Town of SHELBURNE

Planning Board

MINUTES

Regular Meeting via Zoom ~ January 23, 2024

A duly posted meeting of the Shelburne Planning Board was held remotely via Zoom, on Tuesday, January 23, 2024, at 6:30 p.m.

Present: John Wheeler

Will Flanders

Tricia Yacovone-Biagi

Faith Williams

Absent: Seth Wilschutz

Administrative Assistant: Absent

Guests: None

The meeting was called to order at 6:31 p.m. by Chair John Wheeler, who noted the meeting was being recorded.

**Minutes**

Minutes of the December 5 meeting were discussed and corrections/clarifications were made. A motion was made by Faith, seconded by Will, to approve the minutes of December 5, as corrected. Roll call vote: Tricia – aye; Will – aye; John – aye; Faith – abstain. Motion passed 3-0-1.

**Mail, Memos, and Other Correspondence –** None.

**ANR Plans/Subdivision** – None.

**Zoning Relief/Special Permit Applications** – None.

**Appointments –** Kimberly Noake MacPhee will be attending the next meeting. At the last meeting, the consensus of the Board was that the storm water bylaw would not be ready for Town Meeting. There are too many issues to be resolved and maybe creating a bylaw is not feasible. Kimberly needs to keep the process moving because she has a grant, but the Board does not have to rush this through. Will suggested there might be things that could be ready for Town Meeting such as deciding who would be the SPGA and when the storm water bylaw would be considered. Will suggested that the Planning Board should be responsible for storm water regulations. Kimberly will be consulted as to whether there are things that could be done to start setting up the storm water bylaw process. For the next meeting Kimberly will be given a 30-minute appointment.

**OLD BUSINESS**

**Bylaw Update** – Nothing new to report.

**MVP Planning Grant** – Hard copies of the Community Resilience Building Summary of Findings have been placed in the Town Hall and at the library. A META grant has been submitted via the Energy Committee. There has been no news on that as yet. There will be a meeting, next week, with Andrew Smith regarding the MVP action grant. Tricia plans to create a spreadsheet of findings and priorities, with a section on building community resilience, to make the planning process easier to navigate. Will is now the Chair of the CPA Committee. That committee will be putting together a budget which will include the need for administrative assistance. It is thought that if the roles of administrative assistant for the CPA Committee and the Planning Board were combined, the additional hours might attract more applicants. If the Planning Board takes on the resilience role, someone to look for grants would be needed and that would add even more hours to the combined position.

**Food Truck Bylaw** – Seth had planned to come up with a draft bylaw for this meeting, but he did not have time to get to it. John looked up the Amherst MFE (mobile food establishment) bylaw and thought that could be a starting point. It was thought that the Planning Board could make definitions and update the Use Table to included MFEs. However, MFEs would need licenses not Special Permits. Other than defining where MFEs could be located in town, the rest of the bylaw should be a general bylaw not a zoning bylaw. The board thought they could come up with a draft of such a bylaw to be given to the Selectboard. The Selectboard could then add any details they might want. It was mentioned that permits might be different for one-day, every weekend, and all-season MFEs. It is expected that Seth will have a draft for the next meeting.

**Municipal and Non-Profit Trails Bylaw** – The Open Space Committee would like this bylaw removed. That would require removing the definition and updating the Use Table. A motion was made by Faith, seconded by Tricia, to eliminate the definition for municipal and non-profit trails and update the Use Table accordingly. Roll call vote: Tricia – aye; Will – aye; John – aye; Faith – aye. Motion passed 4-0-0.

At the information meeting the trail bylaw, both the general and zoning components of the Mobile Food Establishment bylaw, and the updated role of the Planning Board bylaw will be discussed.

**Resiliency Bylaw** – This proposed bylaw would update the roles of the Planning Board. It would be a new Zoning Bylaw, replacing Section 22. Will had created a draft of this bylaw, based on bylaws from other towns. The Board discussed it in detail, making some changes and additions. It was decided to add a section 6.8 to the zoning bylaws, clarifying the SPGA. The resiliency bylaw will now be referred to as the planning board roles bylaw. A motion was made by Will, seconded by Faith, to propose the changes to zoning bylaw sections 6.8 and 22 as discussed on January 23, 2024. Roll call vote: Tricia – aye; Will – aye; John – aye; Faith – aye. Motion passed 4-0-0.

Later in the meeting will suggested that the Planning Board should also have the authority to not only make plans, but to see that they are implemented. Tricia said that there was a difference between finding grants and administering them and that might be more than the board wanted to take on. After discussion it was decided to amend the proposed planning board roles bylaw to add language about seeking ways and means to implement and finance plans. A motion was made by Will, seconded by Faith to adopt the planning board roles bylaw as amended. Roll call vote: Tricia – aye; Will – aye; John – aye; Faith – aye. Motion passed 4-0-0.

**NEW BUSINESS**

**FY’25 Budget** – The majority of the discussion centered on personnel costs. For the past few years, the requested amount for part time clerical help has not all been used. Now that the board is planning to take on resilience work it is thought that much more clerical assistance will be needed. Tricia would like to have someone who would look for grants and other opportunities that would fit with town resilience priorities, coordinate with the Federal funds partnership, attend meetings, follow up on emails, and coordinate with other town committees. Tricia said she was good at the “big picture” but needed help with the details. Faith suggested that AI technology might be used to do the minutes. She will explore that option. It was decided to leave the personnel budget at $4,206 and expect that it will all be used as the role will be expanded. The title will be changed to part time clerical and grant assistance. After discussion, it was decided to leave the operating costs as is. A motion was made by Will, seconded by Faith, to adopt the FY’25 budget as proposed and have the Chair present it to the Selectboard and Finance Committee. Roll call vote: Tricia – aye; Will – aye; John – aye; Faith – aye. Motion passed 4-0-0.

**Committee and Regional Project Updates –** John said the Open Space Committee continues to work on updating the Open Space and Recreation Plan.

A brief discussion was held on finding someone to take Seth’s place on the board. Tricia’s term is up this year and she has not decided whether or not to run again.

Tricia had learned that the planning board was first mentioned in town reports in 1973. At that time members were special appointees. They had a budget of $750 that year. She also learned, via Terry, that area planning boards have a variety of roles and that some are elected and others are appointed.

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

**Public Comments –** None.

**Two Town News** – The board decided to have something in the next issue about looking for a replacement for Seth. Anyone interested would be welcome to come to a meeting and/or talk with any board member. Also to be included would be a mention of the bylaws that are in process and a notice to watch for dates for an information meeting and a public hearing regarding bylaw changes.

**Schedule Next Meeting** – The next meeting will be on February 5, at 6:30 p.m.

At 8:55 p.m. a motion to adjourn the meeting was made by Will and seconded by Tricia. Roll call vote: Will – aye; Tricia– aye; John – aye; Faith – aye. Motion passed 4-0-0.

Respectfully submitted,

Faye Whitney

Administrative Assistant