

The Town of St. Albans
PLANNING COMMISSION MINUTES
Town Hall, 579 Lake Road
August 13th, 2019 at 6:30 p.m.

Minutes

Present: G. Henderson (Chair), B. Brigham (Vice Chair), E. Creley, C. Toof

Staff Present: Ned Connell, Director of Administration, AJ Johnson, Administrative Assistant, Becky Perron, Zoning Administrator

Public Present:

CALL TO ORDER

G. Henderson called the meeting to order at 6:30 p.m.

**REVIEW ZONING ADMINISTRATOR'S CONTRACT AND RE-APPOINTMENT –
APPOINTMENT PERIOD WOULD BE SEPTEMBER 2019 TO SEPTEMBER 2022**

B. Perron appeared before the Planning Commission to request re-appointment as the St. Albans Town Zoning Administrator. B. Perron provided a list of functions that the Zoning Administrator is required to perform. The PC had no questions for B. Perron and agreed to recommend her for reappointment to the Selectboard for a term of three years.

MOTION: B. Brigham made a motion to recommend the Selectboard reappoint B. Perron as the St. Albans Town Zoning Administrator for a term of three years. The term will begin September 27th, 2019 and will expire September 27th, 2022. E. Creley seconded. All in favor, none opposed, motion carried.

B. Perron left the meeting at 6:35 p.m.

CAPITAL IMPROVEMENT PROGRAM – Review Draft 2020 to 2025

The PC reviewed the most recent draft of the proposed 2020-2025 Capital Improvement Program at length. After much discussion, they recommended minor changes, and agreed to recommend the Capital Improvement Program with the discussed amendments to the Selectboard.

MOTION: E. Creley made a motion to recommend the draft Capital Improvement Program, with the discussed amendments, to the Selectboard for approval. C. Toof seconded. All in favor, none opposed, motion carried.

CORRESPONDENCE

The PC was notified of a public hearing for the Town of Swanton and the Village of Swanton on August 20th, to receive public comment and to consider for approval, proposed changes to the Swanton Bylaws and Subdivision Regulations. The Swanton Planning Commission proposes changes to the Sign Regulations and Definitions.

The Vermont Land Trust submitted correspondence to the Selectboard and Planning Commission that John, Heather, Brent and Diane Brigham are working with the Vermont Land Trust to make a permanent conservation easement on their property within the Town.

PUBLIC COMMENT

There was no public.

OTHER BUSINESS

N Connell gave an update on the proposed Stormwater Utility ordinance study. He recommended the following:

1. The Town already has fairly good cost estimates for all currently known projects as part of the Stevens Brook and Rugg Brook Flow Restoration Plans (FRP's).
2. Using the info in both FRP's as the starting point for developing the Stormwater Utility, since the info has been approved by the State Agency of Natural Resources.
3. Using the 2009 Stormwater Utility study as the foundation and building a current Stormwater Utility from this info.
4. Then build in updated and new information to produce an effective Stormwater Utility for the Town of St. Albans.

At the August 27th meeting, N. Connell will provide a full outline on how to refresh the 2009 Stormwater Utility Study into a good and usable document for consideration.

SCHEDULE

The next PC meeting is scheduled for August 27th.

MINUTES

MOTION: B. Brigham made a motion to approve the meeting of the meeting dated July 9th, 2019. E. Creley seconded. All in favor, none opposed, motion carried.

ADJOURNMENT

MOTION: E. Creley made a motion to adjourn the meeting at 7:37 p.m. All in favor, none opposed, motion carried.

Respectfully submitted,
AJ Johnson, Administrative Assistant

Grant Henderson, Chair

Date

Brent Brigham, Vice Chair

Date

Erin Creley, Clerk

Date

Casey Toof

Date