

The Town of St. Albans  
PLANNING COMMISSION MINUTES  
Town Hall, 579 Lake Road  
April 21<sup>st</sup> 2015 at 6:00 p.m.

---

Minutes

**Present:** S. Smith (Chair), B. Brigham, Mike Mckennerney,  
**Staff Present:** M. Hill, Planner & R. Perron, Zoning Administrator

**CALL TO ORDER-**

S. Smith called the meeting to order at 6:10 p.m.

**FIRE DEPARTMENT STANDARDS POLICY**

Zoning Administrator, Becky Perron and Public Safety Administrator & Fire Chief Bobby Cross worked together to write a Fire Department Standards Policy. The purpose of the policy is to provide equalized fire safety development standards for all developments requiring Site Plan Approval by the Development Review Board unless otherwise specified by the St. Albans Town Fire Chief. This policy is to act as a guiding document only. The PC reviewed the Policy and gave suggestions.

**DISCUSSION OF ZONING BYLAWS AND SUBDIVISION REGULATIONS**

The PC reviewed Part VIII: Development Review Board (DRB) Section 801- Specific DRB Reviews E: Planned Unit Development Review. The PC agreed to remove the last paragraph under “density”.

Previously it read:

“The DRB may allow a greater concentration of density or intensity of development within some portion(s) of the site provided there is an offset by a lesser concentration in another portion(s) or an appropriate reservation of open space on remaining land in accordance with the section entitled Open Space below.

The PC reviewed Part VIII: Development Review Board (DRB) Section 801- Specific DRB Reviews E: Planned Unit Development Review. The PC agreed to add wording to the first sentence under “density bonus”.

Previously it read:

“The DRB may grant a density bonus according to the criteria below. The density bonus shall be applied to the density calculated according to the section entitled Density above.”

It shall now read:

“The DRB may grant a density bonus according to the criteria below. The density bonus shall be applied in addition to the density calculated according to the section entitled Density above.”

The PC reviewed density bonus’ and agreed to remove the second to last paragraph. Previously it read:

“The DRB may grant a density bonus of up to ten (10) percent for Leadership in Energy and Environmental Design (LEED) certified projects.

The PC reviewed Part VIII: Development Review Board (DRB) Section 801- Specific DRB Reviews F: Waiver review and agreed to remove the section and replace it with a similarly worded section that M. Hill provided.

The PC reviewed Part VIII: Development Review Board (DRB) Section 801- Specific DRB Reviews G: Variance Review and agreed to add wording to make it match statute.

The PC reviewed Part VIII: Development Review Board (DRB) Section 900- Accessory Dwelling Units and agreed to remove numbers 1, 2 and 5 from the second paragraph. Previously it read:

“Conditional use review shall be required if one or more of the following is involved in the creation of an accessory dwelling unit:

1. The development requires and increase in the dimensions of the parking area (s);
2. The unit is proposed within an existing accessory structure that does not meet the side or rear yard setback requirements of this ordinance, and a request has been received by the affected adjoining property owner within 15 days after notice by certified mail, return receipt requested, notifying them of the application and the opportunity to request a conditional used hearing within 15 days of receipt; or
3. The accessory dwelling is proposed to be larger than 40 percent of the habitable area of the dwelling.
4. The accessory dwelling is to be located within the Flood Hazard Overlay.

5. The Development Review Board may reduce or waive the off-street parking requirement for accessory dwellings where the waiver will not create an undue negative impact on the neighborhood.

The PC reviewed Part VIII: Development Review Board (DRB) Section 902- Designated Growth Centers and agreed to remove it as the Growth Center is discussed in other places in the Bylaws.

The PC reviewed Part VIII: Development Review Board (DRB) Section 910- Parking Standards and agreed to change “shall” to “should” in section B: Siting.

Previously it read:

“B. Siting. Commercial Parking lots shall be located behind, beside, or below buildings, but not in front.”

It shall now read:

“B. Siting. Commercial Parking lots should be located behind...”

The PC reviewed Part VIII: Development Review Board (DRB) Section 910- Parking Standards and agreed to remove C: Landscaping and Stormwater Management which previously read:

“C. Landscaping and Stormwater Management. Landscaping is required for all parking lots excluding single family and two family dwellings. Landscaping Plans shall denote a drainage design where at least 75% of the first half inch of stormwater runoff from impervious surfaces is treated for water quality by a combination of green stormwater infrastructure techniques in accordance with the most recent version of the Vermont Stormwater Management Manual.”

The PC reviewed Part VIII: Development Review Board (DRB) Section 910- Parking Standards and agreed to remove a sentence from I: Handicapped Parking. Previously it read:

“For other than single or two unit dwellings, if parking spaces are provided for employees or visitors, or both, the number of accessible spaces provided shall be determined by the following table. These spaces do not count towards the minimum parking requirements.”

It shall now read:

“For other than single or two unit dwellings, if parking spaces are provided for employees or visitors, or both, the number of accessible spaces provided shall be determined by the following table.”

**ACCEPTANCE OF MINUTES**

**MOTION: M. McKennerney made a motion to accept the meeting minutes of April 6<sup>th</sup>, 2015. B. Brigham seconded. All in favor, none opposed, motion carried.**

**ADJOURNMENT**

**MOTION: B. Brigham made a motion to adjourn the meeting at 8:45 p.m. M. McKennerney seconded. All in favor, none opposed, motion carried**

Respectfully submitted,  
AJ Johnson, Administrative Assistant

\_\_\_\_\_  
**Sam Smith, Chair**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Brent Brigham, Vice Chair**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Mike Mckennerney**

\_\_\_\_\_  
**Date**