

**Minutes of the St. Albans City Planning Commission**  
**St. Albans City Hall**  
**100 North Main St. St. Albans, VT**  
**Meeting Date: June 16, 2014**

*Approved July 21, 2014*

Called To Order At: 6:30 pm by C. Dermody, Chair.

PC Members	Present	Absent
Chris Dermody, Chair	X	
David Barber	X	
Peter Ford	X out at 7:50pm	
Ryan Doyle	X	
Tom Murphy	X	
Open Seat		
Open Seat		

**Staff Present:**

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

**Public Present:**

Jeff Bean

**AGENDA**

1. Discuss any additions or deletions to agenda.

C. Dermody stated that there is no way presently to follow everything that has been worked on or where things stand from week to week and he would like to devise some way to follow items. An Excel spread sheet was discussed. R. Doyle suggested inventorying all action items.

J. Bean suggested a meeting with DAB & DRB to see their reasoning when things are approved in a way that was contradictory with what the PC had suggested. T. Murphy suggested that a representative from the PC to be at the DRB meetings. J. Bean stated that more collaboration between DAB & DRB is needed so that misinterpretation is not an issue.

2. Proposed Revisions to City Land Development Regulations Section 306 - Dimensional Requirements

a. Presentation and Public Hearing - C. Sawyer presented an overhead projection regarding Mylan's request to have a 0 setback along the Railway so they can maximize their industrial lot. At the present time the set back is 10'. C. Sawyer referenced Section 516 which has examples of

when more than 10' would be needed.

b. Discussion D. Barber wants a Railroad representative's feedback before the PC approves a 0 setback from the rail line.

c. Consider approval of presented and discussed revisions and referral to City Council

**Motion to approve proposed revisions to Section 306, contingent on City Council having a discussion with a representative of the Rail Road if the Rail Road so wishes to discuss by Ryan Doyle, 2<sup>nd</sup> by David Barber with four votes in favor, Peter Ford voiced a no vote.**

3. Proposed Revisions to City Land Development Regulations Section 517 - Signs

a. Presentation and Public Hearing- C. Sawyer presented an overhead projection consisting of images of Public Interest Markers ie: Low Profile Surface Mount Public Interest Markers and Low Profile in-ground Unit Public Interest Markers. He discussed accessory structures and that they are not allowed in the property frontage. It is apparent that public interest markers would need to be added to the regulations regarding signs, and the new Section 517.4 was proposed.

b. Discussion R. Doyle stated that with larger properties, there may be a need for more than one marker and referenced the hospital, City Hall and BFA. C. Dermody stated that each building would be a different address and therefore a different property. D. Barber feels that one marker per property is sufficient and the regulation should stay at one per property. C. Sawyer suggested only one marker per every 50' of frontage on larger properties. Tom Murphy suggested only one unless brought before the DAB and approved. D Barber referenced Oakledge Park having one or possibly two markers on 30 acres and another park (inaudible) at over 60 acres having possibly two markers. Discussion on commercial advertisement and sponsors included on markers being added to the language at no more than 5% of the signs size. Discussion of set back requirements for signs, 0% setback in the B1 district allowed with added language to the regulations. Discussion regarding maintenance of markers. R. Doyle - cost of removal or repair when a marker is on private property and language to be added to insure that costs incurred by the City be recoverable if maintenance or removal were required. T. Murphy feels that all the markers should be uniform in design and all present board members agreed.

c. Consider approval of presented and discussed revisions and referral to City Council

**Motion to approve proposed changes to Section 517 as amended by David Barber, 2<sup>nd</sup> by Tom Murphy with all in favor.**

4. Proposed Revisions to City Land Development Regulations Article 10 - Zoning and Design Review District Boundaries

a. Presentation and Public Hearing. C. Sawyer presented overhead of the proposed five parcels to the end of the B1 district and two parcels to the end of the D2 district and described the parcels and buildings and their current use.

b. Discussion C. Dermody asked if all abutting parcels and across the street have been notified and C. Sawyer responded yes.

c. Consider approval of presented and discussed revisions and referral to City Council

**Motion to approve proposed changes to Article 10 by Ryan Doyle 2<sup>nd</sup> by David Barber, with all in favor.**

5. Other Business

a. Approval of Minutes

**Motion to approve the minutes of May 19<sup>th</sup> 2014 by Ryan Doyle, 2<sup>nd</sup> by Peter Ford with all in Favor.**

b. Other

Housing Study: no discussion

Zoning Rewrite: ongoing Staff review.

Landlord & Tenant Survey: C. Sawyer, final draft of both Surveys (landlord & tenant) handed out to all board members. Tom Murphy discussed an incentive to get the surveys actually filled out and returned. C. Sawyer said that an incentive could be considered.

Board openings discussed: notice of vacancies publicized in the paper, Mayor Gamache has a list of names that she is working on.

6. Public Comment

No Public Comment

**Motion to adjourn at 8:20 pm by Ryan Doyle second by Tom Murphy with all in favor.**

Respectfully submitted,

Robin Morrill

Minute Taker