

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

October 14, 2021

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

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

STAFF PRESENT: Nini Anger, Executive Assistant; Adele Gravitz, newly hired Planning Director.

OTHERS PRESENT: Members of the public participating in the meeting included Patrice Tabo, David Palmer, Ann Hogan, Robilee Smith, Kevin O'Brien, Media Factory.

AGENDA:

1. Call to Order
2. Approval of Agenda
3. Approval of Minutes (9/23/21)
4. Disclosures/Potential Conflicts of Interest
5. Open to the Public
6. Strategic Planning Session - Priorities Going Forward
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 Deb Estabrook, to approve the agenda with the amendment to address the grant application prior to the strategic planning session. **VOTING: unanimous (7-0); motion carried.**

3. APPROVAL OF MINUTES

September 23, 2021

MOTION by Neil Curtis, **SECOND** by Jean Sirois, to approve the minutes of 9/23/21 as presented. **VOTING: 5 ayes, 2 abstentions (Deb Estabrook, Stephen Selin); motion carried.**

4. DISCLOSURES/POTENTIAL CONFLICTS OF INTEREST

None.

5. OPEN TO THE PUBLIC

➤ Robilee Smith and Kevin O'Brien confirmed the Planning Commission received the letter they submitted with suggestions on the town plan review and priorities. Steve Kendall said the information will be included on a future agenda.

- Adele Gravitz, Shelburne's new planning director, mentioned her career in placemaking and expressed appreciation for being selected for the position. Ms. Gravitz said she is excited to be able to help move the town forward.

6. MUNICIPAL PLANNING GRANT PROPOSAL

Steve Kendall mentioned prerequisites are required to apply for 'downtown' status and for Shelburne the organizational framework is one of the missing pieces. The grant money would be used to hire a consultant to help the town create the organizational framework.

Patrice Tabo and David Palmer, members of Shelburne Business & Professional Association, mentioned that SBPA has over 70 business members and does many promotional events and activities and acts like a chamber of commerce for the town. SBPA would like to be involved with the downtown designation endeavor.

Neil Curtis mentioned Vergennes formed a partnership to pursue downtown designation.

MOTION by Stephen Selin, SECOND by Deb Estabrook, to support having the Town Manager move ahead with the grant application to pursue downtown designation for the Town of Shelburne and hire an economic development consultant. VOTING: unanimous (7-0); motion carried.

7. STRATEGIC PLANNING SESSION – PRIORITIES GOING FORWARD

Following discussion, the Planning Commission discussed items for consideration of possible action, including:

- Community development
- Streamline, reduce redundancy, reduce contradictions in the regulations
- Confirm sewer service district boundary is in line with where growth is occurring
- Use design review criteria with guidelines for all development along the Route 7 corridor
- Make needed adjustments in form based code
- Bike/ped connections
- Simplify (uncomplicate) language in the bylaws
- Work toward a unified bylaw concept
- Eliminate form based zoning as an overlay and have each district in town covered by either conventional zoning or form based code, or merge conventional zoning and form base code into one set of zoning regulations
- Educate the public about the Planning Commission process with the town plan and zoning regulations
- Review recommendations in the town plan to determine what can readily be accomplished; begin with recommendations for the village core and move outward
- Determine priorities and identify which regulations do not support the priorities; show town support for conservation of priority areas
- Do an economic impact analysis of development on a town-wide basis
- Determine if action items in the town plan support each other

- Request funds in the budget for a consultant to work on a unified bylaw
- Have an aligned view of where the town is going
- Consider working on a section of the town plan prior to when the town plan needs to be updated to minimize the work required
- Energy/climate issues

8. OTHER BUSINESS/CORRESPONDENCE

None.

9. ADJOURNMENT

MOTION by Stephen Selin, SECOND by Deb Estabrook, to adjourn the meeting.

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

The meeting was adjourned at 8:38 PM.

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