

**TOWN OF SHELBURNE
PLANNING COMMISSION
MINUTES OF MEETING
September 24, 2020**

***Meeting held via teleconference.**

MEMBERS PRESENT: Jason Grignon (Chair); Steve Kendall, Jean Sirois, Megan McBride, Neil Curtis, Deb Estabrook, Stephen Selin.
STAFF PRESENT: Dean Pierce, Planning Director.
OTHERS PRESENT: Dan York, Joyce George, Gail Albert.

AGENDA:

1. Call to Order
2. Approval of Agenda
3. Approval of Minutes (9/10/20)
4. Disclosures/Potential Conflicts of Interest
5. Open to the Public
6. Planning Grant Application
7. Zoning Issues: Frontage Zone; Regulatory Reform
8. Budget Issues
9. Other Business/Correspondence
10. Adjournment

1. CALL TO ORDER

Chair Jason Grignon called the teleconference meeting to order at 7 PM.

2. APPROVAL OF AGENDA

MOTION by Steve Kendall, **SECOND** by Deb Estabrook, to approve the agenda as presented. **VOTING: unanimous (7-0); motion carried.**

3. APPROVAL OF MINUTES

September 10, 2020

MOTION by Deb Estabrook, **SECOND** by Steve Kendall, to approve the 9/10/20 minutes with the change from “to design” to “by design” in the statement by Dean Pierce about regulation changes taking time (see Other Business, Process to Manage the Planning Commission Workload...). **VOTING: 6 ayes, one abstention (Stephen Selin); motion carried.**

4. DISCLOSURES/POTENTIAL CONFLICTS OF INTEREST

None.

5. OPEN TO THE PUBLIC

None.

6. PLANNING GRANT APPLICATION

Jason Grignon outlined options for use of the planning grant including hiring a consultant to provide an outside look on topics or help with the Route 7 corridor (form based code)

or doing a village center update (change parking by the country store, for example). The town could also skip this grant cycle. Following discussion there was consensus the grant should be used to hire a consultant to help with specified topics, form based code, or the village center update. Jean Sirois asked about using the grant on a specific project. Dean Pierce explained the grant money is available to communities to refine their regulations, but not for projects necessarily. There was discussion of public involvement with the use of the grant. Dean Pierce noted in the grant application there can be copies of emails, front porch forum posts, and headlines on the need for regulatory reform in town as justification for updating the regulations.

Gail Albert, resident, suggested the consultant help with ensuring the regulations and the town plan conform. Jason Grignon said this task can be highlighted in the grant application.

Joyce George, resident, suggested saying in the grant application that due to COVID regulatory reform needs to be streamlined in regards to multiple processes. Jason Grignon said the Planning Commission has been looking at this.

The discussion on regulatory reform at the last Selectboard meeting was mentioned as well as the direction given to the Planning Commission to prioritize a list for consideration by the Selectboard with a timeline for implementation.

Dean Pierce noted the planning grant application deadline is October 1st. Information on the scope for the application will be forwarded to the Planning Commission.

7. ZONING ISSUES: Frontage Zone; Regulatory Reform

Frontage Zone

There was discussion of frontage zones not being a standalone to all the other zoning changes to consider. There was also discussion of the requirement that frontage zones have an active ground floor use (retail/commercial) and developers actually wanting to build the buildings with the use. People do respond to first floor commercial when housing is nearby. Development can still be done under conventional zoning in the Route 7 corridor. There is a lack of projects being done under form based code. Dean Pierce suggested the Planning Commission discuss what changes can make frontage zones better, such as lifting the limit of 24 units in one building, for example. Jason Grignon mentioned legal ramifications of adjusting the frontage zones. Dean Pierce said concern has been expressed about “spot zoning”, but frontage zones are not spot zoning so there is not a legal issue. Following further discussion there was agreement to amend the frontage zones to align with lot lines.

Regulatory Reform

There was discussion of the direction from the Selectboard to the CBCs and Planning Commission to compile a list of priority items for reform and priorities in the town plan. Jason Grignon commented it seemed the Selectboard did not discuss the merits that were representative of the decision that was made.

Jason Grignon said he will ask the DRB for their key points with regulatory reform.

8. BUDGET ISSUES

Dean Pierce noted the Planning Commission has a role in commenting on the Capital Improvement Plan. The CIP is a source for ideas. There may be other sources, such as COVID priorities. There is a push for committees to make recommendations through coordination with other groups. Gail Albert, Shelburne Natural Resources Committee, said the committee can only coordinate with the Planning Commission on items for the CIP otherwise the committee is simply asking for money for the conservation fund. The conservation fund should be shown separately from the budget. Dean Pierce said this is opportunity to comment on the CIP and give input to the budget.

The consensus on the budget is to fund open space protection, bike/ped connectivity, stormwater management, streetscape, economic development, and unified development bylaws.

9. OTHER BUSINESS/CORRESPONDENCE

Encore Solar Application

Notice was received regarding a solar installation off Route 7 by Encore Renewable Energy.

Vermont Planners Association Workshop on Housing for the Workforce

Dean Pierce will forward the link to the video.

Ad for Balloon Test

Notices will be sent for a balloon test on 10/2/20 by the applicant for a radio antenna.

10. ADJOURNMENT

MOTION by Jean Sirois, SECOND by Steve Kendall, to adjourn the meeting.

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

The meeting was adjourned at 9:09 PM.

RScty: MERiordan