

The Town of St. Albans
PLANNING COMMISSION MINUTES
Meeting at Town Hall
January 23, 2024 at 6:30 p.m.

Minutes

Present: Sarah Hadd, Al Voegele, Hannah Rounds, Amanda Headley, J. Nakuma Palczewski

Staff Present: Director of Community Development, Megan Sherlund, Zoning Administrator, AJ Johnson, Administrative Assistant, Kimberly Kissinger

Public Present: None

CALL TO ORDER

Chair, Sarah Hadd called the meeting to order at 6:34 p.m.

CHANGES TO THE AGENDA

M. Sherlund requested a correction to Agenda item number *11. Acceptance of Minutes*. The Minutes being accepted should read January 9th and not January 23rd, 2024.

REVIEW: Section 8.4 Site Plan Review

M. Sherlund began with a Site Plan Review handout showing the suggested added language in yellow highlights and language to remove in red. Changes included the addition of *8.4.1 Applicability* outlining what a Site Plan Review is and how it will be used. Added language to *8.4.2 Application Requirements* to include the application and proposed plans. Sections i. and ii. under section 2 removed and moved to Review Standards.

M. Sherlund stated that she would like to have the Commission review the Bicycle and Pedestrian Master Plan over the next couple of months to discuss more specific standards for sidewalks, such as width, location, and maintenance.

There was a brief discussion on sidewalk rights-of-way location due to stormwater issues, and landscaping. A. Johnson suggested leaving some flexibility in designing new sidewalk standards. M. Sherlund stated the Master Plan, which can be updated and changed, would be the fluid document.

M. Sherlund continued with the addition of *8.4.3 Review Standards* paragraph two of what the DRB may waive and added numbers *10. Exterior Lighting* and *11. Outdoor Storage*. S. Hadd asked for a definition of “excessive” for exterior lighting guidelines. A. Johnson suggested removing the word “excessive” from the guideline. S. Hadd suggested using the word “glare uniformity” to replace the word “excessive”.

M. Sherlund continued to *11. Outdoor Storage* and mentioned this guideline addresses retail business as it relates to racks of goods out on sidewalks, rear outdoor storage, where and if items can be displayed.

M. Sherlund concluded that her next step is to make the changes as discussed and will warn for the next meeting in February.

DISCUSSION: Current Projects: Health Path Feasibility Study, Former DPW Master Plan, Bylaw Modernization

M. Sherlund provided a brief status update on current projects.

Health Path Feasibility Study:

No new changes since the last meeting.

A. Voegele suggested the Town start strategic planning to solidify the Town’s vision. The Commission agreed and would support the Select Board’s initiative of future studies. S. Hadd stated that it would be beneficial to get guidance from the Select Board to see the big picture of what the Planning Commission is trying to accomplish.

A brief conversation among the Commission discussed the Town’s budget and how making it transparent, highlighting how taxpayer money is spent or saved, would be beneficial to residents. J. Palczewski suggested creating a quarterly or bi-annual report.

Former DPW Master Plan:

Three proposed draft plans have been received from VHB. The first plan includes a large boat launch, small kayak launch, a parking lot and a small green space; the second plan includes a large playground, a parking lot, walking path through the property and an overlook deck; and the third plan includes using the current salt shed structure as a community facility with an outdoor patio, a parking lot, small playground and an overlook deck. M. Sherlund said the Town had a few suggestions for each plan and that VHB will make the suggested changes and return the revised plans to the Town for further consideration.

Bylaw Modernization:

NRPC is wrapping up the Bylaw Modernization grant and will finalize the Village Core District map.

DISCUSSION: Future Projects: Route 7 North Shared Use Path, Village Center Master Plan, Transit Oriented Development Study

M. Sherlund provided a brief status update on future projects.

Route 7 North Shared Use Path:

The Town proposal deadline has passed with two submittals that will be reviewed next week. Next step is for the Town to analyze the budget and proposal to compare with the Town’s objectives.

Village Center Master Plan:

The Town has received the grant for this project. Currently looking for a project consultant. The Town will be looking at the new proposed district information to assist in creating a master plan streetscape, connectivity, pedestrian plan.

Transit Oriented Development Study:

The Town accepted and returned the agreement. CCRPC has chosen multiple consultant candidates and will share that information shortly.

There were no further questions.

CORRESPONDENCE

None.

PUBLIC COMMENT

None.

OTHER BUSINESS

A. Voegelé provided an update on his Georgia Shore Road name change request. He spoke with the Town’s E-911 coordinator, Molly Mashtare, and she gracefully declined the request. It is a very complicated process; Georgia Shore Road extends all the way to Milton and the State is restrictive. The E-911 coordinator said she would reach out to the State for any possible variances.

A. Voegelé requested a correction to the Minutes of January 9th, 2024. The page number sequence is incorrect and needs adjustment.

CREATE AGENDA FOR NEXT MEETING: February 13, 2024 at 6:30 p.m.

NOTE – Next meeting will be in either the Bellamaquam or Steamship room

- Current project updates
- Review Site Plan Review final draft
- Discuss a few unintended consequences (parking, community standard, density bonus, PUD, subdivisions)

ACCEPTANCE OF MINUTES

MOTION: A. Headley made a motion to accept the corrected January 9th, 2024 meeting Minutes. H. Rounds seconded. All in favor, none opposed, motion carried.

ADJOURNMENT

MOTION: A. Voegelé made a motion to adjourn the meeting at 7:29 p.m. H. Rounds seconded. All in favor, none opposed, motion carried.

Respectfully submitted,
Kimberly Kissinger, Administrative Assistant