Town of SHELBURNE

Planning Board

MINUTES

Regular Meeting via Zoom ~ October 13, 2021

A duly posted meeting of the Shelburne Planning Board was held remotely on Wednesday, October 13, 2021 at 7 pm

Present: John Wheeler, Chair

Will Flanders

 Tricia Yacovone-Biagi

 Seth Wilschutz

 Cam Stevenson

Administrative Assistant: Faye Whitney

Guests: None

Absent: None

The meeting was called to order at 7:03 p.m. by Chair John Wheeler who noted he was recording the audio of the meeting.

**Minutes**

A motion was made by Cam, seconded by Will to approve the minutes of September 22. Roll call vote: Will – aye; Tricia – aye; Seth – aye; Cam – aye; John – abstain. Motion passed 4-0-1.

**ANR Plans/Subdivision**

None

**Zoning Relief/Special Permit Applications**

None

**OLD BUSINESS**

**CPA** – The next meeting will be held on October 20, at 7 p.m. Representatives from some towns that have adopted the CPA will be present. The group will also discuss the informational session, which is set for November 3. Various town Boards and Committees have been or will be contacted and given an information packet. The Open Space Committee has unanimously approved joining the CPA.

**Pollinator Program** – This item will be removed from the agenda while waiting for FRCOG to create language.

**Planning Board Goals for the Next Year** – The Board discussed the goals and agreed to shorten the list a bit.

 Attorney General’s comments – Agricultural greenhouses need to be changed in the use table. Will has an amendment he will send to the Board. The Board is waiting for Town Counsel’s advice regarding cannabis definitions.

 Work on adjusting Section 10, Findings/Variances – Will has a proposed change to how these are handled. The change will be shared with the ZBA for their input.

 Resiliency/Sustainability – This item is awaiting input from FRCOG and will be removed from the agenda for the time being.

 Housing needs – The Small Town Working Group is working with towns to help with bylaw changes to allow for smaller lots. This item will be removed from the agenda for now.

 Master Plan/Economic Development update – The town’s master Plan is 20 years old. The last time it was updated the town of Buckland as well as many local committees were involved. It was suggested that FRCOG could have suggestions about what could be done and what steps could be taken to move forward on an economic development plan. John, Will, and Cam will speak to Alyssa LaRose.

 Mohawk Trail Commercial Zone and Scenic Byway – The sign bylaws need to be tweaked to be made more clear. A large billboard on the Trail has recently caused a lot of comment. The Building Inspector says it is allowed by the bylaws but there is a question of whether the bylaws are being misread. This is just one example of the need to clarify the sign bylaws.

 Home-Based Businesses – Town Counsel had said that the Shelburne home-based business bylaw was very good. Perhaps some minor changes should be made to address the issue of retail. Seth was asked to come up with a plan of what the Board is trying to accomplish regarding home-based businesses.

 Review of Use Table – Will agreed to take the lead on this.

**Administrative Assistant Position/Transition**

Faye now has the computer and the keys to the file cabinet. She plans to get together with Liz to go over the files. Tricia asked that the minutes be sent out earlier, perhaps a week in advance.

**Committee and Regional Project Updates**

A letter of support for the CPA from the Open Space Committee had been shared.

**Other business not reasonably foreseen 48 hours prior to the meeting**

There were cars parked on both sides of Colrain Shelburne Road during the Columbus/Indigenous Peoples Day weekend. This is not a Planning Board issue. It is a police issue.

**Mail –** None

**Public Comments** – none.

**Schedule next meeting -** The Board will meet remotely again at 7 p.m. on October 27.

At 8:21 p.m. a motion to adjourn the meeting was made by Cam and seconded by Will. Roll call vote: Will – aye; Tricia – aye; Seth – aye; Cam – aye; John – abstain. Motion passed 4-0-1.

Respectfully submitted,

Faye Whitney

Administrative Assistant

**List of Documents:**

None