

**TOWN OF SHELBURNE
PLANNING COMMISSION
MINUTES OF MEETING
September 10, 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, Paul Irish, Zachary Manganello, Anthony Sieidita, Cindy Biercovicz.

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. Telecommunications Review Board (TRB) Functions
7. Zoning Issues: Nonconformities
8. Other Business/Correspondence
9. Adjournment

1. CALL TO ORDER

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

2. APPROVAL OF AGENDA

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

3. APPROVAL OF MINUTES

August 27, 2020

MOTION by Steve Kendall, **SECOND** by Deb Estabrook, to approve the 8/27/20 minutes with correction to the spelling of Scooter McMillan and modification to the first sentence under Item 8 (Further Action on Zoning Changes) to end the sentence after “review process” and start the second sentence with “The Selectboard also asked staff to coordinate a survey...”. **VOTING: unanimous (6-0); motion carried.**

4. DISCLOSURES/POTENTIAL CONFLICTS OF INTEREST

None.

5. OPEN TO THE PUBLIC

None.

6. TELECOMMUNICATIONS REVIEW BOARD (TRB) FUNCTIONS

MOTION by Steve Kendall, SECOND by Jean Sirois, to suspend the Planning Commission meeting and convene the TRB meeting to continue the hearing on TEL20-01, application by Zachary Manganello for a “ham” radio facility at 4450 Dorset Street. VOTING: unanimous (6-0); motion carried.

The Planning Commission meeting resumed following the adjournment of the TRB meeting.

7. ZONING ISSUES

There was discussion of revisions to Section 1920.2.c Allowances in the Rural District and adding wording for clarification, such as “detrimental impact on established drainage patterns” or “adversely impacting neighboring properties”. There was discussion of Section 2110.146 Setback Definition and agreement no change is needed to the wording as proposed. The Planning Commission agreed to solicit input from the DRB, hold a public hearing on the proposed modifications, and then make any additional wording changes if necessary.

MOTION by Jean Sirois, SECOND by Steve Kendall, to direct staff to warn a public hearing on October 8, 2020 on amendment of the zoning bylaw relative to nonconforming structures and setbacks as reflected in documents previously distributed and hereby approved for discussion at public hearing. VOTING: unanimous (6-0); motion carried.

MOTION by Steve Kendall, SECOND by Jean Sirois, to approve the Zoning Change Report, dated September 10, 2020, and direct staff to distribute the report and copies of the amendment proposal as required by statute. VOTING: unanimous (6-0); motion carried.

8. OTHER BUSINESS/CORRESPONDENCE

Planning Grant

Jason Grignon reported staff will confirm the Selectboard approved submitting an application for a planning grant. How the grant will be used needs discussion. Securing a consultant to help with regulatory reform was suggested. Some of the regulatory changes proposed are items already discussed at length by the Planning Commission. The Selectboard wants input from CBC Chairs on priorities, but all are urged to provide comment. Once the focus is identified then the grant could be used to hire a consultant to do a framework on the approach or to provide an outside perspective.

The Planning Commission will review grants submitted by other towns on topics similar to ones Shelburne wants to pursue, such as a unified bylaw. There was agreement developing a unified bylaw is a larger project, but using a consultant to draft a framework is a good first step. The grant should be used to look at long term overhaul of the regulations and in the short term continue work on the regulatory changes. Discussions with the CBCs will be beneficial.

Megan McBride volunteered to help with the grant application. Dean Pierce will forward the Cornwall grant application for review.

Selectboard Budget Schedule

Dean Pierce reported Department Heads are being asked to provide budget information three or four weeks earlier this year due to the tight budget.

Process to Manage the Planning Commission Workload and "One-Off" Requests

Neil Curtis suggested a process is needed to manage the work before the Planning Commission and suggested making a list of items and when they will be covered. An annual process of updating the zoning regulations should be established so the Selectboard and townspeople know what to expect.

Jason Grignon said the Planning Commission tries to be responsive to requests to meet the needs of residents and also needs to address big picture items such as simplifying and streamlining the regulations and procedures. The charge from the Selectboard to have the CBCs meet to make a list of priorities is added to the already heavy workload on the Planning Commission. Alignment is needed so all know what is going on with regulatory reform. The Selectboard needs to be more aware of what the Planning Commission is discussing.

Dean Pierce commented change in regulations takes a long time to design so changes are not being made constantly. The Planning Commission should select what to work on and focus on that.

9. ADJOURNMENT

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

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

The meeting was adjourned at 8:39 PM.

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