

**TOWN OF SHELBURNE
PLANNING COMMISSION
MINUTES OF MEETING
October 13, 2022**

***Hybrid meeting**

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

STAFF PRESENT: Adele Gravitz, Planning Director; Chris Robinson, Water Quality Superintendent.

OTHERS PRESENT: Members of the public participating in the meeting included Rowland Davis, Gail Albert, Dave Wheeler, Media Factory.

AGENDA:

1. Call to Order
2. Approval of Agenda
3. Approval of Minutes (9/8/22)
4. Disclosures/Potential Conflicts of Interest
5. Open to the Public
6. Stormwater Bylaw Edits
7. Old/Other Business
8. ARPA Committee Update
9. Adjournment

1. CALL TO ORDER

Chair, Steve Kendall, called the meeting to order at 7 PM and thanked Deb Estabrook in absentia for her service on the Planning Commission. Deb Estabrook resigned from the Planning Commission due to other commitments.

2. APPROVAL OF AGENDA

MOTION by Marla Keene, **SECOND** by Stephen Selin, to approve the agenda as presented. **VOTING: unanimous (6-0); motion carried.**

3. APPROVAL OF MINUTES

September 8, 2022

MOTION by Jean Sirois, **SECOND** by Shawn Sweeney, to approve the minutes of 9/8/22 as presented. **VOTING: unanimous (6-0); motion carried.**

4. DISCLOSURES/POTENTIAL CONFLICTS OF INTEREST

Marla Keene noted she works with Dave Wheeler who will be presenting the edits to the stormwater regulations. The Planning Commission did not feel there was a conflict of interest.

5. OPEN TO THE PUBLIC

None.

6. STORMWATER BYLAW EDITS

Dave Wheeler, South Burlington Water Resources Department and consultant to the Town of Shelburne, reviewed the current stormwater regulations which are found in four separate locations (zoning regulations, form-based code, subdivision regulations, and public works standards). The language of the current regulations is vague and unclear, has inconsistencies and no numerical values, and is redundant to state standards. The language should be consolidated and found only in Section 1900.4 of the zoning regulations. The other regulations and standards can then make reference to Section 1900.4. Suggested edits to the stormwater bylaw include:

- Changing the definition of “redevelopment”
- Establishing a threshold for stormwater review (half acre is commonly used)
- Applying the regulations to new and redevelopment projects
- Addressing water quality treatment standards
- Ensuring the stormwater discharge rate is no worse than existing
- Requiring applications to have a stormwater management plan and operations and maintenance plan
- Requiring a drainage and treatment plan and hydroCAD file be submitted

There was discussion of how to administer the stormwater regulations and when the regulations apply to development on a lot (new structure, addition to existing structure, half acre or larger, affordable housing, market rate housing). There was discussion of the cost of stormwater management systems for large developments and for single family houses.

Gail Albert, Shelburne Natural Resources Committee, asked how forested areas or existing trees fit into the regulations. Dave Wheeler said the regulations do not discuss trees specifically and are not part of the stormwater calculations.

The Planning Commission will include the stormwater regulations in the regulatory reform work.

7. OLD/OTHER BUSINESS

DRB Coordinator

Staff reported applicants are being interviewed for the DRB Coordinator position.

Planning Commission Vacancy

The vacancy on the Planning Commission will be posted and applicants will be interviewed.

Regulatory Reform

Work continues on the overhaul of the regulations.

Bylaw Modernization Grant & RFP

Staff is working concurrently on the bylaw modernization grant and RFP for a consultant to assist with regulatory reform.

Meeting Schedule

The agendas will be light for the next two meetings to allow staff to complete the RFP and grant application. Tentatively on October 27, 2022 the Planning Commission will meet with the town committee, board or commission available on that date. November 10, 2022 meeting agenda will also be light and not require much staff time.

Building Energy Standards

Stephen Selin suggested the town's regulations incorporate building energy standards.

8. ARPA COMMITTEE CHARTER

Staff reported the charter for the ARPA Committee has been approved by the Selectboard.

9. ADJOURNMENT

MOTION by Marla Keene, SECOND by Jean Sirois, to adjourn the meeting.

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

The meeting was adjourned at 9:14 PM.

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