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**SHELBURNE HISTORIC PRESERVATION &  
DESIGN REVIEW COMMISSION**

**May 28, 2020**

**Minutes**

**This meeting was conducted remotely using Zoom platform.**

**Members Attending:**

Lauren Giannullo, Fritz Horton, Ann Milovsoroff, Marc Vincent, David Webster

**Staff Attending:**

Britney Aube, Susan Cannizzaro, Dean Pierce

**Call to Order:**

Fritz Horton called the meeting to order at 8:31 a.m. Attendance roll call was taken.

**Preliminary Matters:**

Audio and video were confirmed.

**Approval of Minutes:**

David Webster moved to approve the minutes of May 14, 2020. Marc Vincent seconded the motion, which was unanimously approved.

The agenda was modified to change the order of Items 4 and 5.

**Draft Statement to Applicants:**

As discussed at the last meeting, Dean Pierce has prepared a draft statement that staff can give to applicants when they are having difficulty getting the necessary information for a proper review by the HP&DRC. David Webster commented that we need to stress to applicants that complete and accurate information is required for the record since it is being voted on. Dean requested the members return comments on the draft statement to him and he will prepare a final statement for review at the next meeting.

**Examples of Applications to Post on the Town's Website:**

Dean Pierce and Britney Aube have been reviewing past HP&DRC applications looking for good examples that can be posted on the Town's website. Dean added that he would like to have a variety of examples (i.e. decks, fences, sheds, signs, additions and new homes). Lauren Giannullo suggested that we have examples of architect-prepared applications as well as hand-sketched applications. Marc Vincent questioned if we need owner authorization to post the sample applications online. Dean responded that information in the files is public record under the Fair Use Act. Fritz Horton suggested that names appearing on applications or drawings should be removed before being posted.

Dean and Britney will continue to work on this project.

**Potential Grant Opportunities:**

Dean Pierce had no new information to report regarding the CLG grant application. He reminded the members that due to the COVID-19 pandemic the grants may be extended for 12-18 months.

Marc Vincent asked about the status of the Shelburne Falls National Register Nomination. Dean responded that Devin Colman has informed him that the application is ready to go to the Historic Preservation Advisory Council. Dean stated that he will follow up with Devin again to see if there are any updates.

**Upcoming Planning Commission Agenda Items:**

Dean Pierce reported that tonight's Planning Commission agenda includes discussion regarding zoning changes related to fences and retaining walls in the PUD buffer, interim zoning that could be considered in light of COVID-19, and ongoing discussion of Form Based Zoning.

Dean further explained that the interim zoning can be adopted on a fast track with an expiration date of up to 2 years. The interim zoning could allow for such things as restaurants using a portion of their parking lot for additional outdoor seating with minimal review or for retail establishments to have more flexibility with outdoor displays.

**Other Business:**

There was no update to report on the Town Hall clock repair.

David Webster asked about the timeline for reopening the Town Offices to the public. Dean Pierce and Susan Cannizzaro responded that a specific date has not been set, but the Town Clerk's office is now open by appointment only. Dean added that the Selectboard has adopted a mask policy for Town buildings and facilities.

**Adjournment:**

There being no further business, David Webster moved to adjourn the meeting at 9:20 a.m. Lauren Giannullo seconded the motion, which was unanimously approved.

Respectfully submitted,  
Susan Cannizzaro