Town of SHELBURNE

Planning Board

MINUTES

Regular Meeting via Zoom ~ November 12, 2024

A duly posted meeting of the Shelburne Planning Board was held at the Town Hall meeting room, on Tuesday, November 12, 2024.

Present: John Wheeler

Will Flanders

Paul Hollings

Faith Williams

Absent: None

Administrative Assistant: Absent

Guests: Susan Durkee

The meeting was called to order at 6:35 p.m. by Chair John Wheeler, who noted the meeting was being recorded.

**Minutes**

A motion was made by Will, seconded by Paul, to approve the minutes of September 17. Roll call vote: Will – aye; Paul – aye; Faith – aye; John – aye. Motion passed 4-0-0.

**Mail, Memos, and Other Correspondence –** Emails had been received from Faye. One was a copy of the revised appointment process, which the Selectboard instituted last summer. Faye said the Attorney General’s office had approved the 2024 bylaws, which now need to be posted in five public places and printed in a newspaper. John will take care of the postings and the bylaws will appear in the *Two Town News*.

Discussion was held on the possibility of combining the position of Administrative Assistant to the Planning Board with that of Administrative Assistant to the Community Preservation Committee. Most people want to work at least 20 hours per week and get benefits. Even the combined position would probably not amount to more than 10 hours per week. Will and John will speak with Town Administrator Terry Narkewicz and then go to the Selectboard to see if that board would approve hiring someone for a combined position.

An email had been received, by John, from Kimberly Noake MacPhee attaching the deliverables, paid for with a grant, regarding storm water bylaws. The main thing Shelburne might decide to do, is to reduce the size of road widths in subdivisions.

**ANR Plans/Subdivision** – None.

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

**Appointments** – None.

**OLD BUSINESS**

**2024 Bylaw Update** – The bylaws have been approved. John will post them as required.

**Open Seat on Planning Board** – Susan Durkee is interested in the position. The consensus of the Board was that they would like Susan to become a member. If the Selectboard approves the appointment she would need to run for election at the next town election in June.

**Discussion of planning for next year** –

**Short-term rental bylaw** – Paul sent a draft of the bylaw to Town Clerk Joe Judd and Town Administrator Terry Narkewicz. Terry had some questions. Joe and Paul will meet to discuss details. Will thought the three key things to get clear in the bylaw were the definition of ownership, the registration process, both state and local, and the complaint process. Will and Paul will continue to work on this bylaw. An informational meeting will be planned for January to look at all three proposed bylaws.

**Mobile food establishments (MFEs)** – Will said there would be two categories of permits, an annual permit and a short-term permit, both issued by the Selectboard. Will and Paul will continue to work on this.

**Battery storage bylaw** – Faith has not yet had time to make all the suggested changes. She said she would have it done in time for the December meeting. Decommissioning such facilities, as well as solar or telecommunications facilities, is an issue. Typically, bonds are issued but as those bonds are not monitored or increased in size, by the time a facility needs decommissioning, the funds are insufficient. Faith was asked to find out how other towns handle decommissioning.

Meeting dates for the next few months were discussed with the following schedule decided upon: Dec 3, regular meeting, all three bylaws will be reviewed then sent on to ZBA and Selectboard; Jan 7, regular meeting; Jan 21, informational meeting; Feb.4 regular meeting; Feb 25 public hearing; March 25, second public hearing of needed.

**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, the property owner no longer needs to live in either the primary residence or the ADU. Definitions need to be changed to match those of the state. The simplest thing to do might be to delete the existing ADU bylaw and replace it with the state’s new regulations. This could be a fourth bylaw to bring to Town Meeting. John will work on this for the next meeting. Discussion followed concerning the fact that even an ADU was likely to cost $300,000 and that is without the expense of possibly upgrading a septic system and /or adding a new water supply. Perhaps the state should look at waiving some requirements if the ADUs are meant to provide affordable housing.

**NEW BUSINESS**

None.

**Committee and Regional Project Updates –** Both John and Paul attended the most recent meeting of the Franklin Regional Planning Board. Topics included streetlights, with kudos given to the recent work done by Shelburne, and an update of the Franklin County Regional Housing Plan. The county has almost no units for sale or for rent.

**Two Town News** – Faith will write something explaining that there will be an information session and one or two public hearings between January and March.

**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 3, at 6 p.m., at the Town Hall.

At 8:15 p.m. a motion to adjourn the meeting was made by Will and seconded by Paul. Roll call vote: Will – aye; Paul – aye; Faith – aye; John – aye. Motion passed 4-0-0.

Respectfully submitted,

Faye Whitney

Administrative Assistant