

Shoreham Planning Commission Special Meeting Minutes
October 2, 2023 at 7 p.m. DRAFT

Attendees: Carrie Marini, Molly Kerr, Linda Larrabee, Tim Steady, Deb Pinkerton

Guest attendees: Robin Conway-Zoning Administrator, Nick Causton

Meeting started 7:05 pm

Agenda –

1. Review calendar for enacting Town of Shoreham Unified Development Regulations, amending the current zoning bylaws.
 - a. Publish draft for 10/6/23 for a 11/6/23 hearing.
2. Town of Shoreham Unified Development Regulations review:
 - a. **§2.106 Village Park District (VPD)**
 - i. Carrie will be meeting with the Selectboard to discuss the expansion of the park district.
 - ii. Linda made a motion and Deb seconded to approve the changes to the VPD from last weeks meeting.
 - b. **§2.107 Special Flood Hazard Area District (SFHA)**
 - i. All agreed to leave wording as is.
3. Robin has requested that we review the density for the **LDR** and changing it to 2 per parcel.
 - a. Reversing prior decision from 9/11/23 meeting for LDR to say 2 per parcel.
 - b. **§2.04 Summary Table of Permitted & Conditional Uses**
 - i. Tim requested to table the Farm labor housing discussion until next week. Will review Permitted or Conditional Uses.
4. Begin reviewing Article V: Development Review
 - a. **§5.03 Applicability**
 - i. Update paragraph: **A. Site Plan Review**, pursuant to §5.200, shall apply to all Accessory On-Farm Businesses, Campgrounds, Public Use Exceptions [§3.204], uses in §§2.101(D)–2.107(D), specified Lodging facilities (to include Inns, Guest Houses, and similar), (excluding hotels, short-term rentals, and similar), certain Permitted and Conditional Uses as designated throughout the provisions of these *Regulations*.

*We need to remember to check the Summary Table against this on 10/9/23 when we get Robin’s updated regulations.
 - b. **§5.04 Applying**
 - i. Robin will send updated regulations to review 10/9/23
 - ii. Voted as a group to add item D. Existing Conditional Uses
 - c. **§5.100 Conditional Use Review- D. Existing Conditional Uses:**
 - i. Add in forth item: 4. if use is abandoned for 2 years.
 - d. **§5.102 Hearing Process- B. Public Hearings**
 - i. Put a space between 5.100and 5.202
 - e. **§5.104 Conditional Use Application**
 - i. Put a space between 3.502for hearing

- ii. C . **Documentation Additions 5.** – put a period at the end of the sentence.
- f. **§5.200 SITE PLAN REVIEW**
 - i. **A. Site Interior Development** Correct the end of the sentence to remove the word herein
 - 1. Performance Standards figure heavily alongside these criteria. Additionally the criteria below shall be used by the DRB, in its reviews of Conditional Uses, in conjunction with the criteria in §5.105, as well as for any other development reviews not listed.
 - ii. **B. Interior Development Criteria**
 - 1. Put in a comma after the first two words:
 - a. **1. Traffic, Parking, & Circulation.**
 - 2. Add in EV charging stations to item B. 1. c.

The number and width of access drives shall be limited in order to secure traffic mobility and safety. The DRB may apply Conditions to the number of accesses and their widths, and EV charging stations as it deems necessary.
 - 3. Item # 4 *Landscaping, Screening*
 - a. Change wording to shall be addressed to “shall be made a priority”
 - 4.
- g. **§5.200 SITE PLAN REVIEW**
 - i. **B Application:**
 - 1. Item d. Remove the underline for Existing and proposed
 - 2. Item f. add a space before “especially”
 - ii. **C. Public Notice and Review Procedures- 3 Decisions, Conditions, Bonding**
 - 1. Correct the word Combine to Combined in item
 - 2. In item a. update the sentence to include:
 - a. The adequacy of traffic access and parking, including Emergency Vehicle Access.

Linda made the motion to adjourn, and Carrie seconded. The meeting ended at 9:36 PM.

Next regular meeting is 7:00 PM, Monday, October 9th, 2023 – Zoom & in person.

Respectfully submitted,
Molly Kerr