

**The Town of St. Albans
PLANNING COMMISSION MINUTES
Town Hall, 579 Lake Road
October 22nd, 2019 at 6:30 p.m.**

Minutes

Present: G. Henderson (Chair), B. Brigham (Vice Chair), E. Creley (Clerk), Casey Toof
Staff Present: Ned Connell, Director of Administration, AJ Johnson, Administrative Assistant
Public Present: Rep. Lynn Dickenson, Bruce Cheeseman, Selectboard, Michael Frett, St. Albans Messenger, Stan Dukas, Selectboard, Alan Mashtare, DPW Director, Jessica Frost, Selectboard, Al Voge, Selectboard, Richard Amore, Agency of Commerce and Community Development

CALL TO ORDER

G. Henderson called the meeting to order at 5:30 p.m.

ST. ALBANS BAY WALKING TOUR FOR VILLAGE DESIGNATION – MEET AT ST. ALBANS TOWN HALL

Members of the PC, several Selectboard members, staff, and Town representatives met at Town Hall for a walking tour of the proposed designated St. Albans Bay Village designation area. Members of the tour walked down Lake Road and identified different “anchor points” for the proposed Village designation area including Town Hall, St. Albans Bay Post Office, St. Albans Bay Marina, the Bay Store gas station, and the St. Albans Bay Park and pier. After the walking tour participants returned to the Boardroom at Town Hall to hear a presentation.

B. Brigham arrived at 6:30 p.m.

VILLAGE DESIGNATION PRESENTATION & DISCUSSION

R. Amore, planner for the Agency of Commerce and Community Development, presented a slide show outlining the process and benefits of applying for and receiving a Village Center designation.

Village center designations are granted to support revitalization of historic centers in small compact areas of a municipality. Once approved, the village center is subject to technical assistance, receives priority in some State grant applications, and some projects owners may request and be granted tax credits.

R. Amore outlined the application process and explained the Selectboard would need to approve the application. The application is not formal, but rather a series of documents that the Town must provide. NRPC and FCIDC must be notified of the intent and the Village designation must be supported with the Zoning Bylaws and Town Plan. Once approved, a village designation is good for eight years.

CAPITAL IMPROVEMENT PROGRAM – REVIEW REVISED DRAFT 2021-2030 USING INFRASTRUCTURE DEVELOPMENT RESERVE FUNDS

A. Voegele stayed at the meeting for the discussion of the Capital Improvement Program. The PC discussed various funding methods. N. Connell agreed to make minor changes to a table in the program and check that all math is accurate and return the document to the PC for review.

PUBLIC COMMENT

No public present.

OTHER BUSINESS

N. Connell explained there is a proposed Interim Bylaw that will be going before the Selectboard for review. The Interim Bylaw would allow Daycare Centers as Conditional Uses in the Commercial/Residential and Industrial Districts. Typically, all bylaw changes need to go through the Planning Commission. An Interim Bylaw is put in place by the Selectboard and is valid for 2 years.

CORRESPONDENCE

The Planning Commission received correspondence regarding a proposed solar project on Lower Newton Rd. The site plan will be reviewed at the next PC meeting.

An email was provided to the PC that explains a traffic study will be done at the intersection of the SASH.

ANR is checking and remapping wetlands in the St. Albans area over the next year.

SCHEDULE

The next PC meeting is scheduled for November 12th.

MINUTES

MOTION: B. Brigham made a motion to approve the meeting of the meeting dated October 8th, 2019. C. Toof seconded. All in favor, none opposed, motion carried.

ADJOURNMENT

MOTION E. Creley made a motion to adjourn the meeting at 8:25 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