Town of SHELBURNE

Planning Board

MINUTES

Regular Meeting via Zoom ~ February 27, 2024

A duly posted meeting of the Shelburne Planning Board was held remotely via Zoom, on Tuesday, February 27, 2024, at 6:30 p.m.

Present: John Wheeler

Will Flanders

Tricia Yacovone-Biagi

Faith Williams

Absent: None

Administrative Assistant: Absent

Guests: None

The meeting was called to order at 6:34 p.m. by Chair John Wheeler, who noted the meeting was being recorded.

John said he had met with the Selectboard on February 12, regarding the proposed FY25 budget. He said the selectboard approved the budget as presented.

**Minutes**

A motion was made by Will, seconded by Tricia, to approve the minutes of February 6. Roll call vote: Tricia – aye; Will – aye; John – aye; Faith – aye. Motion passed 4-0-0.

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

**ANR Plans/Subdivision** – None.

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

**Appointments –** None

**OLD BUSINESS**

**2023 Bylaw Update** – As required, the bylaws will soon be published in the Two Town News. After that, John will post them in five public locations.

**MVP Planning Grant** – Tricia and Will met recently Doris from Weston and Sampson and Andrew from Mass Audubon to discuss forest climate resilience. Andrew Smith, of MVP, thought an announcement would soon be made about changes for small towns requiring matching funds for grants. He said information could be found by signing up for request for responses webinars. Will and Tricia plan to take the webinars. Tricia plans to attend a zoom session for municipalities that applied for grants for culverts. Tricia has asked Mark Shippee to attend as well.

**Municipal and Non-Profit Trails Bylaw** – The Open Space Committee wants this bylaw deleted. It will be discussed at the public hearing. Members of the Open Space Committee will be asked to attend the hearing to explain their thoughts on this. The thought was that the existing bylaw was not being enforced. If it was deleted something similar could be added at another time, which might be more enforceable.

**Proposed Town Bylaw for Food Trucks (MFEs)** – Town Counsel has said that existing MFEs have no grandfathered status. The board felt the bylaw was perhaps too complicated and removed the definitions about on-street, on-sidewalk, and off sidewalk MFEs. Other wording was also discussed and implemented.

**Planning Board Roles Bylaw** – Town Counsel said there is no state law requiring that these roles need to be defined. She is to get back to Will after researching whether this bylaw should be a zoning or town bylaw. She said that the proposed addition saying that the ZBA is the SPGA unless otherwise designated, should be included in the bylaws. That will be separate from the bylaw on planning board roles. Counsel felt the master plan was broad enough so that resilience could be part of planning and it didn’t need to be added. Will thought it was better that it be added. Will mentioned that the town of Westhampton had recently updated its master plan using an MVP grant. The whole plan is now focused on resilience. Part of the Westhampton plan is that a separate group was formed to implement the master plan. Will thought implementation of the master plan should be part of the planning board’s role. That way the planning board could take the initiative in creating a plan and also see that it is implemented. Some time was spent refining the proposed bylaw, which should be shared with the ZBA and the selectboard.

**NEW BUSINESS**

**Set Date for Public Hearing on Bylaw Changes** – A motion was made by Will, seconded by Faith, to hold a public hearing, on March 19, 2024, at 7 pm, on the proposed changes to the zoning and town bylaws. Roll call vote: Tricia – aye; Will – aye; John – aye; Faith – aye. Motion passed 4-0-0.

**Committee and Regional Project Updates –** The community preservation committee has chosen Will to be its chair. The committee will have a budget, with some funding for an administrative assistant.

**Two Town News** – Tricia will include the text of the 2023 approved bylaws and a notice of the March 19 public hearing.

**Other business not reasonably foreseen 48 hours prior to the meeting ­**– Faith had volunteered to look into using AI for minutes. She plans to reach out to Faye to discuss it.

**Public Comments –** None.

**Schedule Next Meeting** – The next meeting will be on March 12, at 6:30 p.m.

At 7:47 p.m. a motion to adjourn the meeting was made by Will and seconded by Faith. Roll call vote: Will – aye; John – aye; Faith – aye; Tricia – aye. Motion passed 4-0-0.

Respectfully submitted,

Faye Whitney

Administrative Assistant