

**TOWN OF SHELBURNE
PLANNING COMMISSION
MINUTES OF MEETING
June 27, 2019**

MEMBERS PRESENT: Jason Grignon (Chair); Andrew Everett, Stephen Selin, Kate Lalley [arrived 7 PM], Megan McBride. (Stephen Selin was absent.)
STAFF PRESENT: Dean Pierce, Planning Director.
OTHERS PRESENT: None.

AGENDA:

1. Call to Order
2. Approval of Agenda
3. Approval of Minutes (6/13/19)
4. Disclosures/Potential Conflicts of Interest
5. Open to the Public
6. Zoning Matters
7. Other Business/Correspondence
8. Adjournment

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

1. CALL TO ORDER

Chair Jason Grignon called the meeting to order at 6:40 PM.

2. APPROVAL OF AGENDA

MOTION by Andrew Everett, **SECOND** by Megan McBride, to approve the agenda with the modification to postpone action on the minutes until the end of the meeting. **VOTING: unanimous (4-0)** [Kate Lalley not present for vote]; motion carried.

3. APPROVAL OF MINUTES

June 13, 2019

MOTION by Andrew Everett, **SECOND** by Megan McBride, to approve the June 13, 2019 minutes with the minor edit to delete the word “for” before “five years” in the sentence on Page 2 reading: “Matt Wheeler noted the next phase...”. **VOTING: unanimous (5-0); motion carried.**

4. DISCLOSURES/POTENTIAL CONFLICTS OF INTEREST

None.

5. OPEN TO THE PUBLIC

There were no comments from the public.

6. ZONING MATTERS

Form Based Zoning: Changes by Brandy Saxton

The Planning Commission discussed the following:

- Globally change reference to “2019 comprehensive plan” rather than “2014 comprehensive plan”.
- Add “Adult Entertainment Uses” as Section 2200.2F.
- Delete Section 2201.1A.8 (Height) and renumber accordingly.
- Remove Martindale in Section 2201.1A.2 and change to “two signalized intersections”. [There was lengthy discussion of having a node by the former Champlain Lanes (Martindale intersection) and having the zoning change taking too long to happen which could allow development to occur that the town is not seeking. There is also concern development will not be focused in the town center. Nodes could become a second town center area for people in the surrounding area. More flexibility should be allowed for development as a node in the future (i.e. housing could be set farther back) yet address current market demand. With the node, setback is 5’ to 30’ from Route 7. Without the node, setback is 10’ to 50’ from Route 7 so there is flexibility.]
- Confirm food vendors (Section 2202.4E.2) are an encouraged use.
- Confirm the changes by Brandy Saxton in Figure 2201.C.
- Change the word “SECTION” in Section 2203.2C.2.a to “Figure 2203.B”. [Stephen Selin mentioned buildings being reviewed by the design review committee and having that discussion in the future. Andrew Everett said if Form Based Code does not apply then there should be design review.]
- Find out why the text is in blue for each incidence of “character district”.
- Following lengthy discussion of changing the story height from floor-to-ceiling to floor-to-floor the Planning Commission concurred with no change to the floor-to-ceiling measurement.
- Ensure the annotations are readable in Figure 2203.B (Building Elements).
- Section 2203, Building Type 1 Lot Placement Diagram for single family house has letters without explanation (the letter “G” is not defined) and in the Lot Placement Diagram for townhouses the letters “G”, “H”, “I” are not defined. Change the ground floor finished elevation to “1’ minimum”.
- There was discussion of leaving the frontage zone as is and granting a waiver on a hardship case-by-case basis. Hardship would be having a road bisect a lot.

The Planning Commission will continue review of changes to Form Based Code at the next meeting.

7. OTHER BUSINESS/CORRESPONDENCE

Public Hearing on Accessory Apartments

The Selectboard scheduled a public hearing on the zoning change pertaining to accessory apartments.

Bowling Alley Project

Tyler Scott, Mike Monte, and Jeff Davis will meet with the Housing Subcommittee in August to discuss the bowling alley housing project.

Simplifying Design Review

Shelburne Historic Preservation & Design Review Committee discussed simplifying the steps for design review for applicants. If an application only needs design review the committee will forward any recommendations to the DRB Coordinator for administrative approval.

Energy Subcommittee

Jason Grignon announced the Energy Subcommittee has disbanded due to inability to have a consistent quorum at meetings. The group will get together to focus on energy recommendations to forward to the Planning Commission

Openings on Planning Commission and Housing Subcommittee

Individuals are urged to apply for openings on the Planning Commission and Housing Subcommittee.

8. ADJOURNMENT

MOTION by Kate Lalley, SECOND by Stephen Selin, to adjourn the meeting.

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

The meeting was adjourned at 9:02 PM.

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