

Minutes of the St. Albans City Planning Commission
St. Albans City Hall
100 North Main St. St. Albans, VT
Meeting Date January 18, 2016

DRAFT

Meeting Called To Order At: 6:06 pm by David Barber, V. Chair

PC Members	Present	Absent
Stan Bradeen	x	
Jackie DesLauriers V. Chair	x	
David Barber, Chair		x
Michael Gawne	x	
Tom Murphy		x

Staff Present:

Chip Sawyer, Director of Planning & Development
Robin Morrill, Minute Taker

Public Present:

Michelle Monroe - St.Albans. Messenger

AGENDA

1. Open Meeting

a. Introduction of new member Stan Bradeen

b. Discuss any additions or deletions to agenda. D. Barber questioned the of storage of tractor trailer beds being stored in the corner lot of Stebbins St. and Catherine St. and whether it is in compliance of local ordinances. C. Sawyer to have C. Comfort look into this issue.

2. Election of Planning Commission Chair and Vice Chair

a. Nominations for Chair

D.Barber stated that he would be open to the position of Chair for the remainder of his term. With questions directed to D. Barber the following ensued:

**Motion by Michael Gawne to nominate David Barber as Chair,
Motion to close nominations by Michael Gawne second by Stan Bradeenm, with all in favor.**

Motion by Stan Bradeen to elect David Barber as Chair, second by Michael Gawne with all in favor

c. Nominations for V. Chair

Motion by Jackie Deslauriers to nominate herself as Vice Chair

Motion by Stan Bradeen to nominate Michael Gawne as Vice Chair

Michael Gawne withdrew his nomination.

d. Election of V. Chair

Motion by Michael Gawne to nominate Jackie Deslauriers as Vice Chair, second by Stan Bradeen with all in favor.

3. *City Plan* - Downtown and the Historic District

a. Discuss goals - C. Sawyer reviewed the three questions and responses from the Dec.21,2015 planning commission meeting of all board members. The three questions discussed and reviewed under the goals are as follows:

What are we Proud of?

What do we want to see?

What do we want visitors to remember?

S. Bradeen discussed the lack of corner store/stores within walking distance of the majority of the community. He feels that the walkability of the City would sustain more corner store grocery style businesses. In response to S. Bradeen's comment, board members referenced the following businesses: Rail City Market, Bob's Meat Market & South Main Grocery. M. Gawne mentioned several corner store type businesses that have had previously been part of the community and are no longer in business.

Streetscape amenities being added/continued to streets one block west of Main St. were discussed briefly with Kingman St. and Lake St. being mentioned specifically by D Barber.

b. Review Plan goals and policies-

C. Sawyer reviewed goal items and Policies & Action items. D. Barber stated that a bike route/lane had been discussed at the previous meeting and it had not been listed as an item on the policies and actions items.

Extending North Main sidewalks and historic sidewalks briefly discussed.

S. Bradeen suggested property owner outreach for buildings and businesses in the community encouraging citizens and property owners to maintain the current property values and appearances of our residential stock.

c. Review proposed design standards - C. Sawyer is presently working on edits and suggestions provided by M. Gawne from the previous meeting and will be sending all Planning Commission board members Mr. Gawne's suggested edits/comments electronically.

C. Sawyer gave a quick overview of a form base codes system as well as the City's current guided interpretative board based system and the benefits of a form base codes system. The form base codes system will allow the Permitting administrator to handle many items that would normally be brought before the Design Advisory Board, thus reducing the time that an applicant needs to spend when seeking approval for certain projects.

An in depth discussion on parking lots in the Historic District ensued and questions regarding whether a new rule addressing parking lots in this district should be established.

d. Discuss next steps. no discussion

4. Other Business -

a. Planning & Development Update - C. Sawyer discussed that the City/Town Rise Vermont Regional Planning Commissions combined application was submitted to the state last Friday for a corridor plan of suggestions for non motorized transportation on all of route 7 within the Town and the City. This would allow the planning of sidewalks from the Georgia town line to the Swanton town line. C. Sawyer also informed the board that he is working on a grant for the Barlow Street elevator, also the design process for Kingman St. will soon be underway.

b. Approval of minutes - D&V

Motion by Michael Gawne to approve the minutes of December 21, 2015 as amended, second by Stan Bradeen with all in favor.

c. Other - None

d. Questions & Clarifications from Commission members on issues presented. NONE

5. Public Comment - No public comment

a. Questions & Clarifications from Commission members on issues presented. None

Motion to Adjourn at 7:52pm by Michael Gawne, second by Stan Bradeen with all in favor.

Respectfully submitted,
Robin Morrill
Minute Taker

