

**TOWN OF SHELBURNE  
PLANNING COMMISSION  
MINUTES OF MEETING  
September 14, 2023**

**\*Hybrid meeting.**

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

**STAFF PRESENT:** Aaron DeNamur, Planning Director.

**OTHERS PRESENT:** Jim White, Tracey Beaudin, Brandy Saxton, Rod Francis, Media Factory.

**AGENDA:**

1. Call to Order
2. Approval of Agenda
3. Approval of Minutes (8/10/23)
4. Disclosures/Potential Conflicts of Interest
5. Open to the Public
6. Review/Discuss: Draft Article 4
7. Other Business
8. Adjournment

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**1. CALL TO ORDER**

Chair, Steve Kendall, called the meeting to order at 7 PM.

**2. APPROVAL OF AGENDA**

**MOTION** by Marla Keene, **SECOND** by Jean Sirois, to approve the agenda.

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

**3. APPROVAL OF MINUTES**

*August 10, 2023*

**MOTION** by Jeff Hodgson, **SECOND** by Tom Karlhuber, to approve the minutes of 8/10/23 as presented. **VOTING: 5 ayes, one abstention (Marla Keene); motion carried.**

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

None.

**5. OPEN TO THE PUBLIC**

There was a question about opportunity for public comment on the bylaw updates. Steve Kendall briefly reviewed the community outreach portion of the update process that include public hearings by both the Planning Commission and Selectboard.

**6. REVIEW/DISCUSS: Draft Article 4**

Consultants, Brandy Saxon and Rod Francis, explained recommended changes to the following sections of Article 4:

- Section 4000 Streets – The regulations take a “complete streets” approach to complement multi-modal travel and access for firetrucks. Regarding bike lanes as part of roads versus separate bike paths, there are first steps that can easily be implemented for sharing the road such as posting signs reminding motorists to share the road, reviewing speed limits and adjusting appropriately, narrowing travel lanes and increasing the width of bike lanes. The process/regulations lay out a framework for the whole network of streets in town as outlined in the town plan to be executed by the Selectboard and Town Manager. An official map would be very helpful in showing what the town wants and where in regard to roads, pathways, parks, public facilities, infrastructure, and such. Following further discussion, the Planning Commission concurred with bicycle streets (streets with bike lanes) being included on the official map.
- Section 4100 Private Frontage (edge of street right-of-way and front of building) – There was discussion of whether this regulation should apply more broadly in town. There was also discussion of the use and design of the space. The Route 7 corridor varies so the town may not want to have the same approach all the way along. Following further discussion, the Planning Commission expressed support for maintaining flexibility on what can be done between the building and street and allowing a buffer between the edge of the right-of-way and the front of a building.
- Section 4200 Access & Management – This section covers lots without frontage, access from Class 4 roads/trails, and shared driveways. There was discussion of the number of dwellings served by one driveway and emergency vehicle (firetruck) access. The consensus of the Planning Commission is that four dwellings or two commercial units can be served by a single driveway, and cross-access should be required with commercial developments.
- Section 4300 Parking – There was discussion of requiring upgrades to parking and lighting to be in compliance with town standards with redevelopment of a lot. (The consultants will add appropriate language to the lighting and parking sections of the regulations.) The Planning Commission spoke in support of seizing any opportunity to improve the character of the road in the Route 7 corridor per the “complete streets” vision. The consultants will further explore allowing front parking when a building and parking are set back from the road. There was discussion of EV charging stations in parking structures and concern by the Fire Department about fires and resulting hazardous waste.
- Section 440 Loading & Storage – The regulations decrease the loading area required and allow a larger building size.
- Section 4500 Stormwater – There was discussion of eliminating the stormwater overlay and applying low impact development strategies townwide, increasing the standard to 5.5 inches in a 24-hour period during a 100-year storm (matches the state standard), and using 30% or greater lot coverage as the trigger to require stormwater management on a lot. It was mentioned a study could be done to determine what stormwater standard would work best to achieve the town’s goals. The Planning Commission wanted to avoid putting an undue burden on the

homeowner with stormwater requirements and will give the stormwater trigger point more consideration.

The Planning Commission will review and comment on the list of potential land uses in town for the next meeting.

## **7. OTHER BUSINESS**

### *Meeting Schedule*

October 12, 2023- Continued Review of Bylaw Rewrite

October 26, 2023 - Regional Planning Essentials on Local Land Use Training

November 2, 2023 - Review 5-year Capital Improvement Plan with Town Manager

November 16, 2023 - Continued Review of Bylaw Rewrite

January 25, 2024 - Joint Meeting with SNRCC re: regulatory protection of habitat loss identified in the Arrowwood Report

## **8. ADJOURNMENT**

**MOTION by Shawn Sweeney, SECOND by Marla Keene, to adjourn the meeting.**

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

The meeting was adjourned at 9:37 PM.

*RScty: MERiordan*