

**TOWN OF SHELBURNE
PLANNING COMMISSION
MINUTES OF MEETING
May 12, 2021**

***Meeting held via teleconference.**

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

STAFF PRESENT: Lee Krohn, Town Manager.

OTHERS PRESENT: Gail Albert, Joyce George, Don Rendall.

AGENDA:

1. Call to Order
2. Approval of Agenda
3. Approval of Minutes (4/22/21)
4. Disclosures/Potential Conflicts of Interest
5. Open to the Public
6. Follow Up: Fences
7. Zoning Amendments “2nd Bundle”
8. Appointment to Housing Subcommittee
9. Other Business/Correspondence
10. Adjournment

1. CALL TO ORDER

Chair, Steve Kendall, called the teleconference meeting to order at 7 PM.

2. APPROVAL OF AGENDA

MOTION by Jason Grignon, **SECOND** by Neil Curtis, to approve the agenda as presented. **VOTING: unanimous (5-0); motion carried.**

3. APPROVAL OF MINUTES

April 22, 2021

MOTION by Stephen Selin, **SECOND** by Jason Grignon, to approve the minutes of 4/22/21 with correction to the number of members present for votes to reflect Neil Curtis not present until the public hearing on bylaw revision/regulatory reform (agenda item #6). **VOTING: unanimous (5-0); motion carried.**

4. DISCLOSURES/POTENTIAL CONFLICTS OF INTEREST

None.

5. OPEN TO THE PUBLIC

None.

6. FOLLOW UP: Fences

Proposed language for administrative review of fences was reviewed. Essentially, fences less than four feet in height would be exempt from needing a permit. Fences four feet to

eight feet in height could be administratively approved. Fences greater than eight feet in height would need review by the DRB. There was discussion of review of a fence based on location and criteria for fences in certain areas of town. Sensitive areas and wildlife corridors need to be protected. Staff will draft further language for consideration by the Planning Commission.

7. ZONING AMENDMENTS: “2nd Bundle”

Boundary Line Adjustment (BLA)

Staff recommendation is to handle BLAs administratively. BLA can be done provided no new lots are created or nonconformance created or increased. Staff will investigate how zoning districts are defined (i.e. by property lines or measurement from center of road). Jason Grignon stressed administrative approval of a BLA should include the requirement the BLA is recorded in the town records so the tax maps can be updated.

There was discussion of lot mergers. It was noted requiring a permit to merge lots is not the practice by all towns. It was suggested the requirement be that deeds be updated, the property map be updated, and the town be notified when a merger has occurred.

Minor Changes to Site Plan (Non-Material Changes)

Staff recommendation is minor, non-material changes to a site plan needs only administrative review.

Consolidate/Simplify Review

Staff recommendation is to have sketch plan review and then go to project review. If the project is complicated the review can be continued until all the information that is needed is provided. Jason Grignon stated review by Shelburne Natural Resources Committee (SNRCC) should be part of the process. Lee Krohn suggested a joint review be held at the sketch plan stage. Gail Albert, SNRCC, said the regulations need to be updated so that suggestions from the committee are more than just suggestions.

There was mention of forming a prioritized list for the Planning Commission to address including natural resources items and town plan recommendations. It was suggested a joint meeting with the Planning Commission, DRB, and SNRCC be held to compile a list. Having a unified bylaw was also mentioned. Jason Grignon said the town was not awarded a grant to hire a consultant to help with the task of developing a unified bylaw for Shelburne.

The Planning Commission reviewed the language in Article III.A (BLA), Sections 300.A and 305.A. There was agreement the language presented by staff was acceptable. There was discussion of potential criteria to be used by the DRB to review BLAs (Section 330.A). Following discussion, the Planning Commission agreed with combining the language in Section 305.A for BLA and lot merger for administrative review.

At the next meeting the Planning Commission will discuss Sections 810, 1910, 1911, 1930, administrative review of site plans and land uses. Staff will provide language for review.

8. APPOINTMENT TO HOUSING SUBCOMMITTEE

The consensus of the Planning Commission is to support the Selectboard appointment of Amy Southward to the Housing Subcommittee.

9. OTHER BUSINESS/CORRESPONDENCE

TRB

The ordinance needs to be amended to shift the jurisdiction to the Selectboard.

Meeting Schedule

Until further notice Planning Commission meetings will be the 2nd and 4th Wednesday of the month so there can be administrative support provided.

10. ADJOURNMENT

MOTION by Jason Grignon, SECOND by Neil Curtis, to adjourn the meeting.

VOTING: unanimous (5-0); motion carried.

The meeting was adjourned at 9:16 PM.

RScy: MERiordan