

*THE WRITTEN MINUTES ARE A SYNOPSIS OF DISCUSSION AT THE MEETING. MOTIONS ARE AS STATED BY THE MOTION MAKER. MINUTES ARE SUBJECT TO CORRECTION BY THE SHELburne HISTORIC PRESERVATION AND REVIEW COMMISSION. CHANGES, IF ANY, WILL BE RECORDED IN THE MINUTES OF THE NEXT MEETING OF THE COMMISSION*

**SHELburne HISTORIC PRESERVATION &  
DESIGN REVIEW COMMISSION  
December 8, 2022  
Minutes**

**Members Attending:**

Ruth Hagerman, Fritz Horton, Tom Koerner, Ann Milovsoroff, Marc Vincent

**Staff Attending:**

Susan Cannizzaro, Kit Luster

**Other Attendees:**

Bradley Chamberlain, Mike Gravelin, Tim Gravelin

**Call to order:**

Fritz Horton called the meeting to order at 8:30 a.m., and introductions were made.

**Approval of Minutes:**

Marc Vincent moved to approve the minutes of October 13, 2022. Tom Koerner seconded the motion, which was approved. Ruth Hagerman abstained from the vote.

**Design Review Application DR22-12 – Jordan & Bradley Chamberlain, 128 Shelburnewood Drive:**

Bradley Chamberlain was present to request approval for a replacement mobile home at 128 Shelburnewood Drive. The new, energy-efficient home will be a double-wide, replacing a single-wide. The Shelburnewood Board of Directors have approved the design of the new home. Mr. Chamberlain added that the new home will be on a permanent slab with frost walls.

Following a brief discussion, Tom Koerner moved to approve the application as submitted. Marc Vincent seconded the motion, which was unanimously approved.

Bradley Chamberlain left the meeting.

**Discussion with A & M Construction Regarding Proposed Subdivision at 913 Falls Road in accordance with Section 1520.3 of the Shelburne Zoning Bylaws:**

Mike and Tim Gravelin were present for this discussion. They reviewed the proposed 2-lot subdivision at 913 Falls Road again and stated that the number of units has been reduced to 5 (from 6) due to the site constraints. The Commission reviewed the site plan and the proposed building design. Susan Cannizzaro reminded the Commission that this is not a typical Design Review application for the building design, but rather a required site plan review per the Zoning Bylaw for support of the subdivision. This is required before the applicant can submit their Final Plan application to the Development Review Board. A brief discussion followed regarding the parking lot layout and the need for a hammerhead turnaround at the northern end, which emergency services has already noted. Tom Koerner commented that the site plan doesn't agree with the building elevations. Potential landscaping was discussed; however, the landscape plan will be reviewed and approved by the DRB.

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Tom Koerner moved that the HP&DRC support the proposed subdivision plan with the following conditions:

- 1.) The site plan will accurately reflect where the driveways will be located;
- 2.) There will be a hammerhead turnaround at the northern end of the parking area.

Marc Vincent seconded the motion, which was unanimously approved.

The members had a preliminary discussion with the Gravelins regarding the potential design of the townhouses. Tom Koerner encouraged the applicant to really think through the design they present to the HP&DRC.

Mike and Tim Gravelin left the meeting.

**Update on Historic Sites & Structures Survey:**

There was no update to report on the Historic Sites & Structures Survey. Susan reminded the Commission members that Adele Gravitz had distributed a draft of the updated survey prior to her departure. Aaron DeNamur, the new Planning Coordinator, will invite Brian Knight to attend a meeting in January.

**Other Business:**

Fritz Horton reported that he received a proposal from Geoff Greene to maintain the Town Hall clock. Geoff works with David Welch at The Clock Shop in Vergennes. The proposal came in at \$1,000 per year, plus the cost of any necessary repairs or parts. There was a brief discussion on whether it is this Commission's responsibility to maintain the clock. Following the discussion, Marc Vincent moved to accept the proposal and to authorize Chairman, Fritz Horton, request to the Selectboard that these funds be included in the budget. Ruth Hagerman seconded the motion, which was unanimously approved.

**Adjournment:**

Ruth Hagerman moved to adjourn the meeting at 9:55 a.m. Ann Milovsoroff seconded the motion, which was unanimously approved.

Respectfully submitted,  
Susan Cannizzaro