

**TOWN OF SHELBURNE**  
**Planning Board**  
**Minutes of Meeting December 14, 2016**

A duly posted meeting of the Shelburne Planning Board was held on Wednesday, December 14, 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 7:00 pm.**

**A motion to approve the minutes, with typos corrected, of the November 30, 2016 meeting was made by Josiah and seconded by Will.**

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

**OLD BUSINESS:**

**Parking Study Update/Public Forum discussion**– Josiah Simpson recused himself from discussions related to parking in the VC zoning district due to a conflict of interest. John noted that the Board had reviewed and decided to make some adjustments to their draft bylaw based upon the comments heard during the public forum. Will suggested making the parking space requirements, based upon the number of bedrooms in a dwelling unit, the same for the VR and the VC districts. The parking requirements for business uses would be in a separate paragraph. The ZBA could be encouraged to give consideration and use their waiver authority to not require on-site parking space for the renovation of existing buildings where there is no option for creating additional parking.

The Board reviewed suggestions submitted by John Taylor and discussed the following options:

- start with a preamble that includes concepts supporting the 1989 Streetscape Plan--keeping the ambiance and character of the Village and giving guidance to the ZBA to use during their Special Permit review.
- make the residential rules in 11.1 standard with 2 parking spaces required for 2-bedroom or more dwelling units and 1 for one-bedroom or studio units,
- Change the requirements for commercial and business properties to one parking space per 300 feet of frontage, and
- put 11.1.1(b) into the main paragraph

Will offered to incorporate all the suggestions into the next draft of this bylaw which he hopes to have for the Board's next meeting.

The Board reviewed "talking Points" related to the draft parking requirements emailed by Joe Judd:

- the Planning Board has been communicating with members of the ZBA and appreciate their input regarding their thinking process as they use their authority to grant waivers,
- the Board has checked with the sewer and water commissioners and have determined there is sufficient capacity for additional residential development in the Village.
- there will be several opportunities for public input before any bylaw revisions are presented at Annual Town Meeting.

Approved: \_\_\_\_\_ Date: \_\_\_\_\_ 1

- Out of town, seasonal and event visitors need to be addressed with a good parking management plan that makes full use of the lots outside of the Village center. Current plans are for reuse of existing buildings, not the development of new buildings.

Cam reported that he did call Steve Kulik’s office and a staff person is going to contact the DMV and see if they can get Shelburne a list of motor vehicles that are registered to addresses in the Village sorted by street.

**Housing Needs/Dimensions Table/Definitions/Transient Accommodations/Use Table:** Liz will have the latest revisions ready for review at the next meeting.

**Large-Scale Commercial Facilities zoning bylaw:** Liz will try to have a revised version of this bylaw ready for review at the Board’s next meeting.

**Sign Bylaw:** Email was received from Donna with her suggested revisions to the sign bylaw. Will will call Kelli Gulligan in the AG’s office for feedback before preparing a public hearing draft b law revision.

**Telecommunications by law updates/ZBA** – no proposed changes have been received from the ZBA yet.

**Master Plan Update** - Liz is still working on getting the plan digitized. Will noted that reviewing the Master Plan can help clarify the role of the Village Partnership, managed by the GSFABA, which has taken on the task of economic development in the Village. The Master Plan chapter on economic development could help the Partnership identify their priorities. John noted that the demographics of the town has changed and therefore it is worth looking at the Housing and Economic Development chapters again and updating their base information.

**COMMITTEE AND REGIONAL PROJECT UPDATES**

**FRCOG:** Cam went to the FRCOG meeting where there was a presentation on potential reulations related to AIR B&B and tiny homes. Cam said he didn’t hear anything new on AIR B&Bs. He did say that the tiny homes have created some zoning nightmares/issues for towns to deal with. Will said he would like to look at form based codes as a way of how to add housing options to the VR district. The consensus of the committee is that this could be a focus of the Board’s work next year.

**Open Space:** there has not been a meeting since the last Planning Board meeting.

**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** – The Board received an email from Selectman Andrew Baker who said he would like to meet with the Planning Board about the Green Communities Program but that he can’t meet on Wednesday nights. The Board agreed to hold their next meeting on Thursday, Dec. 29<sup>th</sup> since there isn’t a quorum for the 28<sup>th</sup>. John and Liz will notify Andrew and Terry on the meeting date change.

**PUBLIC COMMENTS** – none presented

**SCHEDULE NEXT MEETING** – next regular meeting will be Thursday, December 29<sup>th</sup> and January 11<sup>th</sup> and January 25<sup>th</sup>.

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

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

**Meeting was adjourned at 8:33 pm.**

Respectfully submitted by,

Liz Kidder  
Administrative Assistant

**LIST OF DOCUMENTS:**

**Public Notices from Neighboring Towns: Greenfield – 1, Conway – 1 Colrain – 3**  
**Email Dec. 1, 2106 Invitation to 12/1 FRPB meeting**  
**Email 12/6/2016 from Joe Palmeri on Large Scale Commercial and Industrial Facilities bylaw**  
**Email 12/7/2016 from Joe Palmeri on Large Scale Commercial and Industrial Facilities bylaw**  
**Email 12/7/2016 from Terry Narkewicz on Large Scale Commercial and Industrial Facilities bylaw**  
**John Taylor suggested revisions to Section 11 Parking Requirements**  
**Email 12/1/2016 from Whit Sanford on Shelburne Parking Bylaw with her comments**  
**Email 12/13/2016 from Joe Judd Talking Points on parking**  
**Email 12/5/2016 from Joe Judd Feedback on parking meeting**  
**Email 12/2/2016 from John Taylor Feedback on parking meeting**  
**Email 12/08/2016 from John Wheler on Greenfield Recorder Article – Village planners want flexibility in parking rules**  
**Email 12/13/2016 from Donna MacNicol Recommended Changes to Sign Zoning Bylaw**  
**Email 12/14/2016 from Andrew Baker META grant – Green Communities TA info**  
**Email 12/13/2016 from John Wheler Request to attend Planning Board meeting on Dec. 28 from Andrew Baker**  
**Program Guidance Green Communities Designation and Grant Program**