Town of SHELBURNE

Planning Board

MINUTES

Regular Meeting via Zoom ~ January 26, 2022

A duly posted meeting of the Shelburne Planning Board was held remotely via Zoom, on Wednesday, January 26 at 7 pm

Present: John Wheeler

Will Flanders

 Cam Stevenson

 Seth Wilschutz

 Tricia Yacovone-Biagi

Administrative Assistant: Faye Whitney

Guests: None

Absent: None

The meeting was called to order at 7:04 p.m. by Chair John Wheeler, who noted the meeting was being recorded. The Board had planned to meet on January 12. However, it was discovered that the town Zoom account had been double-booked. To avoid problems in the future, Seth volunteered to use his Zoom account for Planning Board meetings.

**Minutes**

A motion was made by Cam, seconded by Will, to approve the minutes of December 8. Roll call vote: Will – aye; Seth – aye; Cam – aye; Tricia – abstain; John – abstain. Motion passed 3-0-2.

**Mail**

Mail consisted of a hearing notice from Buckland and several notices of hearings from Greenfield. These notices often arrive after the hearings have been held. In the future, if any of the notices are timely, Faye will send them to the Board.

**ANR Plans/Subdivision**

None

**Zoning Relief/Special Permit Applications**

Residences@Mills Falls LLC had 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. When the ZBA hearing was held, it was discovered that other additions to the building had been made, which were not included in the previously granted Special Permit. Questions were raised about property lines. The hearing was continued until February 3.

**Appointments**

None

**OLD BUSINESS**

**CPA** – Will is creating a Power Point presentation for a February 16 informational meeting. The CPA group has learned that they cannot use the town website to promote the CPA. They must use a separate site. If the group wants to raise funds it will need to organize under state campaign finance rules. Other towns, who have adopted the CPA, will be consulted as to how they handled such things. Town Meeting will only be asked to approve putting the CPA on the November ballot.

**Planning Response to Attorney General’s Comments** – John shared his wording regarding greenhouses. The discussion centered on lot sizes and income to be derived from agriculture.

 Other minor changes to the bylaws include not allowing Retail Store Building 2,500 sq. ft. or less of enclosed floor area in the Village Residential zone, and adding a footnote to the marijuana regulations.

**Section 10, Findings/Variances** – The ZBA is considering a small wording change to make the town bylaws consistent with state regulations.

**Master Plan/Economic Development update** – John has submitted the Planning Board’s request to the Selectboard for a DLTA grant for help to update the Master Plan Economic Development section.

**Mohawk Trail Commercial Zone and Scenic Byway/Sign Bylaws** – The Board is considering requiring a Special Permit for large signs. Seth agreed to write a draft wording change.

**Home-Based Businesses** – Nothing new to report.

**Review of Use Table** – Nothing new to report.

**New Business**

**DLTA Grant recommendations** – See above under Master Plan/Economic Development update.

**MVP Update** – Will had looked at the town’s vulnerability plan, which had been completed last year. He then asked Andrew Smith what would be gained, in addition to what the town already has, with the MVP program. The response was vague. Will plans a further conversation with Andrew.

**Annual Town Report** – The report is needed by March 1. John has started a draft and will send it to everyone for review.

**Committee and Regional Project Updates** – The FRCOG Planning Board will be meeting on January 27. There will be a report on affordable housing in Buckland.

**Other business not reasonably foreseen 48 hours prior to the meeting** –The budget for FY’23 is due at the end of the month. Currently the clerical budget is for 310 hours. Faye does not anticipate using that much time. That line item was reduced to 200 hours. The legal assistance line item was increased by $1,000. The total budget remains the same at $6,746.

**Public Comments**

None

**Schedule Next Meeting**

The Board decided to change its meeting dates to the first and third Tuesdays of each month and to meet at 6:30 p.m. The next meeting will be on February 1, at 5 p.m.

At 8:39 p.m. a motion to adjourn the meeting was made by Will and seconded by Tricia. Roll call vote: Will – aye; Seth – aye; Cam – aye; Tricia – aye; John – abstain. Motion passed 4-0-1.

Respectfully submitted,

Faye Whitney

Administrative Assistant

**List of Documents:**

Notice of hearing from Town of Buckland

Three notices of hearings from City of Greenfield