

**TOWN OF SHELBURNE  
PLANNING COMMISSION  
MINUTES OF MEETING  
May 26, 2021**

**\*Meeting held via teleconference.**

**MEMBERS PRESENT:** Steve Kendall (Chair); Jason Grignon (Vice Chair); Megan McBride, Jean Sirois. (Stephen Selin, Neil Curtis, Deb Estabrook were absent.)

**STAFF PRESENT:** Lee Krohn, Town Manager.

**OTHERS PRESENT:** Mark Sammut, Joyce George, Don Rendall, Dawn, Media Factory (Wendy).

**AGENDA:**

1. Call to Order
2. Approval of Agenda
3. Approval of Minutes (5/12/21)
4. Disclosures/Potential Conflicts of Interest
5. Open to the Public
6. Zoning Amendments “2<sup>nd</sup> Bundle”
7. Other Business/Correspondence
8. Adjournment

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**1. CALL TO ORDER**

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

**2. APPROVAL OF AGENDA**

**MOTION by Megan McBride, SECOND by Jean Sirois, to approve the agenda as presented. VOTING: unanimous (4-0); motion carried.**

**3. APPROVAL OF MINUTES**

*May 12, 2021*

Postponed due to lack of a quorum present at the 5/12/21 meeting.

**4. DISCLOSURES/POTENTIAL CONFLICTS OF INTEREST**

None.

**5. OPEN TO THE PUBLIC**

None.

**6. ZONING AMENDMENTS (“2<sup>nd</sup> Bundle”)**

*Fences*

There was discussion of proposed language for fences that allows a four foot high fence without a permit, up to an 8’ high fence with administrative approval, and over 8’ high fence requiring DRB review. There was also discussion of the location of a fence relative to the public sidewalk or property lines, and fence materials. Staff will research distance from the right-of-way and setback from a public sidewalk. There was agreement a fence

that is agreed to by both property owners could be located on the boundary line between their lots. Also, state wildlife corridor maps should be referenced to avoid impact by fences.

#### *Boundary Line Adjustment (BLA)*

The Planning Commission agreed with the intent of the language for a BLA and that the statement allowing referral of a proposal to the DRB for review need only be stated once in the bylaws, not repeated under each section.

#### *Lot Merger*

There was suggestion zone boundaries should be aligned with the district maps in the Shelburne Road corridor to avoid confusion, and language should be added to address a lot bisected by different zoning districts and that the rules of the more restrictive zone prevail with the merged lot. Staff will research the regulations for guidance on which district prevails with a merger.

#### *Section 1900.11 - Administrative Review*

There was discussion of allowing administrative review for building size expansion or site coverage based on a cap of 5000 s.f. or a percentage of the building/coverage. Staff will provide several actual examples to provide clarity. It was noted state stormwater regulations could impact any expansion and need to be considered.

#### *Site Plan Review*

There was discussion of going to a two step review process (Sketch to Final) rather than three steps to save time and energy. Preliminary Plan requirements would be combined with Final Plan requirements. Also, review of a proposal by Shelburne Natural Resources Committee should occur at Sketch Plan. It was suggested the requirement of letters from all town departments and when these letters should be submitted should be reconsidered and letters from departments pertinent to the proposal only should be required. It was also suggested the number of applications that need to be completed for a project should be winnowed down. Staff will draft language for review.

## **7. OTHER BUSINESS/CORRESPONDENCE**

#### *First Bundle of Zoning Bylaw Amendments*

Staff reported the Selectboard approved the first bundle of zoning bylaws amendments submitted by the Planning Commission.

#### *Sidewalk Fund*

The Planning Commission supports the concept and will add the item to a future agenda for discussion.

#### *Housing Subcommittee Work*

The Housing Subcommittee will be drafting regulations for accessory development units and duplexes over the summer. The Planning Commission is urged to attend the June 7, 2021 committee meeting to provide input.

**8. ADJOURNMENT**

**MOTION by Megan McBride, SECOND by Jason Grignon, to adjourn the meeting.**

**VOTING: unanimous (4-0); motion carried.**

The meeting was adjourned at 9:14 PM.

*RScty: MERiordan*