Town of SHELBURNE

Planning Board

MINUTES

Regular Meeting via Zoom ~ November 15, 2022

A duly posted meeting of the Shelburne Planning Board was held remotely via Zoom, on Tuesday, November 15, at 6:30 p.m.

Present: John Wheeler

Will Flanders

Tricia Yacovone-Biagi

Rick LaPierre

Seth Wilschutz

Administrative Assistant: Faye Whitney

Guests: None

Absent: None

The meeting was called to order at 6:37 p.m. by Chair John Wheeler, who noted the meeting was being recorded.

**Minutes**

A motion was made by Tricia, seconded by Will, to approve the minutes of November 1. Roll call vote: Will – aye; Rick – aye; Tricia – aye; Seth – abstain; John – abstain. Motion passed 3-0-2.

**Mail**

A notice from Buckland of a special permit hearing.

**ANR Plans/Subdivision**

None

**Zoning Relief/Special Permit Applications**

The Town of Shelburne has submitted an application for a variance and/or special permit to construct a pavilion on property that it is leasing, located at 19 Bridge Street. The applicant has asked that the Boards waive the 35-day review period. The Board discussed the fact that the project does not meet any of the three qualifications for a variance: topography, financial hardship, and neighborhood character. Also, since the property is leased, what would happen to the pavilion if the lease were not renewed. It was the consensus of the Board that as much as they would like to see a pavilion on the site, granting a variance as it isn’t appropriate. If the structure could be moved closer to Deerfield Avenue, it would then be outside the setback and wouldn’t need a variance. The Board also felt that the design, as presented, was not in character with the rest of the village. A motion was made by Will, seconded by Rick, to recommend to the ZBA that the structure be moved to meet the side setback requirements and to issue a special permit instead of a variance, and the hope is that the design of the structure could be reconsidered. Roll call vote: Will – aye; Rick – aye; Tricia – aye; Seth – aye; John – abstain. Motion passed 4-0-1.

**Appointments –** None

**OLD BUSINESS**

**CPA** – The CPA passed at the recent election. At the next annual town meeting the town will need to vote on a structure for a CPA Committee. The Committee should have one member from the Planning Board, Conservation Commission, Recreation Committee, Historic Commission, and the Housing Authority, in addition to members at large. Members may be elected or appointed. This Board will recommend to the Selectboard that members of other boards be appointed. Will has written a draft bylaw which suggests that boards should choose their own representatives to the CPA Committee but perhaps the at-large members could be elected. At present the bylaw is his own opinion only. In the case that no committee is established at Town Meeting, CPA funds will start to be collected on July 1, 2023 and can continue to accumulate until a committee is formed. A motion was made by Rick, seconded by Will, to recommend to the Selectboard that one person from the Planning Board, as selected by the Planning Board, be appointed to the CPA Committee. Roll call vote: Will – aye; Rick – aye; Tricia – aye; Seth – aye; John – abstain. Motion passed 4-0-1.

**Master Plan/Economic Development –** Tricia had shared information that she had received from Peggy Sloan at the FRCOG. Montague received Master Plan funding through the MVP, but a match is required. The Shelburne Master Plan is 195 pages long. It was originally created by the FRCOG and was quite costly. It also includes the town of Buckland. The plan was done in May 1999 with the data from about 1994. Rick has read a lot of the plan and said it was still mostly relevant. It was suggested that perhaps the town should again partner with Buckland to coordinate plans and funding. Rick noted that the village, shared with Buckland, was only a small portion of the town. Updating the entire Master Plan could be done by the COG. They have the staff and expertise to do it. Rick felt the MVP grant process, even the planning grant portion, was too great a project for a volunteer group to take on. John suggested looking for specific areas of the Master Plan needing updating, then funding for a specific area could be sought.

**Resilience/MVP Update** – Included in the above discussion.

**Sign Bylaws** – Nothing new to report.

**NEW BUSINESS**

**Affordable Housing** – It was thought that in order to develop affordable housing, a friendly 40B developer, such as Habitat for Humanity, would need to be involved. All three of the town-owned (through tax title) properties are non-conforming. In order for a developer to be interested, the town might need to donate the lots. It would be easier to deal with specific lots on a case by case basis than to try an create a bylaw. Will will contact someone from Habitat to discuss a friendly 40B project.

**Public Comment Procedure** – Each agenda used to note that public comments were allowed if time permitted and at the discretion of the Chair. This line will be reinstated.

**Village Commercial District Setbacks** – It was thought that the setbacks for the VC District might need to be changed. Seth will explore that possibility.

**Committee and Regional Project Updates**

Tricia attended the Franklin County Regional Planning meeting and learned about the solid waste district. An outdoor recreation plan has been created for the entire county and will soon be available online. Ways to increase ridership on public transportation were also discussed.

**News Notes –** Nothing new.

**Other business not reasonably foreseen 48 hours prior to the meeting ­** None

**Public Comments –** None

**Schedule Next Meeting**

The next meeting will be on December 6, at 6:30 p.m.

At 8:41 p.m. a motion to adjourn the meeting was made by Will and seconded by Tricia. Roll call vote: Will – aye; Tricia – aye; Rick – aye; Seth – aye; John – abstain. Motion passed 3-0-1.

Respectfully submitted,

Faye Whitney

Administrative Assistant

**List of Documents:** Notice from Buckland