

**MEETING MINUTES**  
**ST. ALBANS CITY PLANNING COMMISSION**  
**VIA REMOTE CONNECTION**  
**5:30 PM, MONDAY, FEBRUARY 15, 2021**

*Approved March 15, 2021*

**Board Members Present:** Denise Smith, Chair; Michael Gawne; Luke Richter; Amy Paradis; Stan Bradeen, Vice Chair; Zac Nuse, Alternate.

**Board Members Absent:** None

**Staff Members Present:** Chip Sawyer, Director of Planning Development; Wendy-Ayn Coy, Minute Taker

**Public Present** – Courtney Seale.

**1. Open Meeting – Chair Bradeen called the meeting to order at 5:35 PM.**

- a) **Introduction of Attendees** – Courtney Seale introduced herself as an owner of rental property in the City. Introductions were made all around.
- b) **Public Comment on issues not on the agenda** – None
- c) **Discuss additions or deletions to the agenda** – member Paradis asked that the Commission discuss the Planned Unit Development Rule. Chair Bradeen placed this item to be discussed after the minutes.

**2. Nomination and Election of Officers –**

a) **Chair –**

**Member Richter nominated Member Bradeen for Chair. Second by Member Paradis. Member Gawne nominated Member Smith for Chair. Second by Member Richter.**

**Motion by Member Gawne to close nominations. Second by Member Smith and approved with all in favor.**

**Upon a roll call vote called by Chair Bradeen, there were three votes for Member Smith to be Chair and two votes for Member Bradeen. Denise Smith was declared the Chair of the Planning Commission.**

b) **Vice-Chair –**

**Member Nuse nominated Member Bradeen to be Vice Chair. Second by Member Paradis. There were no further nominations.**

**Member Bradeen called for all those in favor of him being Vice Chair, and it was approved unanimously. Stan Bradeen was declared Vice Chair of the Planning Commission.**

There was a discussion whether Member Nuse and Member Richter would switch positions so that Member Nuse would become a regular member and Member Richter the alternate member of the Commission. Mr. Sawyer said he would approach City Council with the possibility.

Member Smith assumed the role of Chair at this point.

**3. Approval of Minutes –**

**a) January 18, 2021 minutes – Member Paradis made a motion to approve the minutes as amended. Member Richter seconded the motion. It passed unanimously.**

**4. Discussion of Planned Unit Development Rule.** The rule is used to get a density bonus but the current wording of in the City's Regulations only makes an application eligible if the lot has three times the size required for the proposed use. This precludes most applications, depending on how the DRB interprets that sentence. Mr. Sawyer stated that this item has been on the list of technical directions to fix for a long time. Member Nuse asked what the City's recommended language would be. Mr. Sawyer answered that the initial recommendation would be to remove the sentence completely. Chair Smith suggested putting on the agenda for next month.

**5. Review regulatory Proposals –**

**a) Residential – Professional District –** There were no changes to the proposed Residential-Professional district since last month.

- Mr. Sawyer did not get a chance to finish the work on Design Review for this proposal. There are several changes he would like to propose that he will bring to another meeting.

**b) Definitions and Allowed Uses -** The Commission discussed specific definitions and uses that needed clarification.

**Member Paradis made a motion to accept the changes as presented by Mr. Sawyer for the meeting with an agreement that the Commission will revisit the entirety of the definitions and allowed uses at a later date. Vice-Chair Bradeen seconded the motion. The motion passed unanimously.**

Members Nuse, Gawne and Smith voiced concerns with the motion but the general consensus was to move forward.

**6. Residential District Update project –** Mr. Sawyer sent a Request for Qualifications (RFQ) to the Commission to review. The RFQ is being used to review the qualifications of the consultants to find the right consultants for this type of project. After getting a couple of qualified consultants, the City would like to negotiate a contract without going out for another Request for Proposals. Vice-Chair Bradeen had a few suggestions:

**a)** The City would like to include owner/renter occupation, units per building, number of bedrooms, and square footage in the data tool.

- b) Context and background should be added that the City is looking to create a broader variety of the type of unit especially gap units.

Member Nuse explained further the need for item b above.

- 7. **Discuss Commission priorities for 2021** - Mr. Sawyer reviewed the priorities that the Commission had for 2020. Vice-Chair Bradeen asked that the list be circulated so that the Commission could review it better. Mr. Sawyer agreed to recirculate the list, note what the Commission is currently working on and encouraging a timetable for the rest of the items.

8. **General Business**

- a) **Update on regulatory amendments in process** – Mr. Sawyer is not sure when the Dwelling Units Density Bonus will go back in front of City Council.
- b) **Planning and Development update** – There was no discussion to add to the update email.
- c) **Next meeting time and format date** – **March 15, 2021 at 5:30 p.m.**
- d) **Other** – A vaccine clinic has been established in the Congress & Main building by Northwester Medical Center.

- 9. **Adjourn** – **Member Gawne made a motion to adjourn at 7:30. Vice-Chair Bradeen seconded the motion. It passed unanimously.**