

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  
September 27, 2018**

**MEMBERS PRESENT:** Jason Grignon (Chair); Kate Lalley, Dick Elkins, Susannah Kerest, Stephen Selin. (Andrew Everett and Asim Zia were absent.)  
**STAFF PRESENT:** Dean Pierce, Planning Director.  
**OTHERS PRESENT:** Pam Brangan.

**AGENDA:**

1. Call to Order
2. Approval of Agenda
3. Approval of Minutes (8/9/18 & 9/13/18)
4. Disclosures/Potential Conflicts of Interest
5. Open to the Public
6. Zoning Topics
7. Comprehensive Plan Topics
8. Planning Grant Topics
9. Other Business/Correspondence
10. Adjournment

---

**1. CALL TO ORDER**

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

**2. APPROVAL OF AGENDA**

**MOTION** by Dick Elkins, **SECOND** by Stephen Selin, to approve the agenda.  
**VOTING:** unanimous (4-0)[Kate Lalley not present for vote]; motion carried.

**3. APPROVAL OF MINUTES**

*August 9, 2018*

**MOTION** by Stephen Selin, **SECOND** by Dick Elkins, to approve the 8/9/18 minutes. **VOTING:** 4 ayes, one abstention (Susannah Kerest); motion carried.

*September 13, 2018*

**MOTION** by Dick Elkins, **SECOND** by Susannah Kerest, to approve the 9/13/18 minutes. **VOTING:** unanimous (5-0); motion carried.

**4. DISCLOSURES/POTENTIAL CONFLICTS OF INTEREST**

None.

**5. OPEN TO THE PUBLIC**

No comments.

**6. ZONING TOPICS**

*Housing*

There was discussion of accessory apartments with one bedroom (permitted use) and two bedrooms (conditional use) being approved administratively versus review by the DRB. There was also discussion of requiring duplex buildings to be owner occupied and tightening the definition of duplex to prevent construction of two separate houses connected in some way to make a duplex building. The housing subcommittee will look into these matters further and provide recommendations.

There was discussion of electric car charging stations being included in the zoning regulations. Dean Pierce pointed out the town does not allow gas stations so having a charge station may be difficult. Kate Lalley noted under the current zoning a charge station could be an accessory use. In addition to charging stations the zoning regulations need to accommodate the parking structure for the charging stations.

## **7. COMPREHENSIVE PLAN TOPICS**

### *Meeting with Selectboard*

It was noted the Selectboard wanted the Planning Commission to identify priorities so there can be a better sense of the budget. The Planning Commission will work on a document separate from the comprehensive plan that shows the priorities, what is actionable, and costs. Jason Grignon said the various committees should send information on priorities in their respective areas.

### *Citizen Participation Section*

There was agreement Objectives 2 and 3 in the Citizen Participation section should be switched. There was discussion of having a recommendation to set up a review schedule now to begin update of one section of the plan at a time. The zoning regulations also need to be updated. Suggested wording for the Recommended Action is “to develop a schedule annually for amending the plan in sections”.

### *Appendices, Document Production and Mapping*

Dean Pierce noted these items are required by statute. There was discussion of including a community profile in the appendices that includes data comparing Shelburne to other places. The VNRC website shows trends in land use, parcels, and subdivisions.

Dean Pierce said Shelburne Historic Preservation & Design Review Committee suggested language be added to Recommended Action #6 to encourage preservation and clearly discourage demolition of historic structures. Suggested wording: “Through zoning regulations and non-regulatory techniques develop incentives for restoration, preservation, and renovation of historic resources and discourage demolition.”

There was discussion of conservation areas in growth areas and the rural area. Objective #2 was edited to reflect this.

### *Scheduling*

The Planning Commission will meet November 15<sup>th</sup> and 29<sup>th</sup>. There is the possibility of having a meeting on November 1, 2018.

**8. PLANNING GRANT TOPICS**

The Selectboard approved the grant application for a PUD typology. Future grant opportunities include animated infrastructure program or a weekly poll on the website as a way to engage the public.

**9. OTHER BUSINESS/CORRESPONDENCE**

*Possible Future Zoning Changes*

- Bike/ped paths and sidewalk requirement
- Allowing Lake Champlain Transit to make changes to an existing building on a parcel surrounded by Shelburne Shipyard
- Charging station

**10. ADJOURNMENT**

**MOTION by Kate Lalley, SECOND by Susannah Kerest, to adjourn the meeting.  
VOTING: unanimous (5-0); motion carried.**

The meeting was adjourned at 9:24 PM.

*RScty: MERiordan*