

MINUTES OF THE ST. ALBANS CITY PLANNING COMMISSION

**Meeting Date: February 17th, 2014
St. Albans City Hall, 100 No. Main St.**

Approved March 27, 2014

PC Members	Present	Absent	Recused	Observe
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
Robin Morrill, Minute Taker

Public Present

Stuart Sawyer - Mylan Technologies
Sue Prent

Meeting called to order by Chris Dermody, Chair at 6:30 P.M.

1. Status of Design Advisory Board

Chip Sawyer: The DAB’s authority was transferred to the DRB by vote of the City Council on March 10, 2014. Ryan Doyle discussed VT State Statutes regarding the procedures involving the transfer, David Barber also voiced concern with what he felt was a rushed improper process in removing the DAB’s authority and feels that it violates VS Title 24 Section 4433.

2. Zoning Re-Write Project

A. Timeline - Chip Sawyer reviewed where the project is, explaining that it is a tedious lengthy project that when complete will be well worth the time. Sections 1-6 are complete, Greta Brunswick of NRPC to continue work through mid-May using grant funds. May – August, the PC to finalize details. A legal review of entire document should be considered. September-October hold official hearing/hearings. Staff will produce a companion document to present closer to finalizing. Chris Dermody questioned when the public was to be involved, Chip responded that statutorily the point of the Planning Commission Hearings, is to hear from the public, but public outreach would begin before that stage.

B. Review Latest Revisions - Chip Sawyer: Reference photo copies he handed out. There are 10 Articles of which 6 are done, and 7 & 8 are nearing completion. Subdivision section will have minimal changes, flood hazard area procedures and standards will need inserts to be fully State and Federally compliant. Ryan Doyle suggests a Saturday meeting giving scenarios that may come up in the future. Discussion of private removal of tree permits. Peter Ford questions whether the Council will consider a moratorium before adopting the new Re-Write. Peter feels that the magnitude is of that which requires a moratorium.

Ryan Doyle: requested that a member of the public introduce himself. Guest introduced himself as Stuart Sawyer, representing Mylan and said that he was here this evening to meet with the DAB regarding a 7ft x 7ft smoking area that Mylan is proposing. C. Dermody requested that Stuart come to the table with drawings, Chip Sawyer explained recent changes with the DAB and that the March 3rd meeting with DRB would be the time for Mr. Sawyer to present his proposed change. Mr. Sawyer decided to describe his site change to the PC.

David Barber discussed the possibility of permitting spots that have been potentially designated for stormwater or flood mitigation and that should be taken into consideration before permitting these areas for any type of additions/improvements.

Extensive discussion on zoning language for driveway permitting.

C. Proposed Parking Requirement Process

To be discussed in March

D. Discuss Joint Meeting with DRB in March.

Chip Sawyer questioned the board as to whether they would like to meet with the DRB with what is available now or would they prefer to wait until April when more will be able to be presented. At this point there are 6 sections complete with 4 left to be completed. Chip suggests that the board wait until the NRPCC part is done and all 10 items are complete before a joint meeting is held. Meeting with DRB in March postponed by consensus of the Planning Commission.

3. Housing Study Update - Chip Sawyer, discussing if it needs to be put out to bid or if NRPC can take on the project. Pulling together a sub committee, discussion on subsidized housing and their presence in sub committee. C. Dermody asks who's study is this and would like to verify the PC's role. Chip responds that the City Manager, Dominic Cloud, is the ultimate authorizing official, as designated by the City Council.

Motion by Ryan Doyle for C. Dermody to Chair the Housing Sub Committee and assemble as he sees fit. Seconded by Peter Ford with all in favor.

Discussion followed regarding the numbers of Sub Committee members and their relationship to the community as well as their knowledge of issues facing housing. Chip Sawyer suggested 4 non PC members and add the planning commission members that would like to be on the board.

Chris Dermody requested a copy of the grant be forwarded to everyone on the board.

4. Approval of 1/20/14 DAB/PC Minutes Motion by Ryan Doyle to accept as noted 2nd by Tom Murphy with all in favor.

Approval of Special Meeting 1/29/14 Minutes Motion by Tom Murphy to accept as noted 2nd by Ryan Doyle, David Barber abstained, remainder in favor.

5. Other Business

C Dermody re: City Council's decision to transfer the DAB's authority to the DRB. Chip Sawyer advised board members against speculating about the Council's decision - the issue was more of structure than of personalities. C. Dermody re: Ryan Doyle's handout of Title 24 section 4433 and how the board would like to handle it. Jeff Bean felt that the whole process was very disrespectful to the DAB. David Barber expressed his feelings that there would be issues filling seats on the new DAB and expressed his concerns that there was no hearing and that this could be repeated in the future for no apparent reason. Peter Ford also expressed his concerns that there would be difficulty in filling the seats with specific requirements also. Ryan Doyle also feels that things were not handled properly according to VT State Statutes. Chip Sawyer explained that the Council was not aware of the hearing requirement and that he would take the blame for that and stated that had he known of the requirement that the Council would have been told and would have held the hearing at the Planning Commission's request.

C. Dermody requested a copy of Roberts Rules of Order.

Ryan Doyle discussed many the many statutes pertaining to what the planning committee and that he looked forward to his next eight months of his position.

6. Public Comment

No Public Comment

Motion to adjourn by Ryan Doyle, seconded by David Barber with all in favor. Meeting adjourned at 9:15 P.M.