

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

***Hybrid meeting.**

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

STAFF PRESENT: Aaron DeNamur, Planning Director; Matt Lawless, Town Manager.

OTHERS PRESENT: Cindy Cooke, Robilee Smith, Sarah Ray, Tracey Beaudin, Brandy Saxton, Rod Francis, Media Factory.

AGENDA:

1. Call to Order
2. Approval of Agenda
3. Approval of Minutes (9/14/23)
4. Disclosures/Potential Conflicts of Interest
5. Open to the Public
6. Review/Discuss: Draft Article 4
7. Other Business
8. Adjournment

1. CALL TO ORDER

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

2. APPROVAL OF AGENDA

MOTION by Tom Karlhuber, **SECOND** by Shawn Sweeney, to approve the agenda. **VOTING: unanimous (4-0)[Jean Sirois not present for vote]; motion carried.**

3. APPROVAL OF MINUTES

September 14, 2023

MOTION by Marla Keene, **SECOND** by Shawn Sweeney, to approve the minutes of 9/14/23 as presented. **VOTING: unanimous (4-0)[Jean Sirois not present for vote]; motion carried.**

4. DISCLOSURES/POTENTIAL CONFLICTS OF INTEREST

None.

5. OPEN TO THE PUBLIC

There was a question about opportunity for the public to contribute comments. The consultants explained there will be opportunity beginning in November. Steve Kendall added the public process with any bylaw amendment will be followed.

Cindy Cooke, public facilitator and mediator, announced she will be working with the Planning Commission to get input and feedback from the public. Consultants, Brandy

Saxon and Rod Francis, noted Cindy Cooke will be involved in the community outreach process.

6. REVIEW/DISCUSS: Draft Article 4

There was review of recommended changes to the following sections of Article 4:

- Section 4600 Landscaping & Screening – Issues include ensuring landscaping is sustained, access by fire apparatus, retaining and/or planting trees in residential subdivisions, and parking in front of a structure if there is a green buffer and/or elevation change. It was pointed out that commercial property owners want parking to be in front of the building to show potential customers that the business is open, but if the town wants Shelburne Road to be a boulevard, then the parking should not be out front. The location of parking should be decided lot by lot. Following further discussion, the Planning Commission agreed buildings should be toward the front of the lot with plantings and parking should be on the side or back of the building. Allowing for flexibility may provide for what is now the streetscape (i.e. treed areas). There was discussion of having a landscaping requirement in residential subdivisions for trees. The Planning Commission agreed with the concept, but did not want to micromanage homeowners and their property. The consultants will draft some bylaw language for consideration.
- Section 4700 Site Lighting – The lumen standards must be met. Major projects need a lighting plan. There was discussion of streetlights versus dark sky, pedestrian scale lighting on sidewalks versus street lighting, and rec path lighting versus lighting sidewalk in the village center. Following further discussion, the Planning Commission agreed major subdivisions should have streetlights with low impact. There was mention of regulating lighting on residential homes. It was suggested there could be a standard and valid complaints as a zoning infraction would be investigated (i.e. enforcement of an egregious offense).
- Section 4800 Signs – There was discussion of signs being an expression of free speech. It was suggested to avoid impacting free speech, event signs on town property should be exempt from permitting or signs on town property should not be allowed at all. Signs on town property should be only for town activities. The language in the current regulations specifying signs for farmers markets should be eliminated. New language simply states the sign size. Sign design (lights, location) can be controlled, but the text cannot be controlled. There can be no discrimination of the text on one sign over another. Offensive text is not allowed. The consultants will draft language on sign distance from sight.
- Use Table – Uses include residential and lodging (look at impact), commercial (look at scale, level of review, location, impacts, neighborhood commercial use), civic and community (protected class of uses that cannot be excluded such as religious gatherings), industrial (manufacturing, light industry), and natural resource based uses (state permitted activities such as farming, forestry, agriculture, rural mixed use PUD).

The Planning Commission will prepare for a zoning map discussion at the next meeting.

7. OTHER BUSINESS*Meeting Schedule*

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

Listening Session

Staff suggested holding a second Planning Commission meeting each month as a listening session to hear from the public. The sessions would begin on January 25, 2024.

8. ADJOURNMENT

MOTION by Steve Kendall, SECOND by Marla Keene, to adjourn the meeting.

VOTING: unanimous (5-0); motion carried.

The meeting was adjourned at 9:17 PM.

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