

The Town of St. Albans
PLANNING COMMISSION MINUTES
Meeting at Town Hall
September 14th, 2021 at 6:30 p.m.

Minutes

Present: Casey Toof, Anne Pomeroy, Sarah Hadd, Al Voegele, Hannah Rounds
Staff Present: Corey Parent, Director of Operations, AJ Johnson
Public Present:

CALL TO ORDER

Chair, C. Toof called the meeting to order at 6:35 p.m. The Pledge of Allegiance was recited.

CHANGES TO THE AGENDA

None.

DISCUSSION – BYLAW UPDATE: PROPOSED CHANGES

The PC agreed to read the existing Bylaws section by section to provide clarity and make changes as needed. Under Article II: Subdivision Regulations, the PC made several grammatical and formatting changes. They also agreed to change the term “the Act” to “VSA 24”

C. Parent was going to research if sending an email with read receipt could be used to notify abutting land owners instead of sending certified mail.

The PC discussed the requirement that names and addresses of all participants with a financial interest in the development/subdivision be collected under Sketch Plan Review. C. Parent was going to check with other Town’s.

The PC discussed dropping the number of copies required for a DRB member (which currently states 8 copies) to be one copy per DRB member, a large set of plans, and one electronic copy.

The PC agreed to add a section “q” under Final Plat requirements to read “A title block for signature by the Chair / Vice Chair of the DRB”.

The PC discussed extending the extension deadline to file the Plat after receiving approvals. After 180 days, the PC proposes to add 90-day extension in “increments, as requested”.

The PC would like to check how other Town’s handle the cost sharing of any professional review required for during a Final Plat application.

CORRESPONDENCE

The PC received correspondence from the Town of Swanton regarding their Bylaw updates.

PUBLIC COMMENT

None.

OTHER BUSINESS

None.

CREATE AGENDA FOR NEXT MEETING: SEPTEMBER 28TH

The PC will continue the review for the Bylaw updates.

MINUTES – JULY 27TH, AUGUST 10TH, AUGUST 24TH

MOTION: A. Voegele made a motion to accept the minutes from the meetings of July 27th, August 10th, and August 24th. A. Pomeroy seconded. All in favor, none opposed, motion carried.

ADJOURNMENT

MOTION: H. Rounds made a motion to adjourn the meeting at 7:45 p.m. All in favor, none opposed, motion carried.

Respectfully submitted,
AJ Johnson, Administrative Assistant