Town of SHELBURNE

Planning Board

MINUTES

Regular Meeting via Zoom ~ October 1, 2024

A duly posted meeting of the Shelburne Planning Board was held remotely via Zoom, on Tuesday, October 1, 2024.

Present: John Wheeler

Will Flanders

Paul Hollings

Absent: Faith Williams

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.

**Minutes**

The minutes from September 17 were not available.

**Mail, Memos, and Other Correspondence –** John had received an email from Kimberly Noake MacPhee. She is working on a memo to address road sizes and parking requirements. Kimberley also plans to meet with Town Counsel to review the storm water bylaw and requirements. Kimberly cannot meet with the Board in October, but is available in November.

The Board decided to go back to in-person meetings starting in November. A date was not set at this time. The regular meeting date would conflict with Election Day.

Will remembers working on sign bylaws years ago. Neither he nor John remember getting anything from the ZBA regarding signs. They had asked for a copy of what the ZBA had sent but nothing has been received.

**ANR Plans/Subdivision** – None.

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

**Appointments** – None.

**OLD BUSINESS**

**2024 Bylaw Update** – Nothing had been received from the Attorney General’s office but it had not been expected to hear anything before Thanksgiving.

**Discussion of planning for next year** – Paul asked about the schedule for getting bylaws to Town Meeting. Working backwards, Town Meeting is in May, the warrant closes in April, so a public hearing should be in February with a second hearing in March if needed. That means an information session should be held in January. In addition to the three bylaws already in the works, changes will need to be made to the bylaws regarding ADUs to make the bylaws conform with the new state law on ADUs.

**Short-term rental bylaw** – Will said he realized he had not studied the proposed bylaw thoroughly enough but was not sure the Buckland bylaw should be followed. It may be a starting place only. There seemed to be missing pieces to the bylaw. For example, if short-term rentals need to be registered, a process for registration would need to be created and explained. A lot of questions remained after talking with Buckland Planning Board’s Andrea Donlon. The Board decided to go through the proposed bylaw line by line, making edits, clarifications, and changes. Paul volunteered to visit with Town Administrator Terry Narkewicz and Town Clerk Joe Judd regarding short-term rental licensing and registration. It was decided that registration was sufficient and a license was not necessary. There was a discussion on who would regulate noise or nuisances. The Buckland bylaw assigns that to the Board of Health, but it was felt that is not in their purview. The owner of the property was assigned to the task of seeing there were no nuisances. Discussion was held on building code violations and the correction thereof. Dates of compliance for existing short-term rentals were removed. The bylaw states that the Board of Health is the enforcing agency for this bylaw. Will said he would check with that Board about that. John will make the edits, as discussed, to the draft and send them to the others for further discussion at the next meeting.

**Mobile food establishments (MFEs)** – Discussion on this will wait until the next meeting.

**Battery storage bylaw** – Discussion on this will wait until the next meeting when Faith will be present. Paul plans to show the draft to Al Norman, who has helped the town of Wendell with its battery storage bylaw.

**Accessory Dwelling Units** – Will thinks only minor changes will be needed to the bylaws. The permissible size needs to change from 800 to 900 square feet and the parking requirements will need to be adjusted. The Board will look at the current bylaw regarding ADUs.

**NEW BUSINESS**

**Public Records** – Will recently learned that emails between Planning Board members are public records and need to be kept. Will plan to send all his Planning Board related emails to the town’s Planning Board email address. This prompted a discussion about who has access to the Planning Board email account. Faye will be consulted.

**Committee and Regional Project Updates –** The town is supposed to have two representatives to the Franklin Regional Planning Board. Paul is the representative from the Planning Board. Rick LaPierre represents the Selectboard. Rick feels that another Planning Board member would be a better representative. John is willing to take Rick’s place.

Paul attended a meeting of the Open Space Committee and gave an update of what the Planning Board is working on.

**Two Town News** – John will put something together saying what the Board is working on, letting people know there will be informational meetings on bylaw changes, and that another Planning Board member is still needed.

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

**Public Comments –** None.

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

At 8:19 p.m. a motion to adjourn the meeting was made by Will and seconded by Paul. Roll call vote: Will – aye; Paul – aye; John – aye. Motion passed 3-0-0.

Respectfully submitted,

Faye Whitney

Administrative Assistant