

*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**

**October 25, 2018**

**Minutes**

**Members Attending:**

Fritz Horton, Tom Koerner, Ann Milovsoroff, Dorothea Penar, David Webster

**Staff Attending:**

Dean Pierce, Susan Cannizzaro, Ravi Venkataraman

**Others Attending:**

Monique Denault, Matt Kimball, Jon Moore, Tom Peterson

**Call to Order:**

Fritz Horton called the meeting to order at 8:35 a.m.

**Approval of Minutes:**

Dorothea Penar moved to approve the minutes of September 27, 2018. David Webster seconded the motion. Tom Koerner questioned the Town Hall renovation figures listed in the minutes. Those present at the site visit confirmed the figures are as reported. The minutes were unanimously approved.

**Design Review Application DR18-20 – Twin State Signs on behalf of Citizens Bank, 5068 Shelburne Road:**

Monique Denault from Twin State Signs appeared on behalf of the applicant to request approval for a new free-standing sign for Citizens Bank. The sign will change from a double post rectangular sign to a single post 4' x 4' sign. The sign will have a green background with white lettering and trim and will be constructed from heavy redwood material. It will hang freely from the upper post by chains. The design was briefly discussed and it was suggested that a restraining chain or bar be added to prevent the sign from swinging. Lighting was questioned and Ms. Denault replied that the existing landscape lighting will be utilized.

Dorothea Penar moved to recommend approval of the application, with the option of adding a restraining chain or bar to the sign. David Webster seconded the motion, which was unanimously approved.

**Design Review Application DR18-21 – Green Mountain Transit, 5059/5061 Shelburne Road:**

Matt Kimball, Jon Moore and Tom Peterson from Green Mountain Transit were present for this application to request approval for a new wood frame bus shelter on the Sweeney Design Build property. Currently there is a bus stop at this location, but no shelter. The

proposed shelter will match the others in the Village, making this the fourth one. It was noted that this shelter will be slightly larger than the others, measuring approximately 14' long x 7' wide. The shelter will be stained and will have a metal roof. Lighting was questioned. There will be no lighting within the shelter; however there is an existing light pole on the property next to the shelter.

Dorothea Penar moved to recommend approval of the application as submitted. David Webster seconded the motion, which was unanimously approved.

Dean Pierce commented that Green Mountain Transit will still need to get state permits since the bus shelter is in the state right-of-way.

**Update on National Register Nomination Project:**

Dean Pierce reported that there has not been a lot of activity on the National Register Nomination project since the last meeting. A public session will need to be scheduled and per Brian Knight's agreement, he will be involved in one formal session. There was discussion about hosting the public session in conjunction with the Historical Society in February. David Webster added that he'd like to see a walking component as part of the public session. Due to the weather at that time of year, Dorothea Penar stated that she has previously done a Power Point walking tour and perhaps could present it again at the public session. The members also discussed submitting an article to Shelburne News and doing Front Porch Forum postings regarding the National Register Nomination and the public session once a date has been set.

**Upcoming Planning Commission Agenda Items:**

Dean Pierce reported that the Planning Commission will be getting an update on the Comprehensive Plan at tonight's meeting. A public hearing on the Plan has been warned for November 15<sup>th</sup>. Dean added that the language regarding historic preservation incentives was accepted and included in the draft.

**Other Business:**

Fritz Horton's letter to the Chair of the Selectboard outlining the Commissions' concerns over the Town Hall renovations has not yet been sent as he was awaiting comments from the members. The letter was discussed and it was decided to send it as soon as possible. Jerry Storey will also be invited to attend the next meeting of the HP&DRC on November 8<sup>th</sup>.

**Adjournment:**

The meeting adjourned at 9:25 a.m.

Respectfully submitted,  
Susan Cannizzaro