

The Town of St. Albans  
PLANNING COMMISSION MINUTES  
Meeting held via Zoom Conference Call  
July 28<sup>th</sup>, 2020 at 6:30 p.m.

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Minutes

**Present:** Erin Creley, Casey Toof, Al Voegelé, Anne Pomeroy, Hannah Rounds  
**Staff Present:** Ned Connell, AJ Johnson, Administrative Assistant  
**Public Present:**

Zoom Meeting ID: 824 4114 2972

**CALL TO ORDER**

E. Creley called the meeting to order at 6:30 p.m. The Pledge of Allegiance was recited.

**REVIEW DRAFT BICYCLE AND PEDESTRIAN IMPACT FEE ORDINANCE**

**A) DISCUSSION AND REVIEW OF COMMENTS FROM ZONING ADMINISTRATOR  
B) DISCUSSION AND REVIEW OF CHANGES TO THE PRIOR DRAFT ORDINANCE BASED  
ON OUR JULY 14 MEETING**

The Planning Commission began by reviewing the Zoning Administrator's comments on the proposed Bicycle and Pedestrian Impact Fee Ordinance.

One of B. Perron's suggestions was to add a map of existing Town and State maintained roads within the Town of St. Albans. N. Connell agreed to provide a map and a list of roads as well as the total mileage as certified by the Selectboard.

Page 4 of the proposed draft states that "The Town recognizes that properties being developed may choose and are encouraged to construct bicycle and pedestrian facilities within their proposed development..." B. Perron asked if that would exempt the developer from the fees if *some* frontage is along a Town or State road. N. Connell replied it would not exempt them; developers can either develop a complying sidewalk along the entire frontage of their *entire* parcel, or they can pay the \$350.00 fee. He explained that \$350.00 will only build about 12-15 feet of sidewalk, so it would typically make sense to pay the Impact fee instead.

B. Perron commented on page 5, Section 2-5 Reservation, which reads "St. Albans reserves the right to determine at the time of construction and the exact location for each bicycle and or pedestrian facility described in Policy I – Locations and Zones Section 1-2 Roads Segments within the Residential, Mixed Residential/Commercial, Commercial, Industrial, and or St. Albans Bay Overlay Zoning Districts of this ordinance". The PC agreed to remove the word "at" so it reads "St. Albans reserves the right to determine the time of construction and the exact location..." B. Perron's question was "How is this determined, and by whom?" N. Connell explained the time of construction and location is up to the Selectboard, unless a developer chooses to construct a sidewalk as outlined in 4-2 and 4-3.

The PC wondered if B. Perron had any comments on the proposed fee structure, which she did not. E. Creley stated the PC had discussed removing the fee for new non-residential development, and wondered if B. Perron had a comment, since the other impact fees do not apply to new non-residential development. B. Perron did not have a comment. N. Connell stated C. Johnson had asked for the non-residential fee to be removed from the draft. E. Creley confirmed that was also the Planning Commissions intent.

E. Creley asked if N. Connell had considered making sure this impact fee aligns with the other impact fees; other impact fees are determined based upon Single Family Homes and camps vs. Multi-family Dwellings, Accessory Dwellings and Duplexes. N. Connell stated a consultant would need to be hired to do a technical analysis. E. Creley stated the PC had shown interest in having a graduated fee schedule like the other impact fees and asked N. Connell to explore it further.

A. Pomeroy recalled the PC had altered the wording on page 6 which reads "Its shall be the policy of the

Town to annually allocate \$75,000 or 8.5%, whichever is less, from Local Option Tax (LOT) revenue as the local match against grant funds for bicycle, pedestrian, multi-use paths, and sidewalk construction projects”. N. Connell stated that C. Johnson had asked the \$75,000 or 8.5% statement be removed from the ordinance as it prevents future Selectboard from making their own decisions. The PC expressed desire to keep the policy within the ordinance. E. Creley understood the PC’s desire to keep that policy, but wondered if another document, such as the Capital Plan, would be more appropriate. A. Johnson noted that the PC had previously agreed on the statement “It shall be the policy of the Town to annually allocate *a minimum* of \$75,000, or 8.5%, whichever is less, from the Local Option Tax revenue for construction, or as a local match against grant funds for bicycle pedestrian, multi-use paths, and sidewalk construction projects.”

B. Perron asked about when the collection of fees occurs; if a developer chooses to construct their own sidewalk, do they get money back from the impact fees collected when the building permit is paid? N. Connell answered that fees would be paid prior to issuance of a building permit. He continued stating that as-built drawings would only be submitted if a developer was requesting acceptance by the Town of any sidewalks constructed within a development in manner similar to acceptance of a road. He further stated that yes, a developer would be required to construct sidewalks for acceptance and/or credit for work done prior to issuance of a building permit. He finished by stating that in his opinion very few sidewalks would be constructed along an existing town/state road due to the low impact fee costs.

That concluded the comments from the ZA.

The PC reviewed another draft that N. Connell provided which included some of the previously requested changes and updates (highlighted).

H. Rounds reviewed section 5-1 and wondered if it would be appropriate to add in a comment about vehicles not obstructing the sidewalk. The PC was in agreement.

A. Voegele wondered if the definition of bicycle could be updated to include three-wheel bicycles (tricycles). The PC reviewed the other definitions.

H. Rounds requested the document reads “and/or” rather than “and or”. N. Connell was going to check with the attorney.

### **CORRESPONDENCE**

N. Connell stated the City is organizing a meeting to discuss a newly presented bill (S.327) which effects properties that have sewer/sewer & water services. The State is requesting that Towns to make zoning changes regarding lot sizes. N. Connell will update the PC when the meeting is warned.

N. Connell received correspondence via email regarding upcoming grant applications.

### **PUBLIC COMMENT**

None.

### **OTHER BUSINESS**

The PC had a brief discussion regarding the proposed City Pool. The PC also briefly discussed the Town Hall relocation. N. Connell asked the PC to reach out to C. Johnson with questions.

### **MINUTES**

The draft version of the minutes indicated the Town Forest was scheduled for August 2<sup>nd</sup>. It should have read August 1<sup>st</sup>. A. Johnson will make the correction.

**MOTION: A. Voegele made a motion to approve the minutes from July 14<sup>th</sup>, 2020 with the amendment. C. Toof seconded. All in favor, none opposed, motion carried.**

### **SCHEDULE**

Next Meeting: August 11<sup>th</sup>, 2020

### **ADJOURNMENT**

**MOTION: A. Pomeroy made a motion to adjourn the meeting at 7:55p.m. All in favor, none opposed, motion carried.**

Respectfully submitted,  
AJ Johnson, Administrative Assistant

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**Erin Creley, Chair**

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**Date**

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**Casey Toof, Vice Chair**

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**Date**

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**Al Voegele, Clerk**

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**Date**

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**Anne Pomeroy**

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**Date**

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**Hannah Rounds**

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**Date**