

The Town of St. Albans  
PLANNING COMMISSION MINUTES  
Meeting Via Zoom  
January 25<sup>th</sup>, 2022 at 6:30 p.m.

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Minutes

**Present:** Casey Toof, Sarah Hadd, Hannah Rounds  
**Staff Present:** Corey Parent, AJ Johnson  
**Public Present:**

The meeting was held via Zoom

**CALL TO ORDER**

Chair, C. Toof called the meeting to order at 6:30 p.m. The Pledge of Allegiance was not recited.

**CHANGES TO THE AGENDA**

None.

**DISCUSSION – BYLAW UPDATE: PROPOSED CHANGES**

The PC reviewed the proposed changes to the Bylaws and suggested some grammatical changes. They also requested C. Parent check the statute references throughout the document. The PC discussed exempting St. Albans Town infrastructure from Zoning permits. A. Johnson wondered if the intent is to exempt the Town from building permits, or from the DRB Site Plan / Conditional Use procedure. S. Hadd recommended C. Parent review Colchester's Bylaws under Article 8.

The PC approved changing the letter of requirements to allow the DRB to decide the amount and terms of the letter of credit where previously the Bylaws allow for 75% of the infrastructure costs and 50% of the landscaping costs.

The PC accepted proposed changes to the existing Section 900 – Accessory Dwelling Units. The changes will allow for an accessory dwelling unit to be 40% of the habitable square footage of the home, or 900 square feet, whichever is greater. The PC suggests allowing Accessory Dwelling Units to have 2 bedrooms.

**OTHER BUSINESS**

None.

**CORRESPONDENCE**

None.

**CREATE AGENDA FOR NEXT MEETING: FEBRUARY 8th**

Continue Bylaws.

**MINUTES**

The PC will accept the minutes from January 11<sup>th</sup> and January 25<sup>th</sup> at the next meeting.

**ADJOURNMENT**

**S. Hadd made a motion to adjourn the meeting at 7:49 p.m. H. Rounds seconded. All in favor, none opposed, motion carried.**

Respectfully submitted,  
AJ Johnson, Administrative Assistant