

**TOWN OF SHELBURNE  
PLANNING COMMISSION  
MINUTES OF MEETING**

**August 25, 2021**

**\*Hybrid meeting held in-person and via teleconference.**

**MEMBERS PRESENT:** Steve Kendall (Chair); Jason Grignon (Vice Chair); Marla Keene, Stephen Selin, Deb Estabrook, Neil Curtis, Jean Sirois.

**STAFF PRESENT:** Lee Krohn, Town Manager.

**OTHERS PRESENT:** Mark Sammut, Mike Major, Allison Myers, Gail Albert, Tracy Beaudin, Jessica Trautwine, Ted Bovill, Ken Scott, Media Factory.

**AGENDA:**

1. Call to Order
2. Approval of Agenda
3. Approval of Minutes (8/11/21)
4. Disclosures/Potential Conflicts of Interest
5. Open to the Public
6. Proposed Zoning Adjustments
  - o Fences
  - o BLA
  - o Lot Mergers
  - o Subdivision Regulations
  - o Opportunities for Administrative Review
  - o DRB Review Process
  - o Sidewalk Requirement/"Sidewalk Fund"
  - o Planning Standards for Planned Unit Developments (PUDs)
7. Municipal Planning Grant Proposal
8. Other Business/Correspondence
9. Adjournment

---

**1. CALL TO ORDER**

Chair, Steve Kendall, called the hybrid meeting to order at 7 PM and held rollcall.

**2. APPROVAL OF AGENDA**

**MOTION** by Stephen Selin, **SECOND** by Jean Sirois, to approve the agenda as presented. **VOTING: unanimous (7-0); motion carried.**

**3. APPROVAL OF MINUTES**

*August 11, 2021*

**MOTION** by Stephen Selin, **SECOND** by Deb Estabrook, to approve the minutes of 8/11/21 as presented. **VOTING: 6 ayes, one abstention (Jean Sirois); motion carried.**

**4. DISCLOSURES/POTENTIAL CONFLICTS OF INTEREST**

None.

**5. OPEN TO THE PUBLIC**

None.

**6. PROPOSED ZONING ADJUSTMENTS***Fences (Sec. 1980.11)*

Lee Krohn reviewed suggested bylaw language for fences and administrative review. There was discussion of how to address wildlife corridors. (Gail Albert noted a map of the wildlife corridors in town is being drafted by the Shelburne Natural Resources Committee.) Suggested edits to the language included adding a statement to state “fences shall not interfere with wildlife connectivity” and replacing “corrugated plastic” with “corrugated materials”. Following further discussion of potential edits, the consensus of the Planning Commission is to keep the language as proposed by staff except for the wording replacement on corrugated plastic and to add a link to the wildlife corridor map. Fences will be added to administrative review/approval, Section 1535.

*Boundary Line Adjustment (BLA) and Lot Merger (Sec. 300A & Sec. 1900.11)*

The language for boundary adjustments was reviewed. Minor edits were made including stating “boundary line adjustments or lot mergers may be approved administratively”. The three criteria as shown apply. A statement saying, “no additional lots are created” will be added to the text, and after “sole discretion” the word “or” will be inserted to read “...or if questions or concerns arise that are not resolvable at the administrative level.” There was agreement a narrative for all applications should be required. There was also agreement that subsection (d) in Section 310(A)(d) can be deleted because every parcel at some point was part of a subdivision.

Staff noted the language in Section 1900.11 simplifies and clarifies matters that can be approved administratively. Following discussion, the Planning Commission agreed to increase the building expansion threshold from 3% to 10% up to a 5,000 s.f. maximum. There was discussion of having Shelburne Natural Resources Committee review included in the language.

*Definition of Subdivision*

Staff stated the language simplifies the definition to state what a subdivision is and does not include land uses. There was discussion of ensuring there will be review by the DRB of multi-family housing, elderly housing, and shopping centers being developed under conventional zoning regulations. Following further discussion, the Planning Commission concurred with the language as presented.

*Change of Conditional Use (Section 1910)*

Staff suggested language is needed to strengthen the bylaw allowing administrative review to cover impact analysis when appropriate, which strengthens this section compared with current language that only relates to square footage of uses. The Planning Commission concurred.

*Subdivision Regulations/Planning Standards (Article VIII)*

The Planning Commission agreed the \$2 million cost threshold should be removed along with the language regarding compliance with the town plan. There was discussion of how to require a financial impact analysis with a commercial development project and the following language was suggested to be added to the bylaw:

- o “If a project other than residential can reasonably be anticipated to create adverse financial impacts on the town then a financial impact analysis may be required.”

This language will allow the DRB to require an analysis if warranted.

Gail Albert urged the Planning Commission to make it a priority to confirm the bylaws work in concert with the town plan. Ms. Albert also reminded the Planning Commission of the request by Shelburne Natural Resources Committee to delete the wording in Section 1930.3 pertaining to building envelopes not being allowed in an open field or core forest (the question under current language being ‘what’s left where you can build’? The PC agreed with that particular suggestion.

*DRB Review Process*

The Planning Commission concurred with the language outlining a two-step review process: Sketch and Final Plan.

*Sidewalk Requirements/”Sidewalk Fund” (Sec. 1900.7)*

Tabled.

Mark Sammut, DRB Chair, reiterated the need for a master plan on connectivity in town. It was noted the CCRPC study on bike/ped connectivity will be done during this fiscal year.

**MOTION by Marla Keene, SECOND by Jean Sirois, to warn a public hearing on the fourth Thursday in September (9/23/21) on the proposed zoning amendments as discussed at the 8/25/21 Planning Commission meeting, excluding requirements for sidewalks and the “Sidewalk Fund”. VOTING: unanimous (7-0); motion carried.**

**7. MUNICIPAL PLANNING GRANT PROPOSAL**

Tabled.

**8. OTHER BUSINESS/CORRESPONDENCE***Meeting Schedule*

The Planning Commission will resume meeting on Thursday nights beginning in September. The first meeting in September, 9/9/21, is cancelled.

**9. ADJOURNMENT**

**MOTION by Stephen Selin, SECOND by Jean Sirois, to adjourn the meeting. VOTING: unanimous (7-0); motion carried.**

The meeting was adjourned at 9:23 PM.