

The Town of St. Albans  
PLANNING COMMISSION MINUTES  
Town Hall, 579 Lake Road  
January 14<sup>th</sup>, 2020 at 6:30 p.m.

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Minutes

**Present:** G. Henderson (Chair), B. Brigham (Vice Chair), E. Creley (Clerk),

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

**Public Present:**

**CALL TO ORDER**

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

**ST. ALBANS BAY VILLAGE DESIGNATION – UPDATE TOWN PLAN TO INCLUDE A GOAL AND RECOMMENDATIONS TO APPLY FOR VILLAGE DESIGNATION AND HOW THE DESIGNATION WOULD FURTHER THE PLAN AND STATEWIDE GOALS**

The PC reviewed the following language proposed to be added to the Town plan under a new section “3.10”:

3.10. Goal – Apply for a Village Center designation in the St Albans Bay village area.

Policy: Continue the traditional village settlement pattern comprised of a cohesive mix of residential, religious, commercial, recreational, educational, and mixed use buildings, arranged along main streets, major connectors, and intersecting side streets that are within walking distance for residents and visitors to the core area of St Albans Bay.

Policy: Apply for designation as a Village Center under the Vermont Designated Village Centers Program in the Division for Community Planning and Revitalization within the Department of Housing and Community Development.

Policy: Recognize, encourage, and utilize the benefits available under the Vermont village center designation program that supports local revitalization efforts by providing technical assistance and state funding to help designated municipalities build strong communities.

Updating the Town Plan to include this language would allow the Town to apply for a Village designation in the St. Albans Bay area. Village center designations are granted to support revitalization of historic centers in small compact areas of a municipality.

The PC agreed to update the existing Town Plan to include this language. The process to update the Town Plan will likely take until July.

**MOTION: B. Brigham made a motion to update the existing Town Plan to include the proposed section 3.10 Goal and Policies to Apply for a Village Center designation in the St. Albans Bay village area. E. Creley seconded. All in favor, none opposed, motion carried.**

**REVIEW SCHEDULE FOR TOWN PLAN UPDATE**

The PC reviewed the proposed schedule for the Town Plan update. If the proposed plan is followed, the PC will have their first public hearing on February 25<sup>th</sup>. The Selectboard could have their public hearing in April and other formalities will take until the end of July to complete.

**CAPITAL IMPROVEMENT PROGRAM – REVIEW REVISED 2021 – 2030 USING SOLELY INFRASTRUCTURE DEVELOPMENT RESERVE FUND FOR ALL CAPITAL EXPENDITURES WITHIN ALL DEPARTMENTS/SECTIONS OF TOWN GOVERNMENT – WITH EDITS FROM SELECTBOARD**

The Selectboard returned the Capital Improvement Program to the Planning Commission with the request that the CIP not plan for the possibility of obtaining additional roads or trucks. The PC had a lengthy

discussion. Although the PC preferred to plan for these additional possibilities, they agreed to the CIP recommended at the November 20<sup>th</sup> Selectboard budget meeting with a cautionary statement.

**MOTION: E. Creley made a motion to recommend the Capital Improvement Plan as presented at the November 20<sup>th</sup> Selectboard budget meeting with the following statement “The planning commission recommends the Capital Improvement Plan as recommended at the Selectboard meeting of November 20<sup>th</sup>, 2019 and cautions that anticipated growth along with the reasonable possibility of acquiring responsibility for state roads including the SASH and route 36 from the City to Black Bridge will result in additional plow routes, likely requiring more trucks than currently allotted for”. B. Brigham seconded. All in favor, none opposed, motion carried.**

**CORRESPONDENCE**

The PC reviewed an email that N. Connell received from Taylor Newton of NRPC.

N. Connell printed an email from Jennifer Gray requesting Town reports from department heads.

The PC reviewed an email requesting comments for an Act 250 application within the Industrial Park.

The PC received information on training being provided to Selectboard, Development Review Board, or Planning Commission members. The trainings will be 1/15/2020 in St. Albans and 2/4/2020 in South Hero.

**PUBLIC COMMENT**

None.

**OTHER BUSINESS**

None.

**SCHEDULE**

The next meeting is scheduled for Tuesday, January 28<sup>th</sup>, 2020.

**MINUTES**

**MOTION: B. Brigham made a motion to approve the minutes of the meeting dated 12/10/2019. E. Creley seconded. All in favor, none opposed, motion carried.**

**ADJOURNMENT**

**MOTION: E. Creley made a motion to adjourn the meeting at 7:50 p.m. All in favor, none opposed, motion carried.**

Respectfully submitted,  
AJ Johnson, Administrative Assistant

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**Grant Henderson, Chair**

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**Date**

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**Brent Brigham, Vice Chair**

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**Date**

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**Erin Creley, Clerk**

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**Date**