

The Town of St. Albans  
PLANNING COMMISSION MINUTES  
Meeting at Town Hall  
October 10<sup>th</sup>, 2023 at 6:30 p.m.

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Minutes

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

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

**Excused:** Al Voegele

**Public Present:** Michael Gregoire

**CALL TO ORDER**

Chair, Sarah Hadd called the meeting to order at 6:36p.m.

**CHANGES TO THE AGENDA**

No changes.

**OPEN PUBLIC HEARING**

**MOTION: H. Rounds made a motion to open public hearing at 6:37 p.m. A. Headley seconded. All in favor, none opposed, motion carried.**

**PUBLIC HEARING TO CONSIDER DRAFT BYLAWS:**

M. Sherlund began with an overview of additional proposed draft bylaw changes recommended by Greta Brunswick from North Regional Planning Commission. Recommended changes included language for defining 3-story height regulations and lot requirements, removal of outdoor storage facility conditional use from St. Albans Bay overlay, removal of 3- or 4-unit residential language from the Lakeshore District, removal of car wash from St. Albans Bay overlay, change frontage in Mixed Residential/Commercial outside the Growth Center and Commercial outside the Growth Center from 100-ft to 60-ft and add the definition of story.

**CLOSE PUBLIC HEARING**

**MOTION: H. Rounds made a motion to close public hearing at 6:43 p.m. A. Headley seconded. All in favor, none opposed, motion carried.**

**BYLAW MODERNIZATION UPDATE:**

S. Hadd questioned the Commission on next steps and discussed potential options. Option one: send the proposed draft bylaws to the Select Board. Option two: recommend to the Select Board the previous draft or the amended changes. Option three: hold another public hearing. Option four: do nothing at this time. The Commission agreed to present the amended draft bylaws as presented in tonight's meeting in stages to the Select Board for consideration.

**MOTION: H. Rounds made a motion to present the draft bylaws to the Select Board with the amendments as presented tonight. A. Headley seconded. All in favor, none opposed, motion carried.**

M. Sherlund stated the Select Board meeting will be warned for November 6<sup>th</sup> at 6:30 p.m.

**CORRESPONDENCE**

M. Sherlund received a public meeting warning letter from the Town of Swanton to enact an interim bylaw to amend the border of the southern growth district that is on the border of the Town of St. Albans and the Town of Swanton. The public meeting will be October 17<sup>th</sup> at Swanton Town Hall.

**PUBLIC COMMENT**

None.

**OTHER BUSINESS**

M. Sherlund provided a project update on Route 7 South from Parsons Avenue to Prospect Hill. Bids came back and the Town has some questions regarding traffic control numbers and should have those answers shortly. M. Sherlund stated the project timeline was extended to June 2024.

M. Sherlund continued with a project update on the Route 7 North sidewalk project. The Town received a \$60,000 grant approval from VTRANS and plans to send out RFP's for a project consultant once the agreement is signed. M. Sherlund continued to discuss her intentions of this project being very public outreach oriented. The Commission was very pleased with the idea of going door to door to businesses that will be directly impacted by the project.

**CREATE AGENDA FOR NEXT MEETING: October 24<sup>th</sup> at 6:30 p.m.**

M. Sherlund stated the first public outreach meeting for the former DPW site Master Plan will be facilitated by Michael Willard from VHB. The Town will be mailing approximately 149 direct invitation letters to everyone in the bay. M. Sherlund suggested that this could be a good time to roll out the St. Albans Village Bay Core District idea to the residents for their input. The Commission agreed and could be available to host groups, if enough residents attended, to help facilitate conversation and questions. M. Sherlund further discussed the potential of having a large map for residents to view and mark up.

**ACCEPTANCE OF MINUTES**

**MOTION: J. Nakuma Palczewski made a motion to accept the September 12<sup>th</sup> and September 26<sup>th</sup> meeting minutes. A. Headley seconded. All in favor, none opposed, motion carried.**

**ADJOURNMENT**

**MOTION: J. Nakuma Palczewski made a motion to adjourn the meeting at 7:04 p.m. H. Rounds seconded. All in favor, none opposed, motion carried.**

Respectfully submitted,  
Kimberly Kissinger, Administrative Assistant