SUBJECT TO PLANNING COMMISSION APPROVAL

Town of St. Albans
579 Lake Road
St. Albans, VT. 05478

The Town of St. Albans
PLANNING COMMISSION MINUTES
Town Hall, 579 Lake Road
April 26, 2016 at 6:30 p.m.

Minutes

Present: S. Smith (Chair), G. Henderson, B. Brigham, A. Voegele, B. Deso
Staff Present: Becky Perron, Zoning Administrator
Public Present:

CALL TO ORDER
S. Smith called the meeting to order at 6:30 p.m.

NEW PC MEMBERS
The Planning Commission welcomed new Planning Commission members B. Deso and A. Voegele. The P.C. members were given a welcome package with roles, duties, and resources.

ORGANIZATIONAL MEETING
MOTION: A. Voegele made a motion for S. Smith to remain Planning Commission Chair. B. Brigham seconded the motion. All in favor, none opposed, motion carried.

MOTION: A. Voegele made a motion for B. Brigham to remain Planning Commission Vice Chair. B. Deso seconded the motion. All in favor, none opposed, motion carried.

MOTION: A. Voegele made a motion for G. Henderson to obtain the role of Planning Commission Clerk . B. Deso seconded the motion. All in favor, none opposed, motion carried.

RULES OF PROCEDURE ADOPTION
The P.C. reviewed the 2011 Rules of procedure and agreed to make a few changes. The P.C. agreed to remove number 8. Previously it read-
"8. All votes must be from a Planning Commissioner physically present at the meeting. No other votes will be counted."

The P.C. agreed to remove a section of number 9. Previously it read-
"9. A Planning Commissioner may attend a meeting via telephone but not vote via telephone because there is no way to verify that the person on the phone is that actual Planning Commissioner."
It shall now read-
"9. A Planning Commissioner may attend a meeting via telephone."

The P.C. agreed to remove number 10. Previously it read-
"10. Time shall be kept by the chair of the meeting to assure a timely meeting."

The P.C. agreed to amend number 13. Previously it read-
"13. The Town of St. Albans Planning Commission agenda order shall be followed." It shall now read-
"13. The Town of St. Albans Planning Commission agenda order can be amended with consent of a majority of the Planning Commission."

The P.C. agreed to amend number 20. Previously it read-
"20. The Rules of Procedure may be amended by majority vote of the Town of St. Albans Planning Commission and must be readopted annually at the organizational meeting in March."
It shall now read-
"20. The Rules of Procedure may be amended by majority vote of the Town of St. Albans Planning Commission and must be readopted annually at the organizational meeting."

MOTION: B. Brigam made a motion to adopt the amended Rules of Procedure for the Town of St. Albans Planning Commission. G. Henderson seconded the motion. All in favor, none opposed, motion carried.

BYLAW REVISIONS
The P.C. discussed Bylaw changes that need to be made. A. Voegele pointed out a grammatical error under Section 909- Public Facilities as well as a formatting error with the uses chart.
A. Voegele asked the P.C. what their definition of an "adult store" is. The P.C. wondered if the definition was included under the "Adult Oriented Business" use or definition. A. Voegele asked the P.C. what they would classify a store that sells sex toys as. The P.C. agreed the current definition of Adult Oriented Business seemed more geared toward a gentleman's club or similar establishment. A. Voegele explained he had a similar problem when working for Colchester where the Town of Colchester was sued over a disagreement involving an adult store. B. Perron wondered if Colchester had a definition the Town could use. B. Perron stated currently an adult store would fall under a "Retail Business". G. Henderson advised merging "Adult Oriented Business" and "Retail Business" to create a definition of Adult Store. The P.C. agreed to do some research and discuss a definition at the next meeting. S. Smith advised the board that legislation may vote to legalize marijuana. Currently, the bylaws do not include any material regarding marijuana shops such as allowed locations. The P.C. agreed to discuss retail marijuana locations at another time.

B. Perron presented the P.C. with uses and definitions she thought would benefit the Bylaws. The P.C. agreed to add the following-

Auction House: A business that consistently runs auctions from a specific property either within a building or on open land.

Camping Vehicle: A travel trailer, tent trailer, motor home, camper trailer, truck camper or any other device or conveyance so constructed as to permit its ready transport on public highways, and designed as temporary living/ sleeping quarters. A camping vehicle is in no way included under the Mobile Home definition.

The P.C. agreed to remove two words from the definition of Supermarket. Previously it read-
"Supermarket: A free standing retail store selling a complete assortment of food, food preparation and wrapping materials…" It shall now read-
"Supermarket: A retail store selling a complete assortment of food, food preparation and wrapping materials…"

The P.C. reviewed Section 802- Conditional Use Approval and agreed to add the following language-
"Expiration of Approval: If a site has not been developed as per a DRB approved site plan within 8 years, the conditional use shall expire in conjunction with the site plan expiration (including extensions of the site plan approval). (See also Section 803- Site Plan Review Expiration of Approval.)

The P.C. reviewed Section 803- Site Plan Review and agreed to amend letter F. Previously it read-
"F. Cost estimate of all site improvements." It shall now read-
"F. Cost estimate of all site improvements broken down by type of improvement."

The P.C. agreed to change Section 902- Home Occupations number 3. Previously it read-
"3. Exterior displays except for a six (6) square foot sign as per Section 912…" It shall now read-
"3. Exterior displays except for a six (6) square foot sign as per Section 911…"

The P.C. agreed to add signs to the next available P.C. agenda to allow time for an at length discussion.

TOWN PLAN
B. Perron advised the P.C. the Town plan would be due by 2017. Originally the P.C. thought the Town Plan revisions would be due in 2016. The P.C. agreed to recess starting the Town Plan until further notice.

OTHER BUSINESS
The P.C. reviewed the job description for the proposed "Deputy Town Manager" position. S. Smith stated the job description was subject to change and what the P.C. was viewing was a first draft of the description. One of the roles of the Deputy Town Manager will be to staff the Planning Commission meetings. The PC shared concerns of the position being too much responsibility with a broad number of tasks. S. Smith imagined the position being more of a liaison between the Town and various consultants. G. Henderson wondered why half of the responsibilities were entry level and half the responsibilities required experience. He questioned if the job would be better filled by two people. A. Voegele wondered why a responsibility was writing budgets for other departments, he explained department heads should be the ones writing their budgets. Town Manager, C. Johnson is seeking the P.C.'s input on the description via email or direct comment to her.

The Planning Commission discussed the technical proposal received from Dubois & King. At a previous meeting, Town Manager C. Johnson presented the proposed Request for Proposals for a Sidewalk Master Plan. The P.C. made suggestions on ways to improve the RFP. Dubois & King was the only company to

respond to the RFP. S. Smith shared concern with the order of the process. He felt the Planning Commission should be more involved with the process. The Planning Commission should be presenting this to the Selectboard, not the other way around. A. Voegele volunteered to appear before the Selectboard at the next meeting to discuss the P.C.'s concerns with following 24 VSA Chapter 117 Section 4325 "Powers and Duties of Planning Commission". The Planning Commission was hopeful they could be more involved in the process moving forward; the P.C. hoped to work with the consultant instead of the consultant working with the Selectboard and Town Staff.

The P.C. reviewed the Northwestern Medical Center Act 250 permit.

MINUTES
MOTION: G. Henderson made a motion to sign the minutes of the meeting dated March 22nd, 2016. S. Smith seconded. All in favor, none opposed, motion carried.

ADJOURNMENT
MOTION: B. Brigham made a motion to adjourn the meeting at 8:50 p.m. A. Voegele seconded. All in favor, none opposed, motion carried.

Respectfully submitted,
AJ Johnson, Administrative Assistant

Sam Smith, Chair	**Date**
Brent Brigham	**Date**
Al Voegele	**Date**
Grant Henderson	**Date**
Brendan Deso	**Date**