water drainage and having the same criteria for both administrative approvals and the DRB approval process. The Planning Commission agreed there should be the same criteria checkpoints in the commercial and residential procedures. It was noted that Shelburne Natural Resources Committee is working on maps to assist in creating regulations that help address environmental impacts. The Planning Commission will address these amendments separately from the revisions being proposed.

8. SCHEDULE FOR FURTHER ACTION ON ZONING CHANGES

Jason Grignon reported the Selectboard reviewed suggested actions proposed by the Town Manager to streamline the zoning review process, and asked staff to coordinate a survey to get input on prioritizing the items. Dean Pierce added there are some good suggestions in the action plan from the Town Manager, but some of the items are ill conceived. There are some process changes that can be done, but the rules must be changed first. It was pointed out that there are reasons for the regulations. There must be discussion of any unforeseen consequences due to the changes. More direction is needed from the Selectboard on what is felt to be the priority before the Planning Commission invests time and effort on the overall list.

9. OTHER BUSINESS/CORRESPONDENCE

- Municipal planning grants are available, but require a match. Due to budget constraints the town may not have match funds available. The Planning Commission supported seeking a grant for the development of a unified bylaw. Staff will get a determination from the Selectboard and Town Manager on pursuing a grant for this and if the response is affirmative then will submit an application.

10. ADJOURNMENT/TRB DELIBERATIONS

MOTION by Jean Sirois, SECOND by Neil Curtis, to adjourn the meeting.

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

The meeting was adjourned at 8:54 PM. The Planning Commission entered TRB deliberations.

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