

**TOWN OF SHELBURNE**  
**Planning Board**  
**Minutes of Meeting October 25, 2017**

A duly posted meeting of the Shelburne Planning Board was held on Wednesday, October 25, 2017 at 7:00 pm in the Town Hall, 51 Bridge St., Shelburne Falls, MA.

Present: John Wheeler, Chair

Will Flanders

Cam Stevenson

Josiah Simpson

Administrative Assistant: Liz Kidder

Audience:

Absent: Tom Johnson

**The meeting was called to order at 7:03 pm.** John noted that Tom Johnson had notified him that he would not be in attendance this evening.

**A motion to approve the minutes as corrected of the Oct. 11, 2017 meeting was made by Will and seconded by Cam.**

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

**ANR Plans** –none

**Special Permit/Variance Applications** – none

**NEW BUSINESS:**

**CPTC Training Workshop**-- John, Will, Josiah and Cam had attended a CPTC workshop on “Planning with Community Support” at the FRCOG. The Board members felt the workshop was very thorough, informative, well worth the money spent, and that the handouts were useful and worth keeping as a reference as they work through updating the Master Plan. Cam felt it was a very thorough presentation however some of the suggestions could be hard for a small town to implement with only volunteer board members. After listening to the presentation, Will felt it was appropriate for the Board to work on the Housing Chapter first rather than trying to update the whole Master Plan at once. Once the Board finds out if the FRCOG receives the planning grant, then the Board can develop a timeline for finishing the Housing Chapter update.

Josiah suggested reviewing the existing conditions and goals in the current plan by comparing it to the recent housing survey results. He noted that a lot of the action steps in the 1999 plan were very general and not action oriented. The board suggested creating a specific action plan, such as the open space committee had done for the Open Space Plan. Following a suggestion at the workshop, the Board discussed establishing an implementation committee to work towards accomplishing the identified goals. In order to understand how local housing plans are implemented, the Board decided to continue trying to contact the Director of the Franklin Regional Housing Authority and ask her to attend a meeting to help the Board understand the roles of the local and regional housing authorities.

Will and Josiah discussed options for some graphics and a power point presentation that the Board may create in order to take to different community meetings in Shelburne. This powerpoint could be used to get input and gain support for an updated housing plan and the associated tools that the Board may be recommending at a town meeting.

**OLD BUSINESS:**

**Sustainability and Resilience Grant** – the Board reviewed the EEA grant application prepared and submitted by the FRCOG. They noted that the participating towns included Buckland and Sunderland and that if awarded, it would provide a year and a half of planning assistance from the FRCOG staff.

Approved: \_\_\_\_\_ Date: \_\_\_\_\_ 1

**Zoning Bylaw Revisions for ATM 2018** – The Board reviewed a working draft list of all the zoning bylaw revisions for ATM 2018 discussed to date. A typo was noted in 9.4.18 – signs should be signs. In addition, they reviewed and edited a draft definition of junkyard and recycling center.

“Junkyard/Recycling Center: Any area, lot, land, parcel, building or structure or part thereof used for the commercial storage, collection, purchase, sorting, processing, salvaging or reuse of any used or discarded items or materials for the purpose of resale, distribution for permanent disposal, recycling or any related operations. Any such operation must operate in full compliance with any applicable state or federal regulations and does not include agricultural composting.”

Recycling center will be added to the junkyard line in the Industrial Section of the Use Table. The Board decided to wait until Tom Johnson was present to continue their review of the Use Table.

**Subdivision Regulations and Fire Protection** – the note to applicants regarding standards of review by the local fire departments will be included as part of the public hearings in the spring. After the public hearings, the Board will be able to vote on adopting the note into the Subdivision Regulations.

**Master Plan Update – Housing Needs Assessment** – Will reported that he had attended a workshop on Affordable Housing Trusts. This workshop included a tour of Butternut Farm--27 units of affordable housing on Longmeadow Rd. in Amherst. This project was managed by Way Finders (formerly HAP Inc. in Springfield) and included several partner organizations and the Town. Interestingly, even though Amherst has met their 10% goal for affordable housing, the Town used the Chapter 40B Comprehensive Permit option to override their own zoning. This was challenged by a neighbor but the permit was upheld by the State Supreme Court. CPA money was also used for this project.

An Affordable Housing Trust is a separate entity that can be established by a Town. It can be used to compile money from several sources, including CPA funds, to hold until there are sufficient funds for specific affordable housing projects. Will said he would digitally distribute copies of the guidebook. Once the Planning Board is able to meet with the Director of the Regional Housing Authority, they can find out if there is already an existing entity, such as the Shelburne Housing Authority, that could possibly serve that role in helping to develop and assume the responsibility of long term management of more affordable housing in Shelburne.

John noted that the Housing Survey results were reviewed at the Housing Committee Meeting. There was strong statement recognizing the need for more affordable housing in Shelburne in the survey results. The Board reviewed the results of the survey and how it related to possible goals in the housing chapter update.

**Parking Study** – The Board continued to table this discussion until the final Parking Study is done.

**Recreational Marijuana Moratorium bylaws** –The Board continued to table this discussion until the state regulations have been issued.

**COMMITTEE AND REGIONAL PROJECT UPDATES**

**FRCOG** – The next meeting will be on Nov. 2<sup>nd</sup> and Cam is planning to attend.

**Open Space:** They met Monday night where they reviewed the culvert study with Scott Jackson.

**Other Town Boards:** nothing presented.

**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.

**SCHEDULE NEXT MEETING:** next regular meeting will be Wednesday November 8, 2017 at 7pm. Liz will contact Fran Pheeneey and see if she or someone else from her agency can attend.

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

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

**Meeting was adjourned at 8:28 pm.**

Respectfully submitted by,

Liz Kidder  
Administrative Assistant

**LIST OF DOCUMENTS:**

- Legal notices from neighboring communities: Charlemont – 1, Colrain – 1
- Email Oct. 20 from Alyssa Larose, FRCOG regarding EEA Planning Grant Application
- Email Oct. 18 from Rita Maccini, FCRHRA
- Oct. 17, 2017 Letter from Shelburne Board of Selectmen to FRCOG regarding Planning Grant
- Shelburne Housing Plan Meeting Agenda
- Shelburne 2017 Housing Survey Results
- Planning Assistance Grant Proposal to Implement Zoning for Sustainable Housing Production