

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

Minutes

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

Staff Present: Becky Perron, Zoning Administrator, AJ Johnson

Public Present:

CALL TO ORDER

Vice Chair, B. Brigham called the meeting to order at 6:30 p.m.

BYLAW REVISION UPDATE- DISCUSS PUBLIC HEARING

The PC discussed proposed revisions to the Unified Development Bylaws. A public hearing will be warned for September 27th to discuss proposed changes with the public and, if approved, pass the Bylaws to the Selectboard for adoption.

The PC discussed allowing Zoning Administrator B. Perron, to make minor administrative amendments to previously approved developments or permits that would otherwise need to be heard before the DRB. The amendments would only be approved by the ZA if the applicant conforms with the Bylaws and no material changes or impacts are expected. The ZA would reserve the right to send the application to the DRB should she feel it's necessary. The PC agreed to allow the ZA to make minor amendments and agreed to add a new section labeled as "Section 606- Administrative Minor Amendment" which shall read-

"Section 606 – ADMINISTRATIVE MINOR AMENDMENT

The Zoning Administrator may review and approve minor amendments to previously approved development or permits that would otherwise require review by the Development Review Board in accordance with the provisions of 24 VSA §4464(c) where no material changes or impacts are expected, and where bylaw conformance is found.

Any decision by the Zoning Administrator under this subsection may be appealed as provided in Section 806. The authority to approve an application administratively does not mean that the Zoning Administrator is required to do so. The Zoning Administrator shall reserve the right to refer any application to the Development Review Board where it is deemed that Board level review or interpretation is appropriate if necessary. In such cases, the applicant shall be responsible for any additional fees or submittals needed for Board review."

The PC agreed to revise Section 908- Parking Standards, Reserve Parking. They agreed to amend number one to read-

"The DRB may define the number of spaces required under this chapter to be placed in reserve."

What was previously number 4 on the list shall now become number 2. It will still read-

"An engineer's review and recommendation justifying the reserve parking shall be incorporated as a condition of site plan approval."

What was previously number 2 on the list shall become number 3. It shall still read-

"A sufficient area must be set aside for construction of the reserved spaces, if and when they are deemed necessary by the DRB. All stormwater engineering shall be designed based on total parking requirements, including the reserve."

What was previously number 3 on the list will now become number 4. It will still read-

"As an automatic condition of DRB approval, should the DRB subsequently decide on the basis of actual usage, or as a result of any change in the use, ownership, size of building or number of residents or employees that the parking as built is inadequate, the DRB shall require that the parking required to resolve the inadequacy shall be taken out of reserve and constructed in accordance with Town specifications."

The PC discussed footprint lots and agreed to add a definition which shall read-
“A parcel of land which consists solely of the area directly under and/or up to two (2) feet beyond a condominium ownership or townhouse structure.”

The PC discussed signage and agreed to add to Article II, Section 200 “(but excluding footprint lots associated with condominium and townhouse ownership)” after the words leased lots in paragraph one.

The PC also agreed to add a sign definition which shall read-

“Any display or representation used or placed as an announcement, direction or advertisement. The word “placed” for the purpose of this definition shall include erected, constructed, or otherwise fastened, affixed or made visible in any manner whatever.”

The PC also agreed to define “sign area” as the following-

“When computing the total permissible sign area for any use:

1. Existing signs shall be included.
2. The total area of all signs shall not exceed the requirements as set forth in these Bylaws
3. Signs consisting of free standing letters, numerals, or other components shall include any intervening space between them.
4. Only the larger face area of a double-faced or y-type sign shall be used.
5. Back to back signs may be counted as one sign.”

The PC agreed to allow Social Services to be a use in the entire Commercial District, not just within the Designated Growth Center.

MINUTES

MOTION: G. Henderson made a motion to sign the minutes of the meeting dated August 23rd, 2016. B. Deso seconded. All in favor, none opposed, motion carried.

ADJOURNMENT

MOTION: B. Deso made a motion to adjourn the meeting at . A. Voegele seconded. All in favor, none opposed, motion carried.

Respectfully submitted,
AJ Johnson, Administrative Assistant

Brent Brigham, Vice Chair

Date

Grant Henderson, Clerk

Date

Brendan Deso

Date

Al Voegele

Date