

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

February 11, 2021

***Meeting held via teleconference.**

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

STAFF PRESENT: Dean Pierce, Planning Director.

OTHERS PRESENT: Gail Albert, Allyson Myers, Don Rendell, Joyce George, Roger and Betsy Howland.

AGENDA:

1. Call to Order
2. Approval of Agenda
3. Approval of Minutes (1/28/21)
4. Disclosures/Potential Conflicts of Interest
5. Open to the Public
6. Bylaw Revision/Regulatory Reform
7. Mini Survey
8. Other Business/Correspondence
9. Adjournment

1. CALL TO ORDER

Chair Jason Grignon called the teleconference meeting to order at 7 PM.

2. APPROVAL OF AGENDA

MOTION by Stephen Kendall, **SECOND** by Deb Estabrook, to approve the agenda as presented. **VOTING: unanimous (6-0); motion carried.**

Jason Grignon noted there will be a brief Telecommunications Review Board deliberation following conclusion of the Planning Commission meeting.

3. APPROVAL OF MINUTES

January 28, 2021

MOTION by Steve Kendall, **SECOND** by Jean Sirois, to approve the minutes of 1/28/21 with correction to the spelling of "MAPA". **VOTING: unanimous (6-0); motion carried.**

4. DISCLOSURES/POTENTIAL CONFLICTS OF INTEREST

None.

5. OPEN TO THE PUBLIC

None.

6. BYLAW REVISION/REGULATORY REFORM

The Planning Commission discussed bylaw/regulatory items that can be streamlined relatively easily and those that need further discussion including:

- Publishing a document outlining the step-by-step process for different types of applications and simplifying the actual application form can be done.
- Simplifying Sketch Plan, Site Plan/Subdivision review needs further discussion. Language will be submitted by the Shelburne Natural Resources Committee regarding involvement earlier in the review process for consideration by the Planning Commission.
- Ways to increase housing in town needs further discussion.
- Simplifying sign replacement with administrative approval can be done.
- Simplifying the procedure for modifying nonconforming structures needs further input from departments involved. Requiring a permit allows the town to do an equitable assessment of a property and to know the intensity of use.
- There is a list on the town's website showing what projects require a permit and what projects do not. Not requiring a permit for small sheds is an acceptable and easy change. Eliminating minimum parking requirements and giving the DRB discretion on parking is acceptable.
- Relaxing frontage, setbacks, and minimum lot size requirements in certain districts and for certain uses needs further discussion.
- Open space definition and protection of species using the Shelburne Natural Resources Committee language and the language used in Act 250 approvals needs further discussion.
- Sidewalk and tree planting requirements need further discussion with those departments and committees that are impacted (Public Works, Paths Committee, Tree Committee).
- Though separate from regulatory reform, climate, helipads, airstrips need further discussion so the town is better prepared with administrative reviews. The state will look to a town's municipal plan for guidance on approving a helipad or airstrip application, but if the town does not have local land use regulations for this then the state will approve the application.
- Certificate of occupancy as a mechanism to ensure the Vermont energy code is met or other requirements applied by the town are met needs further discussion. An individual building their own house is exempt. Having rules that are not enforced is questioned.
- Tiny homes relative to accessory apartments and merger of lots and recording of plats need further discussion.
- Enforcement needs further discussion because enforcement is more encompassing and has associated costs.

7. MINI SURVEY

There was discussion of structuring survey questions to get more clear answers. Structuring questions to rate on a scale to show most to least importance is one approach. Next step includes publishing the survey results so the people know they have been heard. The Planning Commission will identify five big themes from the survey responses to pursue further.

8. OTHER BUSINESS/CORRESPONDENCE*Short Term Rental Registry*

There is a bill before the state legislature on establishing a short term rental registry.

Helipad/Airstrip

The Planning Commission received the email from the State Transportation Board on helipads and airstrips.

Hyde Park

The town of Hyde Park received a grant to publish a series of guides. Shelburne could adapt the application for possible town projects.

Commercial Corridor Redevelopment Strategies

Staff will send a copy of the document on commercial corridor re/development to the Planning Commission.

9. ADJOURNMENT

MOTION by Jean Sirois, SECOND by Stephen Selin, to adjourn the meeting.

VOTING: unanimous (6-0); motion carried.

The meeting was adjourned at 9:09 PM.

RScty: MERiordan