

TOWN OF SHELBURNE

Planning Board

MINUTES

Regular Meeting ~ July 1, 2025

A duly posted meeting of the Shelburne Planning Board was held at the Town Hall meeting room, on Tuesday, July 1, 2025.

Present: John Wheeler
Will Flanders
Faith Williams
Geoff Stack

Absent: Paul Hollings

The meeting was called to order at 6:11p.m. by Chair John Wheeler, who noted the meeting was being recorded.

Minutes

A motion was made by Faith to approve minutes of June 17, seconded by Will. Roll call vote: 4 yeas; 0-nays; motion passed

Mail, Memos, and Other Correspondence – Taylor Shulda reached out to John to say he would be interested in getting involved and John encourage him to attend our meetings

ANR Plans/Subdivision – None.

Zoning Relief/Special Permit Applications – None.

Appointments – None

Old Business: Paul committed to follow up about short term rental regs with Joe; Susan will check with Paul about taking that off his plate. Also, Susan will check with Joe to make sure bylaws passed at Town Meeting made it to the state

Survey: perhaps form a subcommittee. Question: how to do it and for what?

When designing survey, specific “rate the topics” approach or a big picture “what are the qualities of the village life that matter?”

Important to help people understand relationship between zoning and actionable projects What do people know about the limits/scope of planning board? Soliciting ideas for topics from the public might result in folks offering up items that fall outside the scope of the board.

Maybe next steps are to generate the list of items we think would be valuable. Geoff and Faith will team up to work on this

Faith has handed over follow up with FRCOG to Paul

New Business:

- Report from Susan about Downtown Plan; a coordinator for the program has been hired, and will start soon. She has been unable to directly connect with the Franklin County Chamber of Commerce about this program. Folks want to meet with the person hired. The position is for one year, but Chamber of Commerce

hopes to extend it to 18 mo or longer, contingent on funding; money from State rural investment dollars; job really focused on getting downtown working groups together, supporting initiatives. Working groups doing what? Not sure As this person works with groups in Shelburne, we can ask them to keep in mind any benefits from zoning changes. What PB brings to the table in collaborating with this initiative: decades of experience as residents and as professionals.

Housing

- Will, along with Jen Hale, have formed a CPC subcommittee to work on developing a housing-related project: hire a consultant to analyze/evaluate potential for creating affordable housing in Shelburne. In this context, Will is volunteering to take on initial affordable housing work for PB. Brief discussion about affordable housing as part of market rate housing developments and also mixed use developments.
- John made a copy of Buckland dimension schedule. Buckland passed new dimensions years ago so they offer us an example of how it has worked. Shelburne attempt to do the same failed due to proposing more dramatic reduction in required lot size led to fear that an excess of small lots would end up with tiny houses. John went to the Buckland meeting and two homeowners modeled what a subdivided lot might look like if built on. John describes a map that was created, showing conforming/nonconforming lots, including lot sizes. Susan will try to locate this
- Front yard setback could be revisited. John says that's a bylaw with flexibility. Still, allowing for less of a setback helpful; also clarify height (fire reg related)
- Maximum lot coverage. Few years ago big fuss about this issue ZBA wanted to make it 25% They were trying to prevent overuse of land, excessive paving over and storm water runoff issues. Revisiting these descriptions might help facilitate housing. It would be useful to update the housing plan; find out if FRCOG will pay for this. Last one done in 2017.
- Report in Two Town News that school sustainability committee is stepping into next phase; sounds like a ten-year process to secure funding to put all schools at Mohawk. BSE best site for mixed use affordable housing. To have this on our agenda, though, is premature given the long timeline for the school closing (and all that could change along the way)
- Having a community wide discussion for how to use tax title property. Inventory of tax title property is increasing. Faith will reach out to the selectboard to ask about current thinking on this. Reviewing existing maps. Susan will try to find the map John is talking about.

Committee and Regional updates

No Open Space Committee meeting this month. Note: John says that when he gets notices about opportunities for trainings or information sessions, he forwards them to board members – not with expectation that members will attend, but more as FYI in case anyone is interested. Example: Citizen Planner Training Collaborative spring workshop series; he emailed PB members with a flyer announcing these.

Two Town News: add a survey notice and a separate notice with Planning Board contact information and web page update. Faith will do this.

Any other business not reasonably anticipated 48 hours prior to the meeting: No other business

Next meeting agenda items and dates

Meeting on July 29; agenda items include survey content and design; Susan reports about the maps, about the person hired to do rural business initiative and gives an update on the status of the bylaws passed at Town meeting in May; Paul will share what he learned from FRCOG about STR ordinance implementation. update from Paul on FRCOG – Susan will email Paul about being on the agenda

Motion to adjourn; seconded; unanimous: motion carries and meeting is adjourned at 7:20