

**TOWN OF SHELBURNE
PLANNING COMMISSION
MINUTES OF MEETING
January 25, 2023**

***Hybrid meeting.**

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

STAFF PRESENT: Aaron DeNamur, Planning Coordinator.

OTHERS PRESENT: Members of the public participating in the meeting included Gail Albert, Robilee Smith, Rowland Davis, Don Rendall, Rosemary Sadler, Jim White, Persis Worrall, Tracey Beaudin, Joyce George, Dianne Davis, Media Factory.

AGENDA:

1. Call to Order
2. Approval of Agenda
3. Approval of Minutes (12/14/22 & 1/11/23)
4. Disclosures/Potential Conflicts of Interest
5. Open to the Public
6. Update from the Planning Coordinator
7. Other Business
8. Adjournment

1. CALL TO ORDER

Chair, Steve Kendall, called the meeting to order at 7 PM and introduced the newest Planning Commission member, Jeff Hodgson, architect with Wagner Hodgson Landscape Architecture, who previously served on the Shelburne DRB.

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 & January 11, 2023

MOTION by Stephen Selin, **SECOND** by Shawn Sweeney, to approve the minutes of 12/14/22 and 1/11/23 as presented. **VOTING: 4 ayes, one abstention (Jeff Hodgson); motion carried.**

4. DISCLOSURES/POTENTIAL CONFLICTS OF INTEREST

None.

5. OPEN TO THE PUBLIC

Rowland Davis representing SAFE urged the Planning Commission to keep rural zoning and PUD issues as part of the big picture and not deal with these zoning matters in an

isolated fashion. Mr. Davis also mentioned a recent meeting with state representatives that discussed the state providing guidance to municipalities on bylaws. Bills before the legislature cover “smart growth” and concentrating growth in village/town centers and downtown areas.

Robilee Smith, resident, offered to help with the bylaws rewrite and provide information that has been compiled on zoning and the town plan. Ms. Smith will schedule a meeting with the Planning Coordinator.

6. UPDATE FROM PLANNING COORDINATOR

Staff reported:

- One response has been received to date to the RFP for the bylaws rewrite. Copies of the responses will be forward to the Planning Commission.
- Suggested focus areas for Planning Commission discussion include:
 - Article XVI – Redevelopment of existing structures in the village core. This section could be simplified (the goal is to encourage infill housing in the village core so the requirements should be easy to understand).
 - Subdivisions in the rural district – There may be a better approach than what is outlined in the bylaw. The PUD may be an overly complicated approach.
 - Section 1900.11 – Administrative approvals. Expanding what the Zoning Administrator can do administratively should be considered. In some municipalities if a use is permitted, the Zoning Administrator can issue an approval administratively. Only conditional use applications require DRB review and approval.
 - Section 1930 is very convoluted and can be improved.
 - Performance Standards – How to realistically enforce some of the standards (noise, odors, and such) needs discussion.
 - Parking requirements – Reducing the requirements to one space per unit should be considered.
 - Inconsistencies – There are two different requirements for accessory dwelling units and it is unclear which one should be used. Also, clarification of the definition of ‘farm animals’ is needed.
 - Article V – Stormwater Overlay. If a state permit is required for stormwater then there is no need for duplicate regulation by the town.
 - Housing Section – The recommended actions say to look at density in growth areas.
 - Natural and Scenic Resources & Land Conservation – There are recommendations related to land use that should be considered.

The Planning Commission agreed with the suggested focal areas. Jeff Hodgson suggested the Planning Commission also discuss the sidewalk requirement. Stephen Selin suggested the zoning document be interactive to allow clicking on an item in the index and being brought to the appropriate section(s) of the bylaws. Steve Kendall suggested the Planning

Commission include discussion of the Shelburne Road Form Based Zoning District to see if this is still the direction the town wants to take.

COMMENTS

Joyce George, resident, urged publishing any zoning changes in the local newspaper to better inform the public.

Persis Worrall, resident, urged clarifying and identifying principles the town wants and what the town is trying to achieve with the regulations and town plan.

Don Rendall, Shelburne Natural Resources Committee, urged having the committee involved early in the project review process. The committee would like to strengthen the natural resources regulations to increase protection of these resources.

NEXT STEPS

The Planning Commission will be meeting with the Shelburne Natural Resources Committee at the next meeting to discuss natural resources related regulations and the map that was created. The Planning Commission will also discuss Section 1900.11 – Administrative Approvals.

Accessory dwelling units will be discussed with the Housing Subcommittee when the subcommittee meets with the Planning Commission.

7. OTHER BUSINESS/CORRESPONDENCE

None.

8 ADJOURNMENT

**MOTION by Jeff Hodgson, SECOND by Tom Karlhuber, to adjourn the meeting.
VOTING: unanimous (5-0); motion carried.**

The meeting was adjourned at 8:39 PM.

RScty: MERiordan