Town of SHELBURNE

Planning Board

MINUTES

Regular Meeting via Zoom ~ December 8, 2021

A duly posted meeting of the Shelburne Planning Board was held remotely via Zoom, on Wednesday, December 8, 2021 at 7 pm

Present: John Wheeler

Will Flanders

Cam Stevenson

Seth Wilschutz

Administrative Assistant: Faye Whitney

Guests: Andrew Smith

Absent: Tricia Yacovone-Biagi

The meeting was called to order at 7:03 p.m. by Chair John Wheeler, who noted the meeting was being recorded.

**Minutes**

A motion was made by Will, seconded by Cam, to approve the minutes of November 10. Roll call vote: Will – aye; Seth – abstain; Cam – aye; John ­ aye. Motion passed 3-0-1.

**Mail**

The Town of Deerfield had forgotten to send a notice of a public hearing to neighboring towns. A waiver was requested. A motion was made by Will, seconded by Cam, to waive the notice of a public hearing in the Town of Deerfield. Will – aye; Cam – aye; Seth – aye; John – abstain. Motion passed 3-0-1.

Other mail consisted of a notice of hearing from Buckland, a notice of a hearing from Charlemont, a notice of a hearing from Conway, three notices of hearings from Greenfield, and a memo from the Town Administrator about a Community Development Strategy. The Board felt that it was too late to consider any changes to the Community Development Strategy. It was hoped that next year the conversation could be started earlier.

**ANR Plans/Subdivision**

None

**Zoning Relief/Special Permit Applications**

Residences@Mills Falls LLC has requested a hearing to discuss putting a balcony on their building on Deerfield Avenue which would extend over the town-owned sidewalk. The Board did not support the application feeling that it would make an existing non-conforming structure even more non-conforming and that, aesthetically, it would detract from the space. A motion was made by Will, seconded by Cam, to recommend to the ZBA that the application not be approved. Will – aye; Cam – aye; Seth – aye; John – abstain. Motion passed 3-0-1.

**Appointments**

**Andrew Smith RE: Municipal Vulnerability Preparedness Program – 7:30 p.m.**

Andrew presented a power point program. With the increase in natural hazards and climate change, the MVP program focusses on building climate resilience. It is a partnership between the state and local communities. Planning grants are available to conduct planning exercises to identify and prioritize local problems. Andrew said that 93% pf the towns in the Commonwealth have taken advantage of the MVP program. Top hazards include flooding, winter storms, and drought. Vulnerabilities could be storm water management, transportation and infrastructure, and emergency management. Actions might include storm water management, risk assessment and zoning regulations. There is an open application process for action grants through the MVP program. In the case of Shelburne, the final application would need to come from the Selectboard. Will recommended that the Selectboard put together a Zoom meeting with Andrew and various other Town departments and asked John to write to the Selectboard suggesting such a meeting.

**OLD BUSINESS**

**CPA** – The working group met on November 30. The group hopes to get the CPA on the warrant for the May Annual Town Meeting. If approved there, it would also need to be on the November election ballot. A public forum will be held on February 16. A power point presentation is being created. John said Andrew Baker is looking into getting something on the town website. Also in the works is a table showing costs of the CPA which depend on individual property values.

**Planning Board Goals for the Next Year** –

Attorney General’s comments – Changes to cannabis definitions are still awaiting input from Town Counsel.

Work on adjusting Section 10, Findings/Variances – Nothing new to report.

Master Plan/Economic Development update – Each year the FRCOG offers technical assistance grants. John has sent a request to the Selectboard requesting that a Local Technical Assistant grant be sought to assist with the Master Plan Economic Development update.

Mohawk Trail Commercial Zone and Scenic Byway/Sign Bylaws – Seth has been reading through the existing sign bylaws. Section 9.4.5 needs clarification. He suggested that it might be wise to add a Special Permit process for some signs such as off premises signs, and signs over a certain size. It is also unclear which signs might be in the state right of way. Will will speak with the ZBA about changes to the sign bylaw.

Home-Based Businesses – Nothing new to report.

Review of Use Table – Nothing new to report.

**New Business**

None

**Committee and Regional Project Updates**

None

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

None

**Public Comments**

None

**Schedule Next Meeting**

The Board will meet remotely at 7 p.m. on January 12.

At 8:42 p.m. a motion to adjourn the meeting was made by Will and seconded by Cam. Roll call vote: Will – aye; Seth – aye; Cam – aye; John – abstain. Motion passed 3-0-1.

Respectfully submitted,

Faye Whitney

Administrative Assistant

**List of Documents:**

Request for waiver from Town of Deerfield

Notice of hearing from Town of Buckland

Notice of a hearing from Town of Charlemont

Notice of a hearing from Town of Conway

Three notices of hearings from City of Greenfield

Memo from the Town Administrator about a Community Development Strtaegy.