

**TOWN OF SHELBURNE
PLANNING COMMISSION
MINUTES OF MEETING
January 11, 2023**

***Hybrid meeting**

MEMBERS PRESENT: Steve Kendall (Chair); Marla Keene, Stephen Selin, Shawn Sweeney, Jean Sirois. (Tom Karlhuber was absent.)

STAFF PRESENT: Aaron DeNamur, Planning Coordinator

OTHERS PRESENT: Members of the public participating in the meeting included Rowland Davis, Don Rendall, Gail Albert, Jim White, Fred Morgan, Persis Worrall, Media Factory.

AGENDA:

1. Call to Order
2. Approval of Agenda
3. Approval of Minutes (12/14/22)
4. Disclosures/Potential Conflicts of Interest
5. Open to the Public
6. Update from Planning Coordinator; Discussion of RFP Draft
7. Old/Other Business
8. Adjournment

1. CALL TO ORDER

Chair, Steve Kendall, called the meeting to order at 7 PM.

2. APPROVAL OF AGENDA

MOTION by Stephen Selin, SECOND by Shawn Sweeney, to approve the agenda.

VOTING: unanimous (5-0); motion carried.

3. APPROVAL OF MINUTES

December 14, 2022

Postponed to the next meeting.

4. DISCLOSURES/POTENTIAL CONFLICTS OF INTEREST

None.

5. OPEN TO THE PUBLIC

- Jim White, resident, stated with development managing growth, the protection of natural resources, housing needs, dealing with climate change ties in the review process so the Planning Commission should not just fine tune the status quo or refine efficiency of the process to keep cost lows, but should aim at creating an innovative prototype that could even be useful to other towns and benefit the state overall.
- Rowland Davis, resident, thanked the Planning Commission for the opportunity of public participation in the RFP process.

6. UPDATE FROM PLANNING COORDINATOR; DISCUSSION OF RFP DRAFT

Aaron DeNamur reported on the following:

- The work session on the bylaws with the DRB was productive with good suggestions on the process.
- The Housing Subcommittee is working on a proposal for accessory dwelling units and wants changes in the bylaws to encourage these units.
- The town received a bylaw modernization grant from the state for \$25,000 with a 10% match which will be forgiven if the bylaws are adopted. [Following discussion, the Planning Commission agreed to have staff add language to the RFP for the bylaw consultant regarding the grant funds and requirements.]

The Planning Commission reviewed and discussed the draft RFP and made edits to clarify the following:

- Integrate the assessment into one cohesive document
- Identify inconsistencies
- Clarify hourly rate for items outside the scope of work and lump sum amounts
- Clarify the statement regarding “waiving formalities” in the RFP
- Use an ‘active voice’ with the text in the RFP
- Make clear that a digital PDF must be submitted
- Use bullet points
- Insert the list of bullet points drafted by Planning Commissioner Karlhuber
- Add language to the RFP introductory paragraph stating “in conformance with the town plan” and “preservation of natural resources”
- State that the consultant is to produce a draft suitable as outlined in state statute

The Planning Commission concurred with staff incorporating the edits as discussed and issuing the RFP. The RFP will be posted on multiple list services, the town’s website, and possibly with the VLCT. A subcommittee of three planning commissioners (Steve Kendall, Marla Keene, Tom Karlhuber) and the Planning Coordinator will select the consultant by 3/17/23.

Comments

Persis Worrall, resident, suggested in the RFP overview section, the “big picture” items need to be mentioned that are important to the town (i.e. guiding development and conservation/environmental protection) so the consultant is aware of this. Also, the consultant should not be constrained from bringing forth different ideas or format on the typical zoning districts, zoning boundaries, and densities. The Planning Commission concurred.

Jim White, resident, suggested the expectations and experience of the consultant be listed. Steve Kendall pointed out this will be part of the conversation when choosing the consultant.

Gail Albert, resident, spoke in support of hiring a consultant from Vermont to ensure an understanding of the environment and lifestyle in the state.

7. OLD/OTHER BUSINESS

Planning Commission vacancy

A candidate will be recommended to the Selectboard for appointment by 1/24/23.

Next Meeting

Tasks to do at the next meeting include reviewing the list of items to be addressed with the bylaw re-write.

8. ADJOURNMENT

MOTION by Marla Keene, SECOND by Jean Sirois, to adjourn the meeting.

VOTING: unanimous (5-0); motion carried.

The meeting was adjourned at 8:29 PM.

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