

**TOWN OF SHELBURNE
PLANNING COMMISSION
MINUTES OF MEETING
May 26, 2022**

***Hybrid meeting.**

MEMBERS PRESENT: Steve Kendall (Chair); Deb Estabrook, Marla Keene, Jean Sirois. (Stephen Selin was absent.)

STAFF PRESENT: Adele Gravitz, Planning Director, Aaron DeNamur, DRB Coordinator

SELECTBOARD: Michael Ashooh

OTHERS PRESENT: Members of the public participating in the meeting included Don Porter, Donna Fialkoff, Judy Raven, Gail Albert, Monica Lalime, Steve Brandon, Stephen Baietti, Chris Latta, D. Penar, Jay Kelly, Robilee Smith, Rowland Davis, Don Rendall, Kit Anderson, Stephen Brandon, Barbara Grant, Sara Lightner, Rosemary Sadler, Robert Millay, Shawn Sweeney, Media Factory.

AGENDA:

1. Call to Order
2. Approval of Agenda
3. Approval of Minutes (4/28/22 & 5/12/22)
4. Disclosures/Potential Conflicts of Interest
5. Open to the Public
6. Elect Planning Commission Officers
7. Community Heart & Soul Presentation
8. Old Business
9. Correspondence
10. FBC Project List
11. Other Business
12. Adjournment

[Note: Minutes reflect the order of the published agenda.]

1. CALL TO ORDER

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

2. APPROVAL OF AGENDA

MOTION by Marla Keene, **SECOND** by Jean Sirois, to approve the agenda.

VOTING: unanimous (4-0); motion carried.

3. APPROVAL OF MINUTES

April 28, 2022

MOTION by Steve Kendall, **SECOND** by Marla Keene, to approve the minutes of 4/28/22 with the clarification in Item #8 (PC/DRB conversation on FBC) that comments from the public were also noted. **VOTING: unanimous; motion carried.**

May 12, 2022

MOTION by Marla Keene, SECOND by Deb Estabrook, to approve the minutes of 5/12/22 as presented. VOTING: unanimous (4-0); motion carried.

4. DISCLOSURES/POTENTIAL CONFLICTS OF INTEREST

None.

5. OPEN TO THE PUBLIC

None.

6. ELECT PLANNING COMMISSION OFFICERS

Chair and Vice Chair

MOTION by Marla Keene, SECOND by Deb Estabrook, to nominate Steve Kendall as Chair of the Planning Commission and Jean Sirois as Vice Chair. VOTING: unanimous; motion carried.

7. COMMUNITY HEART & SOUL PRESENTATION

Sara Lightner with Community Heart & Soul explained the program of community engagement and finding ways to bring all voices of the community together to be part of the decision making. The model is a resident driven, positive approach that looks at what matters most to a community, involves everyone, and takes a long view. The two year process is relationship building, data driven, and action oriented. Funding will be needed for the coach arrangement, project coordination at the community level, and community engagement activities. ARPA funds have been used by some communities for this program.

Following discussion, staff will send a letter to the town's CBCs to see if there is interest in the program. There was mention of possibly combining three opportunities for assistance to the town: Vermont Council on Rural Development, Jonathan Rosenbloom, and Community Heart & Soul. The Planning Commission survey that was done a few years ago was mentioned as a source of information on what is important to the townspeople.

8. OLD BUSINESS

Staff reported:

- DRB notices will be published in the *Shelburne News*.
- The Selectboard passed the outdoor dining bylaw which will go into effect 6/21/22.
- Aaron DeNamur is Shelburne's Development Review Coordinator & Assistant Zoning Administrator.
- A community meeting was held on the Shelburne bike/ped connectivity study. Top tier projects were focused on the village core. Middle tier projects were focused on connecting areas outside the village to each other or the village. Bottom tier projects pertained to bike lanes, wayfinding, and gateway treatments

and needed studies done. Information will be posted on the town website and Front Porch Forum. The Selectboard will receive a report in June/July.

- Blue Zones is the form based code consultant to work with Shelburne and produce a report to the Planning Commission by 6/23/22. Once the contract is ratified the information will be posted so the scope of work can be seen.

Steve Kendall asked about the status of the wildlife corridor mapping. Gail Albert and Don Rendall explained the map is being vetted by various groups and will be presented to the Planning Commission.

9. CORRESPONDENCE

None.

10. FBC PROJECTS LIST

Staff reviewed the list of projects done under form based code:

- Four projects in the Mixed Residential Character District (two of the projects did not go forward and two have received Sketch Plan approval).
- Two projects in the Mixed-Use District (Route 7 corridor) with one built and one at Final review. There is a portion of a project in Mixed Residential that is also in the Mixed-Use District as well.
- One project in the Green Corridor District.
- One project in the Mixed-Use Neighborhood District.
- In sum, there have been ten form based code projects in the last seven years.

There was public comment that developers are maximizing profitability by using the form-based code option. Adele Gravitz said in her experience, some developers are interested in making a place better-- not just maximizing profit.

There was public comment urging the Planning Commission to consider building setbacks from the street and different treatments outside the setback on an arterial highway to make the area more livable.

Concern was expressed about form-based code applications being submitted and moving forward before the consultant is able to review the code and produce the report.

11. OTHER BUSINESS/CORRESPONDENCE

Housing Subcommittee Charter

Marla Keene suggested the charter for the committee be confirmed when the Housing Subcommittee is meeting with the Planning Commission on 6/9/22.

12. ADJOURNMENT

MOTION by Jean Sirois, SECOND by Deb Estabrook, to adjourn the meeting.

VOTING: unanimous (4-0); motion carried.

The meeting was adjourned at 9:06 PM.

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