

**TOWN OF SHELBURNE
PLANNING COMMISSION
MINUTES OF MEETING
JANUARY 8, 2026**

Hybrid meeting

MEMBERS PRESENT: Steve Kendall, Chair; Jeff Hodgson, Vice-Chair; Pam Brangan; Ramzy Kanaan, Tom Karlhuber; Jean Sirois

MEMBERS ABSENT: None

STAFF PRESENT: Aaron DeNamur, Director of Planning & Zoning; Matt Lawless, Town Manager

OTHERS PRESENT: None

1. Call to Order
2. Approval of Agenda
3. Approval of Minutes (12/11/25)
4. Disclosures/Potential Conflicts of Interest
5. Public Comments
6. Public Hearing to Consider Amendments to the 2019 Town Plan
7. Discussion of Amending PC Report on New Zoning Bylaw
8. Other Business
9. Adjournment

1. CALL TO ORDER

S. Kendall called the meeting to order at 7 PM.

R. Kanaan, the newest member of the Planning Commission (PC), introduced himself. He recently moved back to Shelburne after working overseas for many years. He has a professional background in biology, international development and conservation. All PC members introduced themselves to R. Kanaan.

2. APPROVAL OF AGENDA

JEFF HODGSON made a motion, seconded by JEAN SIROIS, to approve the agenda. Motion passed 6-0.

3. APPROVAL OF MINUTES

TOM KARLHUBER made a motion, seconded by PAM BRANGAN, to approve the minutes of December 11, 2025, as presented. Motion passed 6-0.

4. DISCLOSURES/POTENTIAL CONFLICTS OF INTEREST

None.

5. PUBLIC COMMENTS

None.

6. PUBLIC HEARING to CONSIDER AMENDMENTS to the 2019 TOWN PLAN

A. DeNamur said that this amendment ensures that the town maps are in line with the current limits of the serviced area and state regulations.

JEFF HODGSON made a motion, seconded by PAM BRANGAN, that per 24 V.S.A Section 4384, I move to open the warned public hearing to consider the proposed amendments to the 2019 Town Plan. Motion passed 6-0.

S. Kendall requested public input, of which there was none.

JEFF HODGSON made a motion, seconded by JEAN SIROIS, to close the public hearing and recommend the proposed amendments to the 2019 Town Plan to the Selectboard for their consideration and adoption. Motion passed 6-0.

7. DISCUSSION of TOWN PLAN UPDATE

A. DeNamur said that most of the work on this project will be done by the regional planning commission (CCRPC) and Shelburne staff. T. Karlhuber pointed out inconsistencies in the existing document, as well as issues with the tone. P. Brangan said that many of the items in the current Town Plan have already been completed. S. Kendall said that this document is a vision statement for the town, and that there should be less information about specific regulations and polices. He also spoke of the overuse of the phrases “scenic” and “natural resources” as these can be subjective. A. DeNamur said that Shelburne needs to ensure compliance with state law, however beyond that, the town can adjust this document to meet their needs. He discussed Tier 1a status, which would allow Shelburne to be exempt from Act 250 in desired areas. Shelburne is currently pursuing Tier 1b, which would only provide Act 250 exemption for housing projects in specific areas. The Shelburne planning office would enforce Act 250 in Shelburne, rather than the state doing such. A. DeNamur said that he is unsure if Shelburne would have the staff capacity to administer and enforce these regulations should Tier 1a be desired. All agreed that this is at least worth looking into.

M. Lawless said that it is helpful to look through tasks that have not been completed in the current Town Plan and ensure that items are actionable and to look at cost and staff capacity attainability. He suggested looking at the Vermont League of Cities and Towns template and other municipal plans. Specificity can be helpful in gaining grant funding. He suggested a shorter and more effective town plan. M. Lawless suggested including a list of top strategic actions which could be used to develop a strategic plan. A. DeNamur discussed the potential of making the Housing Subcommittee into a Town Commission. He also noted that there was no chapter on community and economic development. S. Kendall said that there was considerable verbiage warning the town against growing against its capacity for services, which is a myth. Minimizing the number of maps was also discussed.

A. DeNamur said that a memo needs to be written to all boards and commissions/committees in Shelburne to engage them in this update and schedule a meeting with the Selectboard to discuss the process and their goals. He also spoke about looking at Williston’s recent town plan, as this has been well-received and is recent. P. Brangan also suggested looking at recent award-winning town plans in Vermont. The current plan expires in February of 2027. An approved and current

town plan is necessary to receive some types of grant funding. The PC will plan to have this document prepared by November 2026 for approval, as two Selectboard hearings are required. The Selectboard will be invited to the PC to discuss this matter at the February 12th meeting. The full-day work session for the PC is scheduled for March 28 from 9-12, in lieu of the March 26 meeting. It is anticipated that two committees/commissions will be invited to the March 12 meeting. The PC discussed engaging with the business community and targeted parcel outreach.

8. DISCUSSION of AMENDING PC REPORT on NEW ZONING BYLAW

A. DeNamur said that statute requires that, should the Selectboard make substantial changes, the PC report must be amended to reflect this. He needs the authority of the PC to make any necessary changes required from the Selectboard's changes.

STEVE KENDALL made a motion, seconded by JEAN SIROIS, that the Planning Commission approve Aaron DeNamur to make changes if required to the Planning Commission report based on changes that the Selectboard makes for their final hearing on January 27th, in reference to the new bylaws. Motion passed 6-0.

It is anticipated that the bylaws will formally be approved on January 28, 2025. The bylaws will go into effect twenty-one days afterwards.

9. OTHER BUSINESS

A. DeNamur said that the Land Use Board said that they would not approve the Shelburne Museum to be zoned in the downtown area for a CCRPC mapping initiative. This does not affect Shelburne's individual zoning decisions; however it may affect Act 250 exemptions. This will be discussed further at a future meeting. The next meeting on January 29 will be an informational meeting, as there will not be a quorum.

11. ADJOURNMENT

JEFF HODGSON made a motion, seconded by RAMZY KANAAN, to adjourn the meeting. Motion passed 6-0 at 9:10 PM.

Respectfully submitted,
Darby Mayville

Next meeting: January 29nd