Town of SHELBURNE

Planning Board

MINUTES

Regular Meeting ~ January 7, 2025

A duly posted meeting of the Shelburne Planning Board was held at the Town Hall meeting room, on Tuesday, January 7, 2025.

Present: John Wheeler

Will Flanders

Paul Hollings

Faith Williams

Susan Durkee

Absent: None

Administrative Assistant: Absent

Guests: None

The meeting was called to order at 6:10 p.m. by Chair John Wheeler, who noted the meeting was being recorded.

**Minutes**

No minutes were available.

**Mail, Memos, and Other Correspondence** – John had received an email from Town Clerk Joe Judd about mandatory conflict of interest training. John had passed it on to other Board members.

**ANR Plans/Subdivision** – None.

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

**Appointments** – None.

**OLD BUSINESS**

**2024 Bylaw Update** – The bylaws have been approved by the AG’s office. Faye will be updating the official copies of the bylaws.

**Clerical Assistant Update** – The position of assistant for the CPC has been posted. It is hoped that if someone applies for the CPC, they might also be interested in the Planning Board position. Faye has agreed to stay on until at least Town Meeting time.

Discussion was held on the budget sheet for FY’26. No decisions were made.

**Open Seat on Planning Board** **and Term Dates** – John has not yet checked with the Town Clerk to determine if the dates posted in the website are correct.

**Discussion of planning for next year** –

**Short-term rental bylaw** – Meetings have been held with the Selectboard and ZBA, with both of those boards suggesting changes. FRCOG’s Megan Rhodes has also given input. Is this bylaw a general or zoning bylaw, or both? Town Counsel will be consulted. Changes made after the various meetings were discussed. The application process should be as simple as possible. Perhaps the application could be done online. Questions were raised about who would set this up and is it anyone’s job? Taxes need to be current. How would that be determined? Someone needs to discuss this with the Tax Collector. Paul will talk with Randy Crochier about the process. The next discussion was on how to limit large parties at short-term rentals. Susan said that should be up to the owner to decide. A question was raised as to how the owner or the renter would know the limit of “large.” Defining “large” will be something to work on next year.

**Mobile food establishments (MFEs)** – The ZBA had asked that the wording requiring MFEs to be located only on streets be removed, suggesting that someone might want to have one in a driveway. The ZBA also wanted clarification as to how much of this bylaw was zoning and how much was general. Something about MFEs will likely be added to the Use Table. All sections regarding mobile homes will be removed.

**Accessory Dwelling Units** – John Taylor had suggested some changes and the ZBA had asked it could be required that the property owner live on the property. The state law says the new ADU rule seems to apply to single family zoning districts, which Shelburne dos not have. The ZBA had suggested that there be no more than two dwelling units per lot, thereby making it impossible for an existing multi-family home to add an ADU. Should a Special Permit be required if there would be more than two units per lot? The Board discussed whether a principal dwelling meant a single family dwelling. It was thought that the state’s intention was to apply the new ADU law to single family dwellings, multi-family dwellings did not seem to be addressed. The Board decided to change the wording in the proposed bylaw from principal dwelling to existing dwelling.

**Battery storage bylaw** – Various points raised by the ZBA and by John Taylor, as an individual, were discussed. It was decided not to allow such facilities in the Village Residential or Village Commercial zones. It was agreed that the operator of such a facility should be required to provide a description of safety measures and response plans. Security fencing will be a least a six-foot high chain link fence topped with one foot of barbed wire, unless alternate security measures were allowed by the SPGA. It will also be noted that all provisions for granting Special Permits in the existing zoning bylaws, especially citing Section 6, be followed.

A brief discussion on how to spread the word about the upcoming informational meeting was held.

**NEW BUSINESS**

None.

**Committee and Regional Project Updates –** None.

**Two Town News** – Nothing.

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

**Public Comments –** None.

**Schedule Next Meeting** – The next meeting will be on January 21, at 6 p.m., at the Town Hall.

At 8:31 p.m. a motion to adjourn the meeting was made by Susan and seconded by Will. Roll call vote: Will – aye; Paul – aye; Faith – aye; Susan – aye; John – aye. Motion passed 5-0-0.

Respectfully submitted,

Faye Whitney

Administrative Assistant