

*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**

**July 23, 2020**

**Minutes**

**This meeting was conducted remotely using Zoom platform.**

**Members Attending:**

Lauren Giannullo, Fritz Horton, Tom Koerner, Ann Milovsoroff, Marc Vincent, Eileen Warner, David Webster

**Staff Attending:**

Susan Cannizzaro, Dean Pierce

**Others Attending:**

Peter March, Don Booth, Matt Fitzpatrick, Warren Irish, Steve Guild, Jeff McBride, Cindy Bessery

**Call to order:**

Tom Koerner called the meeting to order at 8:35 a.m. Attendance roll call was taken.

**Approval of Minutes:**

David Webster requested an amendment to the minutes of July 9, 2020 to note that the discussion regarding whether Cullen Bullard's lot is considered a corner lot was in reference to determine the required setbacks for his proposed shed. The amendment was accepted and David moved to approve the amended minutes. Lauren Giannullo seconded the motion, which was unanimously approved.

**Design Review Application DR20-10 – Susan Spillane (Village Mobil) / NH Signs, 5252 Shelburne Road:**

Peter March and Don Booth returned with additional lighting information and a curved edge design for the proposed Village Mobil sign as requested at the previous meeting.

Mr. March explained that the light will consist of a 60" white aluminum shroud that will contain a 49" warm light to be installed on the top edge of the sign. Fritz Horton suggested the shroud be black and discussion followed regarding the color. Mr. March explained they are proposing white so the shroud will blend with the background of the sign, making it virtually disappear.

A question was raised about the "Synergy" panel and whether it is fixed or interchangeable. Mr. March replied that it is a fixed portion of the sign and no add-on signs are being proposed.

The members then reviewed the original proposal for a rectangular shaped sign vs. the new curved edge design. The majority were in favor of the original design.

Fritz Horton moved to recommend approval of the rectangular shaped sign with the light shroud to be black or dark in color. Marc Vincent seconded the motion, which was unanimously approved.

Peter March and Don Booth left the meeting.

**Design Review Application DR20-11 – Cullen Bullard, 5095 Shelburne Road:**

Dean Pierce reported that this application has been withdrawn.

**Design Review Application DR20-12 – Village Creamery, LLC / G4 Design Studios, 5138 Shelburne Road:**

Steve Guild reviewed revised plans for the elevator and stair tower for The Creamery building following comments received at the previous meeting, including changing the metal gable roof to a flat asphalt roof and simplifying the design and colors to better match the existing building.

Fritz Horton commented that he has a problem with the rhythm of the dormers. The applicant responded that they are dealing with tight parameters and functionality restrictions, so they are limited with design options. Marc Vincent shared he feels the design is a big improvement, particularly given the parameters, and Lauren Giannullo agreed. Eileen Warner added she likes the simplicity of the design. David Webster commented that the applicant heard the Commission's concerns and has responded to them.

Following further discussion, David Webster moved to recommend approval of the addition of the elevator and stair tower in its design presented today. Eileen Warner seconded the motion which was approved. Fritz Horton abstained from the vote.

Steve Guild, Matt Fitzpatrick, Warren Irish left the meeting.

**Design Review Application DR20-13 – Jeff and Megan McBride, 245 Marsett Road:**

Jeff McBride was present to request approval for the removal of an existing doorway which will be infilled with siding to match the existing siding. He explained they currently have two doors on the front of the house and wish to remove one.

Lauren Giannullo moved to recommend approval of the application as submitted. Marc Vincent seconded the motion, which was unanimously approved. It was noted that this application was clear and concise.

Jeff McBride left the meeting.

**Review of new review procedures effective August 5, 2020:**

Dean Pierce reported the Zoning Bylaw change to simplify the design review process will take effect on August 5, 2020. Minor projects, such as the McBride application just reviewed, will still go to the HP&DRC, but will no longer have to go to the Development Review Board afterwards. Instead, the application will go directly to the zoning officer for approval. This will shorten the length of approval time for applicants. Larger projects will still be required to go before the Development Review Board following the HP&DRC's recommendation for approval.

David Webster questioned how this will affect abutter notification. Dean responded that minor applications will not require the notification, but a Zoning Permit will still have to be posted on their property prior to construction.

**Public Comment:**

Cindy Bessery from 84 Village Vale Drive introduced herself and explained they would like to install a pool and replace a fence at their property. This is a time-sensitive project due to the pool delivery schedule. They expected to be on today's agenda; however, due to miscommunication, the necessary paperwork had not been received prior to the posting of the agenda.

Dean explained that due to there being five Thursdays in July, a special meeting could be held next week which would still allow the application to be heard by the DRB on August 5<sup>th</sup>. The majority of the Commission members stated they are available for a special meeting at 8:30 a.m. on July 30<sup>th</sup>. Staff will schedule the meeting and distribute the application materials.

Cindy Bessery left the meeting.

**Upcoming Planning Commission Agenda Items:**

Dean Pierce reported the Planning Commission continues to work on amendments to the Zoning Bylaw, and they are currently acting as the Telecommunications Board for the proposed ham radio towers on Dorset Street.

**Other Business:**

Fritz Horton reported there is no update on the Town Hall clock repair.

Dean Pierce reported that there is no update to the draft statements to applicants or examples of applications to be posted on the website. Dean added that Britney Aube, the DRB Coordinator & Assistant Zoning Officer has left the Town and will be the new City Clerk in Vergennes. Dana Hanley will fill the vacant position starting on Monday, July 27<sup>th</sup>.

Historic Preservation & Design Review Commission

July 23, 2020

Page 4

**Adjournment:**

Tom Koerner moved to adjourn the meeting at 9:33 a.m. Marc Vincent seconded the motion, which was unanimously approved.

Respectfully submitted,  
Susan Cannizzaro