

TOWN OF SHELBURNE
Planning Board
Minutes of Meeting June 8, 2016

A duly posted meeting of the Shelburne Planning Board was held on Wednesday, June 8, 2018 at 7:00 pm in the Town Hall Meeting Room, 51 Bridge St., Shelburne Falls, MA.

Present: John Wheeler, Chair Planning Board

Will Flanders

Josiah Simpson

Cam Stevenson

Administrative Assistant: Liz Kidder

Absent:

Audience:

Press:

The meeting was called to order at 7: 02 pm.

A motion to approve the minutes of May 18, 2016 was made by Will and seconded by Cam.

Vote: 3 in favor, 0 opposed, 1 abstention by John as Chair of the meeting.

Board reorganization and vacant position: the Board held their annual elections and put forward the following slate of officers:

John Wheeler, Chair

Cam Stevenson, Vice Chair

Josiah Simpson, Secretary

Motion to approve the slate as presented was made by Will and seconded by Cam.

Vote: 3 in favor, 0 opposed, 1 abstention by John as chair of the meeting.

Liz suggested that she send a brief press release to the recorder asking for anyone interested in the one year position to please submit a letter of interest to the Board at Planning@townofshelburne.com by July 8th. Board members said they would spread the word about the open position that would be appointed by the Selectboard based upon a recommendation from the Planning Board to serve until the next Town election in May 2017.

ANR Plans – none presented.

Special Permit /Variance Applications – it was noted that the ZBA had held a public hearing on Molly Cantors application. The Planning Board had not received a copy of the full application to review because she needed a variance not a special permit. The Board reviewed an email from the ZBA requesting a meeting of the Planning Board, ZBA, Selectboard, Police Dept. and the Highway Dept. to discuss parking in the village. The ZBA has recently reviewed several applications that raised questions about whether there are issues/concerns regarding the number of parking spaces in the village. The ZBA is looking for guidance on parking in the village so that they can review projects and prepare permit conditions in the best interest of the village.

May 3 Town Meeting submittals to the Attorney General's office: Liz Kidder showed the Board the package of information that she and Joe Judd had put together and submitted to the Attorney General's office as required by state law. The Town has received an email acknowledgement from the AG's office and it has been assigned case # 8013. Their review should be completed on or before August 31, 2016. Liz noted that the bylaw has an effective date of May 3, 2016, unless it is not approved by the Attorney General.

Approved: _____ Date: _____ 1

Planning Board schedule for the coming year:

- Master Plan Updates and Zoning Revisions - Will noted that the GSFABA board and the Village Partnership are working together to clarify their roles. They are considering updating a master plan for the village.
- Sign Bylaw – Will is going to talk to Town Counsel about changes that need to be made to the sign bylaw.
- Telecommunications by law updates/ZBA—this is an issue that was raised by John Taylor last year and the Board will bring it up again at the next joint board meeting to see if he is going to work on any revisions for this next year.
- Definitions/Use Table – Cam volunteered to review definitions related to beds and breakfasts, lodging houses, Air B&Bs and other related definitions to see how they have been handled in other towns. Liz will send Cam material that she has already collected for him to review and expand upon. Note: John Wheeler recused himself from this discussion.
- Housing – the Board discussed updating the Housing Chapter of the Town Master Plan and trying to identify the current questions that need to be answered. Liz reported that the assessors should have up-to-date numbers of single and multi-family houses in town by the end of the summer. The Board if infill is an issue that Shelburne needs to address and how could it be accomplished in the Village. The Board considered how to creatively maximize housing opportunities in the village while maintaining the character of Shelburne Falls. John said he would contact the Shelburne Falls Village Network (SFVN) and ask for information on their survey results.

Josiah said that he would start work on this project and look at spatial availability for additional dwellings first under existing zoning and then look at possible scenarios if the zoning bylaw is modified. The Board reviewed the Town’s Community Development strategy that suggested looking at Shelburne Center and Dragon Hill as other village centers zoning districts. The possibility of having a shuttle bus that could have a route connecting the different village centers was discussed.

- Parking in the village – the Board decided to hold a special meeting on Wednesday, June 22nd at 7:00 pm and invite the Selectboard, the ZBA, the GSFABA, the Police Chief, the Town Highway Dept., and the SFVN to start a discussion on parking in the village.
- Joint meeting with the ZBA – the Board suggested inviting the ZBA to the August 10th meeting to review other zoning revisions the boards could/should work on over the coming year.

COMMITTEE AND REGIONAL PROJECT UPDATES

- **FRCOG** – Cam is unable to attend the meetings until October.
- **Open Space** – John said he didn’t have a meeting last month. Will asked if it could be a task of the Open Space committee to create trails in the expanding Mass Audubon property.
- **Community Energies Pilot Program**—John said the final report of this project has been received.
- **Other Town Boards** – Liz shared that the Board of Health will be conducting their annual review of Bed and Breakfasts in town. There are only 5--2 new ones have popped up on AIR B&B. They have just been sent a memo from the BOH identifying the various permits and fees required to operate in Shelburne.

READ MAIL – the Board read mail as listed below.

OTHER BUSINESS NOT REASONABLY FORESEEN 48 HOURS PRIOR TO THE MEETING – none presented.

PUBLIC COMMENTS – none presented

Approved: _____ Date: _____ 2

SCHEDULE NEXT MEETING – Wednesday, June 22, 2016 at 7:00 pm

A motion to adjourn the meeting was made by Will and seconded by Cam.

Vote: 3 in favor, 0 opposed, 1 abstention by John as Chair of the meeting

Meeting was adjourned at 8:39 pm.

Respectfully submitted by,

Liz Kidder
Administrative Assistant

LIST OF DOCUMENTS:

Legal notices from neighboring communities: Buckland – 1, Greenfield – 6, Charlemont – 1, Conway—1, Colrain--1

May 24, 2016 Letter Mass Historical Commission re Shelburne Free Public Library

Legal Notice from ZBA regarding Molly Cantor’s Variance/Special Permit application and public hearing

May 9 email from Shelburne Falls Village Network regarding a May 15th meeting

Pages ES5-7 of the Shelburne-Buckland Master Plan

June 2 email, Liz Kidder to webmaster re updates to Planning Board webpage

May 12 email from Peggy Sloan regarding next/last regional pipeline advisory committee meeting

May 19 email from Liz Kidder to John Wheeler regarding conversation with Assessors on housing data

June 7 emails regarding need for a multi-board/town dept. heads on parking in the village

May 27, 2016 Boston Globe editorial “Make room for Granny, and other zoning fixes”

Summary of zoning reform bill: S122 as filed by Senator Daniel Wolf and Rep. Stephen Kulik

Copy of Shelburne’s Town Clerk submittal to AG’s office re: bylaws adopted at ATM

June 1, 2016 Shelburne BOH memo to Bed and Breakfast owners