

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

October 22, 2020

***Meeting held via teleconference.**

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

STAFF PRESENT: Dean Pierce, Planning Director.

OTHERS PRESENT: Dan York, Gail Albert, Jennifer Martinez.

AGENDA:

1. Call to Order
2. Approval of Agenda
3. Approval of Minutes (10/8/20)
4. Disclosures/Potential Conflicts of Interest
5. Open to the Public
6. Planning Issues
7. Zoning Issues
8. Budget Comments
9. Other Business/Correspondence
10. Adjournment

1. CALL TO ORDER

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

2. APPROVAL OF AGENDA

MOTION by Steve Kendall, **SECOND** by Deb Estabrook, to approve the agenda as presented. **VOTING: unanimous (7-0); motion carried.**

3. APPROVAL OF MINUTES

October 8, 2020

MOTION by Megan McBride, **SECOND** by Steve Kendall, to approve the minutes of 10/8/20 with the following correction(s)/clarification(s):

- Add “Vice Chair” to the title page following Megan McBride’s name.
- Remove “rather than as part of the budget” from the statement about open space protection efforts in the budget priorities.
- Remove “Neil Curtis” from the list of commissioners who winnowed the list of Recommended Actions in the town plan to those that apply to the Planning Commission.

VOTING: unanimous (7-0); motion carried.

4. DISCLOSURES/POTENTIAL CONFLICTS OF INTEREST

None.

5. OPEN TO THE PUBLIC

Dan York asked for an update on the status of zoning changes before the Selectboard. Dean Pierce said the matter is on the upcoming Selectboard agenda.

6. PLANNING ISSUES

Future Land Use and other Maps

Dean Pierce said staff is still working on an update of maps in the comprehensive plan. Additional information from work being done at the regional level will be forthcoming.

There was discussion of the definition of “conservation land”. Dean Pierce said the definition differs across towns and regions. There is no set definition. Conservation land can be both publicly and privately owned land. Jason Grignon suggested inviting members of the Shelburne Natural Resources Committee to discuss the definition. Dean Pierce said some members of the Natural Resources Committee have been involved. The regional effort is being reinvigorated. A more final product will be brought to the Planning Commission.

Mini-Polls

There was discussion of the sample survey. Stephen Selin suggested sidewalks and shared auto/bike lanes (i.e. designated bike lanes on roadways) be added to the list of items in the ‘picklist’ or add a category called “developing a path network” which would include sidewalks and bike lanes. Megan McBride said hiking trails should also be added. Neil Curtis agreed with getting more specific once the general priorities are identified so there could be questions on sidewalks and bike lanes under ‘path network’, for example. Steve Kendall said if there will be short “blast” surveys done periodically then the categories should be kept general. Dean Pierce suggested “transportation” could be added to the list and sidewalks/bike lanes would be part of that. Jason Grignon said it is recognized that all the items in the list are important. The survey is attempting to “take the temperature” of the public.

There was discussion of how the public will be made aware of the survey. Dean Pierce said the survey will be posted online. Front Porch Forum will be used. The survey will run two weeks. Results will be posted on the website.

Megan McBride questioned listing quality of schools in the list of items when the Planning Commission does not have control over schools or where money is allocated. Dean Pierce noted the comprehensive plan includes an education element, but the town does not control the schools.

Jean Sirois asked how the survey results will be used. Dean Pierce said the results will inform the Planning Commission on policy issues. Jason Grignon added the survey is a useful tool to determine what are important topics to the town.

The following edits were made to the survey;

- Add checkboxes to the lists
- Add “creating and maintaining sidewalks and bike lanes” to the list

- Modify language in the narrative to briefly explain when the last survey was done and how useful the information was in various planning efforts.
- Add to the narrative that a series of short surveys will be done and that help in planning next steps is welcomed.
- Include a choice of “other” and space for comment.

There was continued discussion of the questions in the survey. Megan McBride said Question #10 should ask the respondents to list what is not enjoyable or should be changed or improved. Neil Curtis said Question 1 should ask for priorities and then list items such as quality schools, moderate tax rate, town services. Regarding controlling growth, more specific questions should be asked on whether residential growth should be limited or promoted or business growth should be limited or promoted. Megan McBride suggested broad categories and fewer of them in the first survey and then parsing items for more in-depth exploration in subsequent surveys. Stephen Selin suggested categories for priorities on the survey could be Open Space, Quality Schools, Tax Rate, Developing Rec Paths, Facilities, Sidewalks and Bike Lanes, Character of the Town, Managing Growth, Enhancing the Vitality of the Business Community, Affordable Housing, Improving Public Transportation. There should be space on the survey for other comments from respondents. There was agreement questions on age, gender, financial status, number of children can be removed. The question on residency should remain. There should also be opportunity to provide an email address to receive future updates.

7. ZONING ISSUES

Zoning Priorities Based on Comprehensive Plan

The Planning Commission will discuss the winnowed list of recommended actions at a future meeting. Dean Pierce suggested identifying what group could best address the various recommended actions.

Gail Albert, Shelburne Natural Resources Committee, said the Natural Resources Committee has been working on recommended actions that will have the zoning bylaws and subdivision regulations cohere with the town plan.

8. BUDGET COMMENTS

The Planning Commission had no further comments on the CIP beyond the summary page. Jason Grignon will present comments at the 11/16/20 Selectboard meeting.

9. OTHER BUSINESS/CORRESPONDENCE

Meeting Schedule

- November 12, 2020 TRB hearing
- November 19, 2020 TRB deliberations if necessary
- December 3, 2020 regular Planning Commission meeting
- December 17, 2020 regular Planning Commission meeting.

10. ADJOURNMENT

**MOTION by Steve Kendall, SECOND by Megan McBride, to adjourn the meeting.
VOTING: unanimous (7-0); motion carried.**

The meeting was adjourned at 9:05 PM.

RScty: MERiordan