

The Town of St. Albans  
PLANNING COMMISSION MINUTES  
Meeting at Town Hall  
September 28<sup>th</sup>, 2021 at 6:30 p.m.

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Minutes

**Present:** Anne Pomeroy, Sarah Hadd, Hannah Rounds  
**Staff Present:** Corey Parent, Director of Operations, AJ Johnson  
**Public Present:**

**CALL TO ORDER**

Vice Chair, A. Pomeroy called the meeting to order at 6:50 p.m. The Pledge of Allegiance was recited.

**CHANGES TO THE AGENDA**

C. Parent requested to add a grant discussion to the PC agenda. C. Parent is proposing to apply for a Municipal Planning Grant to obtain a maximum of \$17,500. If received, the grant will be utilized to kickstart the former DPW transformation to a new use. C. Parent anticipates using the money to hire a firm to host community discussions and develop drawings or plans. The Town will select a firm after a bid is put out.

**MOTION: S. Hadd made a motion to recommend the Town apply for the Municipal Planning Grant and have Chair, C. Toof sign the resolution. H. Rounds seconded. All in favor, none opposed, motion carried.**

**DISCUSSION – BYLAW UPDATE: PROPOSED CHANGES**

The PC previously reviewed Article I and II of the existing Unified Development Bylaws. The PC agreed to skip Article III and IV until the next meeting and review Article V and VI instead.

The PC requested a few grammatical / clarifying changes.

Under Section 500, Development Not Requiring a Zoning Permit, the PC agreed to remove number 8, Pools under 5000-gallon capacity, and instead, only require permits for pools that will be in place year-round, regardless of the size.

The PC agreed to add a number that reads “Previously approved accessory structures, decks, and porches that are being replaced on the same footprint.”

The PC requested the first paragraph under Section 602 be reworded to provide clarity.

The PC asked C. Parent to research other Municipalities ZA Conflict of Interest sections.

**CORRESPONDENCE**

None.

**PUBLIC COMMENT**

None.

**OTHER BUSINESS**

C. Parent stated a City Planning Commission member approached him about having a liaison from the City to the Town and vice versa. He asked the PC to think about the concept.

**CREATE AGENDA FOR NEXT MEETING: October 12<sup>th</sup>**

The PC will continue the review for the Bylaw updates.

**MINUTES – SEPTEMBER 14<sup>TH</sup>**

**MOTION: S. Hadd made a motion to accept the minutes from the meeting of September 14<sup>th</sup>. A. Pomeroy seconded. All in favor, none opposed, motion carried.**

**ADJOURNMENT**

**MOTION: H. Rounds made a motion to adjourn the meeting at 8:10 p.m. All in favor, none opposed, motion carried.**

Respectfully submitted,  
AJ Johnson, Administrative Assistant