

The Town of St. Albans
PLANNING COMMISSION MINUTES
Meeting at Town Hall
February 13, 2024 at 6:30 p.m.

Minutes

Present: Sarah Hadd, Hannah Rounds, Amanda Headley, J. Nakuma Palczewski, Al Voegelé arrived at 7:37 p.m.

Staff Present: Director of Community Development, Megan Sherlund, Administrative Assistant, Kimberly Kissinger

Public Present: Northwest Regional Planning Commission (NRPC), Greta Brunswick, Zoom participant, Alicia Feiler from Malone Properties

CALL TO ORDER

Chair, Sarah Hadd called the meeting to order at 6:33 p.m.

CHANGES TO THE AGENDA

None.

UPDATE: Transit Oriented Development Study with NRPC and Chittenden County Regional Planning Commission (CCRPC); Bylaw Modernization Grant

G. Brunswick began with a brief overview of what a Transit Oriented Development Study project is and the rules and responsibilities of the participants. The goal of the study is to assist the Town's growth center with better housing, walkability and transportation options. The study includes 5 Vermont counties and 10 municipalities with up to \$100k grant for the Town of St. Albans' consulting contract. CCRPC has hired White & Burke Consulting, a Vermont based company, to do the real estate analysis. The main role of CCRPC will be consultant matching and contract execution, invoice approvals, general project coordination, quarterly meetings, and project overview and management. The main role of NRPC will be facilitating consultant review, coordination between the consultant and municipality for the scope of work, municipal project management, invoice review and meeting regularly with the CCRPC, NRPC and other RPCs.

G. Brunswick provided a quick overview of the project schedule. The target date for consultant selection is February 24th, meetings between consultants and municipalities will begin in March and a majority of the work will begin in April. The market study should be done by September, public outreach will happen in the fall and master plan work will be finishing by winter. The last step will be the bylaw review beginning in January 2025.

G. Brunswick began the discussion on consultant selection with a list of candidates and scoring sheets. After much discussion and comparison of candidates, the Commission collectively chose Toole Design and Stantec as the top 2 consultant candidates.

G. Brunswick stated NRPC submitted an extension for the Bylaw Modernization Grant to the State, which was approved. The final deadline will be May 31st, 2024.

There were no further questions or comments.

DISCUSSION: Current Projects: Bylaw Modernization, Health Path Feasibility Study, Former DPW Master Plan, Route 7 North Shared Use Path, Village Center Master Plan

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

Bylaw Modernization:

A discussion began with the Commission reviewing 2 proposed zoning maps for the newly proposed Village Core District: "Proposed Zoning 1" and "Proposed Zoning 2" in addition to the review of a "Current Zoning" map. Each proposal had its own set of concerns. The Commission asked M. Sherlund to make some changes to the maps and bring them to the next meeting.

Health Path Feasibility Study:

No update at this time. The draft of the final report is in progress. M. Sherlund will email the Commission when it becomes available.

Former DPW Master Plan:

Comments continue to be shared between the Town and VHB on the 3 draft project proposals. VHB will come in a few weeks to present the final 3 options. Another public outreach meeting will be scheduled for early spring with Michael Willard, VHB, to present the 3 final proposals to the residents for their feedback.

Route 7 North Shared Use Path:

Submittals were received from VHB and Dubois & King. Cost proposals will be sent out mid-week with a decision by the end of the week.

Village Center Master Plan:

The RFP was released today, February 13th, with a deadline of March 5th. A few questions from Stantec and Dubois & King have already been presented.

There were no further questions or comments.

REVIEW: Section 8.4 Site Plan Review, Section 10.10 Parking Standards, Section 10.13 Signs, Conditional Uses, Definitions, and Section 8.5 Planned Unit Development Review

M. Sherlund provided a brief update on removed and added language in each section.

There were no further questions or comments.

CORRESPONDENCE

None.

PUBLIC COMMENT

A. Feiler asked, via Zoom, if the parking standards would be changing or if they would be reviewed for a while. S. Hadd responded how the Commission agrees to changing the language to have the Development Review Board have discretion over the standard. M. Sherlund explained there will be a Phase II of the development updates and Parking Standards will be included in the updates for review. This will be taking place in the next couple months.

OTHER BUSINESS

None.

CREATE AGENDA FOR NEXT MEETING: February 27, 2024 at 6:30 p.m.

*Revision of the 2 proposed zoning maps to include contour lines and wetlands

*PUD section changes

*Former DPW site draft proposals from VHB, if available

ACCEPTANCE OF MINUTES

MOTION: A. Voegele made a motion to accept the January 23rd, 2024 meeting Minutes.

J. Palczewski seconded. All in favor, none opposed, motion carried.

ADJOURNMENT

MOTION: A. Voegele made a motion to adjourn the meeting at 8:01 p.m. All in favor, none opposed, motion carried.

Respectfully submitted,

Kimberly Kissinger, Administrative Assistant