

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

February 10, 2022

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

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

STAFF PRESENT: Adele Gravitz, Planning Director.

OTHERS PRESENT: Members of the public participating in the meeting included Gail Albert, Joyce George, Steve Brandon, Shelly Krombach, Media Factory.

AGENDA:

1. Call to Order
2. Approval of Agenda
3. Approval of Minutes (1/27/22)
4. Disclosures/Potential Conflicts of Interest
5. Open to the Public
6. Updates
7. Interim Zoning Bylaw for COVID
8. Other Business/Correspondence
9. Adjournment

1. CALL TO ORDER

Chair, Steve Kendall, called the hybrid meeting to order at 7 PM. Introductions were done.

2. APPROVAL OF AGENDA

MOTION by Deb Estabrook, **SECOND** by Stephen Selin, to approve the agenda as presented. **VOTING: unanimous (7-0); motion carried.**

3. APPROVAL OF MINUTES

January 27, 2022

MOTION by Jason Grignon, **SECOND** by Jean Sirois, to approve the minutes of 1/27/22 as presented. **VOTING: 5 ayes, 2 abstentions (Stephen Selin, Neil Curtis); motion carried.**

4. DISCLOSURES/POTENTIAL CONFLICTS OF INTEREST

None.

5. OPEN TO THE PUBLIC

None.

6. UPDATES

The following was noted:

- Information from *Shelburne News* on publishing Planning Commission meeting information is still being gathered.
- With regard to the interim bylaw on outdoor dining versus incorporating the bylaw into the regulations permanently, staff reported it is quicker to retain the standalone bylaw.

7. INTERIM ZONING BYLAW for COVID

There was discussion of the following:

- Incorporating the interim bylaw into the regulations expeditiously so businesses can do their planning - The Planning Commission agreed in principle to all the wording changes in the interim bylaw and felt the interim bylaw should be incorporated into the regulations especially if the exercise of identifying any conflicts between the interim language and the permanent zoning regulations is undertaken. It was recognized that staff time to do this work is an issue.
- Redrafting the interim bylaw as a standalone regulation for outdoor seating/dining – The Planning Commission reviewed the language for outdoor dining in form based code and suggested changes to the interim bylaw in the 1/20/21 memo from Lee Krohn for integration of the bylaw into the zoning regulations in the future. Edits were made relative to removing COVID references, requiring sewer allocation for seating, temporary tents, food trucks, outdoor provision of services, performance standards. Staff will update the language of the interim bylaw per the edits.
- The need to do an overall review/update of the zoning regulations.

Staff will find out:

- The purpose of the suggested wording changes to the interim bylaw on outdoor seating proposed by Lee Krohn in his 1/20/21 memo.
- If many businesses/restaurants in town used the interim bylaw in the past year and if there were any conflicts.
- If adding a ‘notwithstanding clause’ to the interim bylaw language would facilitate integration of the bylaw into the zoning regulations.
- The process and timeframe for integrating the current interim bylaw into the regulations (the interim bylaw expires in June). Also, what must be included in the report on the bylaw changes for the public hearing warning.
- The scope of work entailed to search the existing regulations for conflicts with the interim bylaw.
- If the water/sewer allocation 50% pro-rate as suggested by Lee Krohn for inclusion in the bylaw is covered elsewhere in the zoning regulations.
- If the standalone bylaw supersedes the zoning regulations.

8. OTHER BUSINESS/CORRESPONDENCE

Shelburne Bike/Ped Committee

Marla Keene reported the next meeting of the committee is 3/9/22.

Form Based Code

Steve Kendall reported regulatory reform of both conventional zoning and form based code is the priority for the Selectboard.

Jason Grignon suggested targeting interim zoning for the area along Route 7 in the form based code overlay where the mixed use development proposal is located should be discussed.

9. ADJOURNMENT

MOTION by Jean Sirois, SECOND by Jason Grignon, to adjourn the meeting.

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

The meeting was adjourned at 9:23 PM.

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