Town of SHELBURNE

Planning Board

MINUTES

Regular Meeting via Zoom ~ August 6, 2024

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

Present: John Wheeler

Will Flanders

Faith Williams

Paul Hollings

Absent: None

Administrative Assistant: Absent

Guests: Kimberly Noake MacPhee

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

**Minutes**

A motion was made by Will, seconded by Faith, to approve the minutes of July 2. Roll call vote: Will – aye; John – aye; Faith – aye; Paul – aye. Motion passed 4-0-0.

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

**ANR Plans/Subdivision** – None.

**Zoning Relief/Special Permit Applications** – None. Paul asked what effect Planning Board input might have on ZBA decisions. ZBA hearings take into consideration input from other boards as well as from abutters. Often Special Permits are granted but conditions are added.

**Appointments –** Kimberly Noake MacPhee gave a presentation on how to reduce imperviousness by reducing the footprint size of roads in subdivisions. Existing and proposed standard for major, secondary, and minor streets were discussed. The focus should be on getting narrower roads in subdivisions. Subdivision roads should be designed for the proposed speed limits and for the number of dwellings. Other considerations for Shelburne subdivision roads might include designing roads with respect for topography and views, pedestrian and other non-vehicular safety, adequate room for public safety and EMS access. Kimberly will not be available for the September meeting but plans to return in October.

**OLD BUSINESS**

**2024 Bylaw Update** – Faye and Joe Judd have had difficulty getting together so they made an appointment for later in the month to work on the submittal to the AG’s office.

**Discussion of planning for next year** –

**Joint meeting with ZBA –** The ZBA will be asked to attend the September 17 meeting, with an appointment time of 7:30 p.m.

**Mobile food establishments** – No one could remember the exact tweaks that were needed to the bylaw that had been proposed for the 2024 Town Meeting. Both the Selectboard and the ZBA felt that the proposed bylaw, using the Amherst template, was too restrictive. Will suggested that a subcommittee of two members (so not a quorum) come up with a food truck bylaw between now and September 17. Will and Paul agreed to work on it and they set up a meeting date.

Will left the meeting due to technical difficulties.

**Buckland short-term rental bylaw** – The Commonwealth has a new law allowing ADUs by right and removing the provision that they are restricted to owner-occupied properties.

Paul felt the Buckland short-term rental bylaw was a good place to start but felt some changes were needed. A lengthy discussion followed, with Will returning part way through it. Board members had some questions about why the bylaw was worded the way it was. Andrea Donlan, who was the main author of the bylaw, will be asked to come to the next meeting to answer questions. Paul agreed to email Andrea with questions, while John will start making the changes that were discussed.

Faith commented that the storm water/subdivision bylaw that is being discussed with Kimberly was not on the list for planning in the coming year. Faith also suggested that the Board attempt to work on one bylaw at a time, instead of discussing all of them at each meeting. Only about six months remain until bylaw changes need to be presented at a public hearing and the Board has three or four significant issues to work on. John agreed that other items on the list were more timely than the storm water/subdivision bylaw. It was suggested that Kimberly be asked to draft a bylaw for discussion. John will ask Kimberly to shorten her presentations and draft a bylaw. Will said it might be time to go to two meetings a month or to have subcommittees work on various bylaws to present to the full Board. Faith said it would be a good idea to have a deliberate and organized approach for getting the bylaw revisions done.

**Battery storage bylaw** – Faith volunteered to get some information on this and share it with the Board.

**Role of the Planning Board** – This item will be removed from the agenda for the time being.

**NEW BUSINESS**

None.

**Committee and Regional Project Updates –** John reported on a brief Open Space meeting. That group is working on trails and may soon be working with Buckland. Paul will be the Planning Board rep to the Franklin Regional Planning Board. Rick LaPierre will be the Selectboard rep to hat group.

**Two Town News** – It should be noted that the Planning Board is still looking for another member.

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

**Public Comments –** None.

**Schedule Next Meeting** – The next meeting will be on September 17, at 6:30 p.m., via Zoom. The Board may go back to in-person meetings starting in October.

At 9:25 p.m. a motion to adjourn the meeting was made by Paul and seconded by Faith. Roll call vote: Will – aye; John – aye; Faith – aye; Paul – aye. Motion passed 4-0-0.

Respectfully submitted,

Faye Whitney

Administrative Assistant