

The Town of St. Albans
PLANNING COMMISSION MINUTES
Town Hall, 579 Lake Road
September 27th, 2016 at 6:30 p.m.

Minutes

Present: S. Smith (Chair), B. Brigham (Vice Chair), G. Henderson (Clerk), B. Deso, A. Voegele

Staff Present: Becky Perron, Zoning Administrator, AJ Johnson, Ned Connell, Director of Administration

Public Present: Mike McKennerney, Stan Dukas, Bill Nihan, David McWilliams, Carrie Johnson, Tammy Ryea, Kevin Lawler, Dave Allerton

CALL TO ORDER

Chair, S. Smith called the meeting to order at 6:30 p.m.

S. Smith introduced the new Director of Administration, Ned Connell.

PUBLIC HEARING- BYLAWS

S. Smith explained to the audience the PC had made changes to the recently updated Unified Development Bylaws. He explained that general changes had been made as well as cleaning up language and making several administrative changes. He proceeded to read the changes, one by one to the audience and asked if there were any questions.

After review of Section 400, audience member Kevin Lawler asked if the 100 feet of frontage requirement in the Lakeshore District included a curb cut. The PC confirmed it was 100 linear feet, which includes curb cuts and driveways.

After review of Section 908, Reserve Parking, PC member A. Voegele asked if the PC had seen NWRPC's note regarding change in ownership and how it may effect reserve parking. S. Smith explained the permits obtained run with the land, and any requirements would go to the new owner of the parcel.

After review of Section 911, under "Sign Placement" Selectboard member, B. Nihan asked if Commercial properties could have a sign on someone else's property and if a signed letter of permission was needed. The PC explained that all signs must be on the property of the business.

Under the Section titled "Maximum Sign Area" audience member Tammy Ryea discussed sandwich board signs. She felt the sandwich board signs were often used as temporary signage for businesses and wondered if sandwich board signs should be removed from the "Maximum Sign Area" Chart. B. Perron agreed that it is difficult to enforce sandwich board signs but stated the PC had a lengthy discussion of them and wished to keep them as part of the total signage. The PC had a brief discussion of including sandwich board signs as temporary signage in the future, and regulating them similar to how they regulate flag signage, but made no changes to the bylaws at this time.

T. Ryea also questioned why there was a difference in maximum sign area allowed in different districts. S. Smith explained that areas are zoned different based on density, size of buildings, density of buildings, and intensity of uses. The scaling of signs was designed to fit different areas best.

B. Nihan asked if the maximum square footage included monument signs or if there were two stand-alone maximums. The PC explained the monument signage is not included in the maximum square footage allowed; there is a maximum square footage for monument signs in addition to the maximum square footage for other signage.

T. Ryea asked for clarification on the number of monument signs allowed on one site. The PC explained there is only one monument sign allowed on sites with one entrance, if a site has two entrances, the total square footage allowed for the monument sign may be split between the two entrances.

K. Lawler asked if monument signs may use scrolling text or flashing lights. B. Perron stated the Bylaws prohibit moving or flashing lights on signs, with the exception of directional signage and public service announcements. The PC agreed to discuss scrolling signs in the future.

MOTION: A. Voegele made a motion to close the Public Hearing on the Unified Development Bylaws. B. Brigham seconded. All in favor, none opposed, motion carried.

GENERAL DISCUSSION

The three year term for Zoning Administrator, B. Perron is up. The PC agreed to recommend B. Perron to the Selectboard for reappointment.

MOTION: B. Brigham made a motion to recommend B. Perron be appointed to another three year term by the Selectboard. A. Voegele seconded. All in favor, none opposed, motion carried.

The Selectboard joined the PC to discuss the Capital Improvement Plan goals. Present were S. Dukas (Chair), S. Smith, B. Nihan, & D. McWilliams. Absent was B. Cheeseman, (Vice Chair).

CAPITAL IMPROVEMENT PLAN – DISCUSSION WITH SELECTBOARD

The PC and SB had a work session to discuss the Capital Improvement Plan and the direction the Town should go. They discussed topics such as Bike/Pedestrian path projects, Water Quality, Municipal Infrastructure, Park and Rec projects, and Funding Source Options. The PC and SB had a lengthy discussion and made no final decisions or motions. The Town will evaluate its needs for a municipal complex.

OTHER BUSINESS

MOTION: B. Nihan made a motion to accept the Planning Commission’s recommendation to reappoint B. Perron for another three year term. All in favor, none opposed, motion carried.

MINUTES

MOTION: A. Voegele made a motion to sign the minutes of the meeting dated September 6th, 2016. B. Deso seconded. All in favor, none opposed, motion carried.

ADJOURNMENT

MOTION: B. Brigham made a motion to adjourn the meeting at 9:15p.m. B. Deso seconded. All in favor, none opposed, motion carried.

Respectfully submitted,
AJ Johnson, Administrative Assistant

_____	_____
Sam Smith, Chair	Date
_____	_____
Brent Brigham, Vice Chair	Date
_____	_____
Grant Henderson, Clerk	Date
_____	_____
Brendan Deso	Date
_____	_____
Al Voegele	Date