

TOWN OF SHELBURNE
Planning Board Meeting
Minutes of Meeting Jan. 23, 2019

A duly posted meeting of the Shelburne Planning Board was held on Wednesday, January 23, 2019 at 7:00 pm in the Town Hall Meeting Room, 51 Bridge St., Shelburne Falls, MA.

Present: Will Flanders

John Wheeler, Chair

Cam Stevenson

Tom Johnson

Josiah Simpson

Alyssa Larose, FRCOG

Administrative Assistant: Liz Kidder

Audience: Whit Sanford, John Stevens, Linda Vight

Absent:

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

A motion to approve the minutes of the Dec. 12 meeting was made by Will and seconded by Cam.

Vote: 3 in favor, 0 opposed, 2 abstentions by Josiah and Tom who were not in attendance at the meeting.

ANR Plans – none

Special Permit/Variance Applications – John Stevens, 535 Mohawk Trail – The Stevens discussed their interest in dividing a property they own that fronts on Route 2. They presented a copy of a survey and discussed options for a minor street or common driveway with the Board. There is a road or driveway that extends off of Route 2 and there is a deed granted right-of-way. Their engineer had suggested that it would be very difficult to design a driveway/minor street that met current regulations and had recommended that they meet with the Planning Board to discuss options before the engineer puts in a lot of time. Town Counsel had suggested they consider a minor street subdivision under current regulations. The Board noted that they are also presenting a common driveway bylaw at Annual Town Meeting that may help them if it is adopted in May.

OLD BUSINESS

Shelburne Housing Study/Master Plan Housing Chapter/Sustainability and Resilience Grant/Review of Zoning Map — Alyssa Larose, FRCOG

Alyssa distributed copies of a new **dimensional schedule** that included a new footnote – “I”

To maintain the existing historic urban pattern in downtown Shelburne, parcels with frontage on Bridge Street in the VC district, except those used solely for surface parking, shall have no maximum lot coverage requirement, and no minimum front, side, or rear yard setback requirements, except when abutting a residential use, in which case the minimum setback from the residential property line shall be 10 feet.

At previous meetings, the issue of dimensional requirements for properties along Bridge St. had been discussed. Alyssa pointed out that addressing the dimensional concerns for those properties along Bridge St. in the table with a footnote was one option and the other option would be to change the zoning map for the VC district. The Board discussed that they would be reviewing the Economic Development Chapter of the Master Plan as part of their agenda for next year and therefore it was premature to consider redrawing the boundaries of the VC district on the zoning map. The Board reviewed and decided to include the proposed footnote “I” in the public hearing draft.

Alyssa presented the latest version of the proposed Affordable Housing Incentive Zoning bylaw. Alyssa reviewed the changes from the last draft and it was agreed that a zero-lot line situation would require a shared wall. It was discussed whether there should be

Approved: _____ Date: _____ 1

an incentive included for renovations of historic structures. The Board said they felt it would be more appropriate to encourage creative approaches or incentives through funding programs instead of through zoning.

Will asked the Board if they want to change variances to special permits throughout the bylaw as was recommended by Town Counsel at a recent meeting. Alyssa suggested looking at Buckland's special permit process. The Board would look at this at their next meeting.

Alyssa passed out the Village Design Guidelines and noted her changes since the last draft. She had added a section relative to mixed use structures in the VC and she added a couple of pictures. The Board reviewed a map of potential lots for infill and members of the Board pointed out that some of the potential lots should be eliminated because of slope and wetland issues. Alyssa was asked to put a note on the map indicating that slope and wetlands may make some of the "potential" lots unsuitable for infill projects.

Alyssa will get her drafts for the public hearing to Liz by Feb. 4th so that she can put together the final public hearing draft and publish the legal notice in the Recorder. Tom and Will asked Alyssa to send any information on funding programs or local action options what could be used to encourage a homeowner to create an Affordable unit. Alyssa and the Board discussed what information should be included in a presentation at the public hearing and she will send out a draft powerpoint for review at the next meeting.

The Board decided to recommend changing the use table for commercial greenhouses back to allowed by right instead of requiring a special permit in response to the last letter from the Attorney General. At their next meeting the Board will review the full use table to see if any changes should be considered by splitting the "VR" district into VR1 and VR2.

New Business

Commercial Design Guidelines – the Board decided that there isn't time to review or develop commercial design guidelines before this year's annual town meeting and they will include consideration of them next year as they work on updating the economic development chapter of the Master Plan.

Planning Board Budget and Annual Report – the Board decided to request the recommended 2.5% raise for their administrative assistant and otherwise submit the same budget as in past years for expenses. Liz distributed a draft annual report and the board will review it and discuss at their next meeting.

OLD BUSINESS

Coordination with ZBA – nothing discussed.

Rural housing regulation analysis and revisions – common driveways and clarification regarding frontage access are being presented for discussion at the February public hearing. The Board will review a draft flaglot bylaw at their next meeting.

Regulatory revisions for ATM 2019 – The Board reviewed their list or proposed revisions for ATM 2019 and clarified which bylaws would be discussed at the February hearing and which at the March public hearing.

COMMITTEE and REGIONAL PROJECT UPDATES

FRCOG Planning Board –Cam reported the upcoming agenda focuses on transportation programs and the 2020 census,

Open Space –Tom reported their DLTA project request was to continue work on the Deerfield river walking trail. They have received the funding to hire a designer to do a rough survey and come up with a range of possible designs-including options considering funding limitations.

Other Town Board updates – none presented.

Other business not reasonably foreseen 48 hours prior to the meeting-nothing presented.

Read Mail—the Board read mail as listed below.

Public Comments—none presented.

Schedule next meeting –the next meeting is scheduled for 7:00 pm on Wednesday, February 13 with a public hearing on February 27, 2019.

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

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

Meeting was adjourned at 10:36 pm.

Respectfully submitted by,

Liz Kidder

LIST OF DOCUMENTS:

Legal notices from neighboring communities: Deerfield – 1, Colrain– 1, Buckland – 1, Conway – 1, Greenfield – 6

1/2/19 copy of letter from FEMA to Selectboard

12/19/18 and 12/29/18 Emails from Tom Miner on commercial design guidelines

Correspondence with Joe Palmeri regarding questions raised at November public information meeting

Emails regarding converting existing rental housing into SHI Affordable Housing.

Annual DLTA form requests from FRCOG and email to selectboard

1/09/19 Email from Will Flanders re: Affordable Housing Documents

12/6/18 Email re: accessibility and zoning

Proposed revisions to the Shelburne zoning bylaw based upon November 2018 meetings

Town of Thomaston Maine Green Design Guidelines

Annual Budget Forms to review

Draft Planning Board Annual Report

Proposed Changes regarding Common Driveways

Buckland Common Driveway Bylaw