

TOWN OF SHELBURNE
Planning Board
Minutes of Meeting Sept. 28, 2016

A duly posted meeting of the Shelburne Planning Board was held on Wednesday, Sept. 28, 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

Audience:

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

A motion to approve the minutes of the 3:00 pm Sept. 14, 2016 meeting was moved by Josiah and seconded by Will.

Vote: 3 in favor, 0 opposed, 1 abstention by Cam who was not in attendance.

A motion to approve the minutes as corrected, of the 7pm Sept. 14, 2016 meeting was made by Will and seconded by Cam.

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

ANR Plans – none presented

Special Permit /Variance Applications – none presented

NEW BUSINESS

Buckland Housing Survey: The Board reviewed a housing survey currently being conducted by the Buckland planning board which used the online service “Survey Monkey”. The consensus of the Board was to further explore options for using Survey Monkey as part of their review of the zoning bylaws and possibly as part of their review or update of the Master Plan. The Board asked Liz to contact the FRCOG to see if Shelburne could use their survey monkey account. The Board discussed whether to quickly put together a survey or to wait until spring and keep refining a survey over the next couple of months. Notes were made for possible questions regarding parking in the Village.

- How many adults live in your home/dwelling unit?
- How many vehicles do you have?
- Where do you park your car(s) at home – on your property (off-street), on the street, in a town lot, other
- If you don't have enough off-street parking on your property, where do you park during snow parking bans:
 - List the sites the town has set-aside as safe parking lots during snowstorms (Arms Academy lot, Cross St. lot, Deerfield St. lot below Mole Hollow, and back part of the lot behind Keystone – check this list with the selectboard.)
 - Or other area.....
- General parking question – do you have trouble finding a parking space in town – never, sometimes, always
- If you rent – does your landlord provide you with an off-street parking place – if not and you have a car, where do you park?

The Board also looked at questions that could be related to short term vacation rentals and decided not to include them in the survey but keep that information for future review as needed. Liz was asked to type up the notes relative to parking questions and email them to Cam who will also research parking regulations in other towns such as Turners and maybe Provincetown.

CPTC Fall Training Workshops: the Board reviewed upcoming fall workshops and discussed which they would like to attend. The Board suggested that Peggy Sloan would be asked to include a workshop on Chapter 40B next year. The Board members decided

Approved: _____ Date: _____ 1

that Will, Josiah, John, Cam will all attend a workshop on creating a master plan. Liz was asked to make that reservation and arrange for payment of the registration fee.

OLD BUSINESS:

Walking Survey/Dimensions Table and Parking in the VC and VR: the Board discussed the email from local realtor Phil Pless which stated: “There is definitely a housing shortage in the village, not enough affordable apartments. Allowing 3rd units is a good start as well as in-law apartments/accessory dwellings. 1-2 bedroom units needed most. The bylaws for parking spaces in the village definitely needs to be changed. It’s unrealistic in its current form and is inhibiting growth and development in the village.”

Will suggested the Board needs to try to come up with a concrete description of what the current parking situation is and then use that for reviewing and tweaking the bylaw. The Board reviewed the current parking bylaw and noted the ZBA has asked for guidance on how they can determine if a project “substantially derogates from the intent or purpose of this bylaw” (Section 11.1). The Board discussed whether the current bylaw should apply equally to each of the zoning districts. If the Town is committed to maintaining the existing historic streetscape, should there be different criteria for the Village Commercial district. The discussion included the following points or options in relation to the VC district:

- If someone is renovating an existing building in such a way as to support the historic village character they would not have to provide any more parking spaces than were historically on that site.
- Is it possible to allow or encourage an owner of a VC property to contribute to the maintenance of existing public parking especially for residential units in the VC or help with the creation of more off-street parking in the village
- Can an owner create off-site parking spots for the residents in the VC.
- Are there other ways of looking at parking caps and waivers based upon the size of the proposal being reviewed.
- For the rehabbing of existing structures – do not require any new parking for the commercial space and maybe place a limit of up to a specific number of parking spaces for the residential portion of the renovation – then if they want to create more dwelling units or provide their tenants with more than 1 parking space they would have to provide off-site parking spaces for those additional dwelling units/spaces.
- Should the bylaw address office, residential, and retail space as having separate and distinctive needs.
- Do you allow apartments with only one parking space per unit and if the owner wants to provide 2 spaces for each rental then the owner has to provide the other space somewhere off site and not on the town owned lots.
- For new office space – 2 new parking spaces, for retail – don’t require any new parking on-site, for residential.....?.
- Is there a trend towards more office space and less retail.....?.
- Residential space – no new parking spaces within the VC (since its mostly used at night – or is it)
- Office space – 1-2 parking spaces?
- Retail – no new parking?

Cam noted that on Friday and Saturday night the Village parking, both on Bridge St. and behind Keystone, is full because of the restaurants’ business. Will volunteered to start preparing a draft of a parking bylaw for the VC and a rewording of Section 11.1. Cam will keep looking for other comparisons in other towns.

Housing and transient accommodations: Josiah said that he has reviewed the draft definition for Tourist Home and would like to discuss that next month. Will noted that he has been considering language to include in special permit criteria to address applications for development of small accessory structures or apartments. If the Board feels the Town needs to add more dwelling units, how do we design the permit criteria to insure that such units will not derogate from the neighborhood. Josiah mentioned the Board review “form based codes” for making determinations based upon aesthetic criteria.

Definitions and Use Table: Liz distributed a basic definition of “short term vacation rental” for review and discussion at the next meeting.

Sign Bylaw: Will is still trying to reach Donna and will continue to try.

Telecommunications: John hasn't heard anything yet from ZBA

Joint meeting with the ZBA. John hasn't heard anything from the ZBA on a joint meeting.

COMMITTEE AND REGIONAL PROJECT UPDATES

- **FRCOG** – Cam said he had been able to make the last meeting but will try to make the meetings now through April.
- **Open** – John reported that the committee conducted a tree walk identifying significant trees in the Village. He said they are interested in creating a tree focused tourist walking map of the Village. They are also working on the wooded loop trail in South Shelburne.
- **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 – none presented.

PUBLIC COMMENTS – none presented

SCHEDULE NEXT MEETING – regular meeting at Wednesday, October 12, 2016 at 7:00 pm and then October 26th.

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 9: 43 pm.

Respectfully submitted by,

Liz Kidder
Administrative Assistant

LIST OF DOCUMENTS:

Legal notices from neighboring communities: Buckland – 1, Greenfield – 1
Sept. 26 email regarding MEDC Fall Conference
CPTC Fall 2016 Workshops
Buckland Housing Survey
Price list for survey monkey
Draft Shelburne Housing Survey
Sept. 27 email from Phil Pless on Housing Needs in Shelburne
Sept. 28 email from Assessors Clerk regarding GIS services
Definition of vacation rental