

Minutes of the St. Albans City Planning Commission
St. Albans City Hall
100 North Main St. St. Albans, VT
Meeting Date: March 17, 2014

Called To Order At: 6:30 P.M.

| PC Members | Present | Absent | Recused |
|----------------------|---------|--------|---------|
| Chris Dermody, Chair | x | | |
| Jeff Bean | x | | |
| David Barber | x | | |
| Peter Ford | x | | |
| Ryan Doyle | x | | |
| Stacie Callan | | x | |
| Tom Murphy | | x | |

Staff Present:

Chip Sawyer, Director of Planning & Development
Michelle Boudreau, Zoning Administrator
Greta Brunswick, Senior Planner Northwest Regional Planning Commission
Robin Morrill, Minute Taker

Public Present:

No public present

1. Planning Commission Orientation

C. Sawyer discussed the packet mailed which included the following: Roles and Responsibilities in Municipal Land Use Planning & Regulation , Land use Planning Regulation in Vermont, Today's Legal Structure, Relevant Sections of Chapter 117, Land Use Regulation in the City (flow chart), Design Advisory Board flow chart, Planning Commission, Planning Commission Legislative Ground Rules, Appropriate Municipal Panels, Two Common Models, The City's Model: PC/DRB, Development Review Standards and Historic Preservation

R. Doyle requested examples of Administrative Applications vs. Site Plan Applications. C. Sawyer responded with examples.

C. Dermody questioned appeals regarding yellow permits. C. Sawyer clarified appeal process and clarified 15 calendar days versus 15 business days.

J. Bean asked for clarification on studies to be contracted out. C. Sawyer responded that PC was not able to sign contracts on behalf of the city but they could approach the City Council with

their concerns and City Council would then make a final decision.

D. Barber questioned the use of grant money that they requested be applied for and the use of that after the grant was received. G. Brunswick responded that usually grants require a council sign off.

C. Dermody questioned the use of public meetings, C. Sawyer agreed that it was a very powerful tool and that public meetings were definitely a part of the process.

Motion by D. Barber to have the PC have involvement on City hall improvements seconded by P. Ford, 2 in favor 2 opposed. Tie Vote. Motion Failed.

Motion by D Barber to appoint himself as Planning Commissions representative/candidate to be considered on the city hall design committee Seconded by P. Ford two in favor two opposed. Tie Vote. Motion Failed.

J. Bean voiced his concerns regarding the position and thinks that the PC has enough on their plate at this time.

2. Zoning re-write Project:

A. review latest revisions: C. Sawyer described the requirements of designation in regards to historic structures.

Heavy discussion on 90 day delay on permitting of historic structures and scenarios of demolition versus rebuilding or repurposing through sale of the structure and where the DRB and the DAB fit into any specific scenarios.

C. Dermody discussed where do historical homes come into play. C. Sawyer said this has not been addressed in the re-write.

R. Doyle requested that G. Brunswick explain the Vermont Historic Structure Survey. G. Brunswick responded with: It is a survey conducted by the Vermont Historic Preservation Office.

D. Barber questions superseding safety orders circumventing the whole process if a safety order has been issued by the proper persons. He suggests that a structural expert be added to section H. to be commissioned before demolition.

R. Doyle questions the cost of a structural expert in the instance of a property that was deemed unsafe because of owner neglect and that the property owner should have the responsibility of the cost of said structural expert.

C. Sawyer clarified that the word demolition is not actually in section H and the emergency action can also include stabilization versus demo.

3. Housing Study Update:

C. Dermody stated that public meetings were set for 3/26 and 4/23 with the purpose of generating data.

C. Sawyer: NRPC can be consultant on this project.

4. Discuss Permit Notification Procedures - No discussion

5. Approval of Minutes

Motion to accept Meeting Minutes of February 17, 2014 by P. Ford, seconded by D. Barber with all in favor.

6. Other Business

D. Barber questions how the selection of DAB candidates is progressing and asked about their qualifications as professionals.

C. Sawyer responded that there are 6 candidates, and that notice that when out from City Council did not limit it to professional candidates.

7. Public Comment

No public comment

Motion to adjourn at 9:00 pm, by R. Doyle seconded by J. Bean with all in favor.

Respectfully submitted,
Robin Morrill
Minute Taker