

A VIDEO RECORDING OF THE MEETING IN ITS ENTIRETY IS AVAILABLE THROUGH VERMONTCAM.ORG. THE WRITTEN MINUTES ARE A SYNOPSIS OF DISCUSSION AT THE MEETING. MOTIONS ARE AS STATED BY THE MOTION MAKER. MINUTES SUBJECT TO CORRECTION BY THE SHELBURNE DEVELOPMENT REVIEW BOARD. CHANGES, IF ANY, WILL BE RECORDED IN THE MINUTES OF THE NEXT MEETING OF THE BOARD.

**TOWN OF SHELBURNE  
DEVELOPMENT REVIEW BOARD  
MINUTES OF MEETING  
February 15, 2023**

**MEMBERS PRESENT:** Mark Sammut (Chair); John Day, Mike Major, Allyson Myers, Bob Glover, David Hillman. (Anne Bentley and Zeke Plante were absent.)

**STAFF PRESENT:** Kit Luster, DRB Coordinator; Aaron DeNamur, Planning Coordinator & Assistant Zoning Administrator.

**OTHERS PRESENT:** Gail Albert, Joyce George, Tracey Beaudin, Media Factory.

**AGENDA:**

1. Call to Order and Agenda
2. Public Comment
3. Minutes (1/18/23)
4. Discussion: Future DRB Staff Reports and Decisions
5. Update: Planning Commission Meeting
6. Other Business
7. Adjournment

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**1. CALL TO ORDER and AGENDA**

Chair, Mark Sammut, called the meeting to order at 7 PM.

**2. PUBLIC COMMENTS**

None.

**3. MINUTES**

*January 18, 2023*

**MOTION by Mark Sammut, SECOND by Mike Major, to approve the minutes of 1/18/23 as presented. VOTING: 5 ayes, one abstention (Bob Glover); motion carried.**

**4. DISCUSSION: Future DRB Staff Reports and Decisions**

There was discussion of staff's suggestions to streamline the application process by making the staff report and decisions more concise for the DRB, the applicant, and the public. The following was noted:

- The staff report on applications can be shortened balanced with the report being a guide to the DRB and citing applicable sections of the bylaws pertaining to the application.
- Decision on an application should be in a document separate from the staff report.
- In addition to citing applicable sections of the code in the staff report on an application, the staff report should also state whether the application complies

with the code, and if the application does not comply, then the staff report should include a brief explanation.

- The staff report should help the applicant know the issues and next steps as well as what is expected by the DRB in order to review the application. The staff report should include a list of standard conditions.
- The date an application expires should be shown in BOLD and the phase of review (Sketch, Preliminary/Final) should be highlighted.
- The staff report should note whether required documents have been submitted with the application. Key principal documents should be kept in the file for an application and not necessarily as part of the staff report.
- The latest date a document can be submitted on an application prior to the DRB hearing needs further discussion.

Gail Albert, Shelburne Natural Resources and Conservation Committee (SNRCC), said for the committee to provide comments on an application it is helpful to receive documents early in the process since the committee meets only once a month. Also, the applicant can hear feedback early on which is beneficial.

## **5. UPDATE: Planning Commission Meeting**

Aaron DeNamur reported:

- Responses are due 2/17/23 to the RFP for a consultant to audit the zoning regulations and recommend changes.
- Housing Subcommittee will do a presentation at the next Planning Commission meeting. Discussion will include accessory dwelling units.
- Article XVI – Village Core District will be discussed at the next Planning Commission meeting.
- Staff will be overlaying the map on forest blocks and habitats in Shelburne provided by the consultant engaged by SNRCC on the town's land use maps.

## **6. OTHER BUSINESS/CORRESPONDENCE**

*Administrative Decisions*

The DRB noted recent application(s) approved administratively.

*Next Meeting(s)*

March 15, 2023 (application review; appeal)

*Filing Extension*

Staff reported a filing extension was issued to Mike Gravelin for his application.

## **7. ADJOURNMENT**

**MOTION by Mark Sammut, SECOND by Bob Glover, to adjourn the meeting.  
VOTING: unanimous (5-0)[Allyson Myers not present for vote]; motion carried.**

The meeting was adjourned at 8:05 PM.

*RScty by tape: MERiordan*