

TOWN OF SHELBURNE
Planning Board
Minutes of Meeting November 9, 2016

A duly posted meeting of the Shelburne Planning Board was held on Wednesday, November 9, 2016 at 7:00 pm in the Town Hall Meeting Room, 51 Bridge St., Shelburne Falls, MA.

Present: John Wheeler, Chair Planning Board

Will Flanders

Cam Stevenson

Josiah Simpson

Administrative Assistant: Liz Kidder

Absent:

Audience:

The Meeting was called to order at 7: 05 pm.

A motion to approve the minutes of the Oct. 26, 2016 meeting, as amended, was made by Will and seconded by Cam.

Vote: 2 in favor, 0 opposed, 1 abstention by John as chair of the meeting and 1 abstention by Josiah who was not in attendance.

ANR Plans – none presented

Special Permit /Variance Applications – none presented

NEW BUSINESS:

New Records Retention Law: Liz reported that Joe Judd had attended a training session on the new records retention law and had given her a copy of the training manual. Liz is going to try to scan a copy of the manual so that it can be emailed to all Board members so that they are aware of the new rules. Liz and the Board discussed options for making documents discussed at meetings available for public review using the Town website. Will suggested that Liz scan all the documents and other materials discussed at each meeting, as listed at the end of each set of meeting minutes, and posting that digital file on the website along with the minutes. Liz will try this suggestion and see if there is any problem with implementation.

OLD BUSINESS:

Parking Study Update and Parking in VC and VR: Josiah Simpson recused himself from any discussion regarding changes to the Parking Requirements for the VC district due to a possible conflict of interest since a family member is one of the owners of the former “Singley” building.

Will passed out a new draft Section 11.0 that he had updated based upon discussions at the Board’s last meeting. He had added a phrase in 11.1 stating that existing parking spaces may not be eliminated and in 11.2.1 requiring just one parking space for one bedroom or studio apartments and 2 parking spaces for apartments with 2 or more bedrooms. In Section 11.2.2 the wording was added to not allow parking spaces that would encroach on any Town sidewalks.

A motion to adopt the amended Draft Section 11 as the text the Board will be discussing at the Planning Board’s November 30th public forum was made by Will and seconded by Cam.

Vote: 2 in favor, 0 opposed, 1 abstention by John as chair of the meeting and no vote by Josiah who had recused himself.

The Board reviewed a proposed scope of services prepared by the FRCOG for updating the 1999 parking study for the village.

Approved: _____ Date: _____ 1

The Board reviewed options for encouraging public input regarding parking in the Village during their next meeting Will said that to him the revitalizing of the VC was a priority issue to address and that included supporting second floor apartments; John and Cam agreed.

A motion that the Planning Board should ask the Selectboard to fund the FRCOG Scope of Services using free cash appropriated at a special town meeting, hopefully to be held as soon as possible so that the Planning Board has the information needed to proceed with submitting revised Shelburne Parking Regulations to Annual Town Meeting 2017 was made by Cam and seconded by Will.

Vote: 2 in favor, 0 opposed, 1 abstention by John and no vote by Josiah who was recused.

A motion that the Planning Board recommend to the Selectboard that the Downtown Technical Assistance Grant Program be used to help evaluate the Housing Needs situation in the Village Residential zoning district was made by Will and seconded by Cam.

Vote: 2 in favor, 0 opposed, 1 abstention by John as chair of the meeting and no vote by Josiah who was recused.

A motion to ask the Selectmen to install appropriate parking signage and to maintain the lower Deerfield St parking area in a clean and safe condition was made by Will and seconded by Cam.

Vote: 2 in favor, 0 opposed, 1 abstention by John as chair of the meeting and no vote by Josiah who was recused.

A motion to ask the Selectmen to install stairs from the lower parking area on Deerfield St. to appropriate points along Bridge St. and Memorial Dr. was made by Will and seconded by Cam.

Vote: 2 in favor, 0 opposed, 1 abstention by John as Chair of the meeting and no vote by Josiah who was recused.

Josiah rejoined the meeting.

Housing Needs/Dimensions Table/Definitions/Transient Accommodations/Use Table:

Will reported that he heard from John Walsh that the Town could easily increase the number of dwelling units by 20-30% without overloading the Town sewer system.

Will noted that as discussed at the last meeting the Board was considering allowing the tourist home and short term vacation rental by right in every zoning district and wondered if there needed to be any additional text to address that proposal. The Board decided that the introduction to the use table provided the text needed along with the definition. The Board asked Liz to prepare the draft version of the changes to the definitions section for review at the next meeting.

Large-Scale Commercial Facilities zoning bylaw :

Will moved that the Planning Board proposed the bylaw approved at last year's Annual Town Meeting as Article 20 of the Zoning Bylaw, making the Amendment Section #21 and include it in the public hearing prior to ATM 2017.

Vote: 3 in favor, 0 opposed, 1 abstention by John as Chair of the Meeting.

Liz will prepare this bylaw for draft review at the Board's next meeting.

Sign Bylaw: Will said that he has not yet heard back from Donna. Will is going to call her and ask her to have her recommendations ready for the Board at the next meeting on the 30th.

Telecommunications by law updates/ZBA – John said both Joe Palmeri and John Taylor responded to his email asking for specifics on what changes are needed to the Telecommunications Bylaw. They have forgotten what the issues were and John Taylor said he will look it up and get back to John shortly. Will asked John to email John Taylor to see if he can get it back to us by the 30th so we can put our packet together for ATM 2017.

COMMITTEE AND REGIONAL PROJECT UPDATES

FRCOG: Cam reported the last meeting was snowed out.

Open Space: John heard they have been cleaning up a “south loop trail” near/on John Payne’s property in South Shelburne Center.

Other Town Boards: nothing presented.

READ MAIL – the Board read mail as listed below.

OTHER BUSINESS NOT REASONABLY FORESEEN 48 HOURS PRIOR TO THE MEETING –nothing presented.

PUBLIC COMMENTS – none presented

Liz noted a letter from Kathy Dougherty regarding engineering services and she was asked to pass it on to the Selectboard.

SCHEDULE NEXT MEETING – next regular meeting will be Wednesday, November 30th that will include a public forum on proposed revisions to the parking regulations. Liz will email information about the meeting to the GSFABA, the SFVN (facebook), Diane Broncacio and send the notice to all appropriate Town Boards.

A motion to adjourn the meeting was made by Will and seconded by Cam.

Vote: 3 in favor, 0 opposed, 1 abstention by John as Chair of the meeting

Meeting was adjourned at 8:35 pm.

Respectfully submitted by,

Liz Kidder
Administrative Assistant

LIST OF DOCUMENTS:

Legal notices from neighboring communities: Conway – 1, Deerfield - 1

Letter from Kathy J. Dougherty, PE

Planning Board letter of Oct. 31st to Selectmen regarding AXIS GIS

Flyer for Innovations for Rural Living, Nov. 19, 2016