

**TOWN OF SHELBURNE
PLANNING COMMISSION
MINUTES OF MEETING
March 8, 2023**

***Hybrid meeting.**

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

STAFF PRESENT: Aaron DeNamur, Planning Coordinator.

OTHERS PRESENT: Members of the public participating in the meeting included Rowland Davis, Robilee Smith, Persis Worall, Dorothea Penar, Joyce George, Media Factory.

AGENDA:

1. Call to Order
2. Approval of Agenda
3. Approval of Minutes (2/22/23)
4. Disclosures/Potential Conflicts of Interest
5. Open to the Public
6. Update from the Planning Coordinator and Discussion of Form Based Code
7. 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 Jean Sirois, to approve the agenda.

VOTING: unanimous (7-0); motion carried.

3. APPROVAL OF MINUTES

February 22, 2023

MOTION by Stephen Selin, SECOND by Tom Karlhuber, to approve the minutes of 2/22/23 with the correction that multifamily housing is three or more units.

VOTING: 5 ayes, 2 abstentions (Jeff Hodgson, Marla Keene); motion carried.

4. DISCLOSURES/POTENTIAL CONFLICTS OF INTEREST

None.

5. OPEN TO THE PUBLIC

Joyce George, resident, requested the Planning Commission be proactive rather than reactive and consider a school impact fee for school expansion. [The Planning Commission pointed out impact fees are the purview of the Selectboard.]

Persis Worall, resident, requested the preparatory material for the Planning Commission meetings be posted on the website.

6. UPDATE FROM PLANNING COORDINATOR and DISCUSSION OF FORM BASED CODE

There was discussion of the following:

Update from Planning Coordinator

- Department of Community Development will give a presentation to the Planning Commission at the April 26, 2022 meeting and answer questions. Regional Planning has been asked to help with mapping.
- A grant application (\$20,000 grant to be matched with ARPA funds) has been submitted for a proposed project to activate the parade ground by possibly adding a pavilion, benches, picnic tables.

Form Based Code Discussion

- Town of Williston form-based code applies to an area different from Shelburne Road where Shelburne's form-based code is applied.
- The town should have only one zoning code. Form based code should be blended into the regular regulations or redone.
- The intentions and desired outcomes to be achieved with form-based code were good and included high intensity development, more density, 'dressing up' Shelburne Road, avoiding a continuous strip of development, and an expedited process (administrative review versus DRB review).
- Developers should be asked what they want, but the town sets the non-negotiable items.
- The character of Route 7 that the town wants to pursue needs to be defined. Form based code should be mandatory in areas where a certain kind of character is wanted.
- Zoning driven by form versus use relative to community building needs to be defined.
- The concept of greater intensity, density with form-based code is fine for the Shelburne Road corridor, but should be scaled down moving away from Shelburne Road. Improved walkability is needed.
- It is important to have variety of development along the corridor.
- A bike lane on a road with a 50-mph speed limit like Shelburne Road will not be used or feel safe.
- In the village density is important as is walkability to places.
- Historic properties in the village must be protected.
- A private road with an irrevocable offer to the town and built to town standards can be taken over by the town. A developer is not required to have an irrevocable offer on a private road.
- Form based code on Shelburne Road lacks acreage limitations. This is problematic and must be addressed.
- Having building types is good.
- It needs to be clearly stated whether a development is being held to the underlying zoning or form-based code, and what to do if there is a conflict between the two codes.
- The town has more experience now with form-based code and this should lead to creating what the town wants.

7. OTHER BUSINESS

Consultant Update

- The consultant has been interviewed and feedback has been provided on the consultant's contract.
- Once the contract is executed the consultant will begin the work (in the next week). The analysis work on the code will take two to three months. A work plan will be presented.
- The consultant has an understanding of the issues with form-based code.
- The consultant will meet with the Planning Commission in April.

Planning Commission Meetings

Beginning in May the Planning Commission meetings will return to the 2nd and 4th Thursdays of the month.

8. ADJOURNMENT

MOTION by Jean Sirois, SECOND by Shawn Sweeney, to adjourn the meeting. VOTING: unanimous (6-0)[Stephen Selin not present for vote]; motion carried.

The meeting was adjourned at 8:15 PM.

RScty: MERiordan