

**TOWN OF SHELBURNE
PLANNING COMMISSION
MINUTES OF MEETING
April 12, 2023**

***Hybrid meeting.**

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

STAFF PRESENT: Aaron DeNamur, Planning Coordinator.

OTHERS PRESENT: Members of the public participating in the meeting included Rowland Davis, Tracey Beaudin, Gail Albert, Donna Farkoff, Jim White, Sarah Ray, Mark Pennington, Don Rendall, Rod Francis, Brandy Saxton, Media Factory.

AGENDA:

1. Call to Order
2. Approval of Agenda
3. Approval of Minutes (3/8/23)
4. Disclosures/Potential Conflicts of Interest
5. Open to the Public
6. Election of Officers
7. Update from the Planning Coordinator
8. Other Business
9. 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 (5-0)[Jeff Hodgson not present for vote]; motion carried.

3. APPROVAL OF MINUTES

March 8, 2023

MOTION by Jean Sirois, **SECOND** by Shawn Sweeney, to approve the minutes of 3/8/23. **VOTING:** unanimous (6-0); motion carried.

4. DISCLOSURES/POTENTIAL CONFLICTS OF INTEREST

None.

5. OPEN TO THE PUBLIC

Tracey Beaudin, resident, asked about proposed legislation (S.100) allowing single family homes to be converted to duplexes and multiple units in a dwelling in the village. The Planning Commission confirmed S.100 is under discussion and will allow the conversion of single-family houses to duplexes and up to four units per dwelling in the village.

6. ELECTION OF OFFICERS

Aaron DeNamur facilitated the election of the Planning Commission Chair and Vice Chair.

Chair

MOTION by Jean Sirois, SECOND by Shawn Sweeney, to nominate Steve Kendall as Chair of the Shelburne Planning Commission. There were no other nominations. **VOTING: unanimous; motion carried.**

Steve Kendall is Chair of the Shelburne Planning Commission.

Vice Chair

MOTION by Stephen Selin, SECOND by Tom Karlhuber, to nominate Jean Sirois as Vice Chair of the Shelburne Planning Commission. There were no other nominations. **VOTING: unanimous; motion carried.**

Jean Sirois is Vice Chair of the Shelburne Planning Commission.

7. UPDATE FROM PLANNING COORDINATOR

Report from Rod Francis and Brandy Saxon with PlaceSense

The consultants working on the rewrite of Shelburne's zoning regulations reviewed their professional experience working with communities in Vermont and the northeast, and the process they developed as a template that strives for clear, consistent, and easily understandable regulations which can be effectively implemented. The following was noted:

- Shelburne's regulations, much like every town's regulations, reflect the town's values and administrative approaches.
- The consultants did a technical review of Shelburne's regulations and read that against the town plan (key document) and current statutory language. The state Department of Housing & Community Development Neighborhood Places Guide that promotes development in/around villages and infrastructure and protects rural landscapes was also taken into consideration.
- The technical review identified potential gaps and/or conflict areas (neighborhood development area) in Shelburne's regulations and town plan.
- The public engagement strategy to be used with the land use regulation rewrite will involve the Planning Commission. The public engagement focus is to build awareness in the community and encourage stakeholder involvement as well as for the Planning Commission and staff to learn the community's concerns. Review of the zoning districts will be done on a neighborhood scale to engage people in small groups.
- The consultants outlined the project timeline. The Planning Commission will receive an executive summary to be a guide through the regulations to the final deliverable. Materials provided to the Planning Commission will also be available to

the public. Materials will be posted online. Comments on all the documents will be posted on a comments page.

The draft list of stakeholders was reviewed. The list is expected to expand as the public engagement process progresses. Additions to the draft list were discussed and included:

- major landowners
- developers
- all town CBCs and departments
- Shelburne Craft School
- civic clubs/organizations (Rotary, Lions)
- small business owners
- restaurant owners
- new residents in town
- Champlain Housing Trust
- builders of affordable housing
- residents of affordable housing
- CVU students who are Shelburne residents
- Shelburne Day
- Shelburne Farmers Market

There was discussion of the use of interim zoning. The consultants explained interim zoning is not a frequently used process and puts the town selectboard into the project review process. There is also a cost in time and a range of legal actions that could happen. Interim zoning actually elongates the process. Interim zoning is for a very unique set of circumstances.

There was mention of including incentives in the regulations to help achieve the town's energy goals. The consultant noted there is a patchwork of incentive programs available now such as Efficiency Vermont.

There was discussion of ensuring the town plan values and goals are consistently a functional part of the working framework for the process by looking at the current land use/zoning regulations and the goals, objectives, and policies of the town plan. The focus of the current project is a rewrite of the land use regulations. Update of the town plan is due in 2027.

8. OTHER BUSINESS

New Town Manager

Matt Lawless will begin as Shelburne Town Manager in June and is excited about the work being done by the Planning Commission.

Planning Commission Meeting Schedule

April 26, 2023 meeting is cancelled. Next meeting is May 18, 2023. Staff is recommending the Planning Commission meet once per month to allow time to receive/review material from the consultant prior to discussion at the Planning

Commission meeting. Also, by meeting once a month commissioners can plan to attend public engagement meetings facilitated by the consultants.

9. ADJOURNMENT

MOTION by Stephen Selin, SECOND by Jeff Hodgson, to adjourn the meeting.

VOTING: unanimous (6-0); motion carried.

The meeting was adjourned at 8:37 PM.

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