

MEETING MINUTES
ST. ALBANS CITY PLANNING COMMISSION
REGULAR MEETING
6:00 PM MONDAY FEBRUARY 18, 2019
ST. ALBANS CITY HALL, 100 NO. MAIN STREET

Approved March 18, 2019

Board Members Present: David Barber, Chair; Amy Paradis; Michael Gawne; Luke Richter

Board Members Absent: Stan Bradeen

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

Public Present: Edna North, Steve North, Cindy Adair, Tom Benton

- 1. Open Meeting – Chair Barber called the meeting to order at 6:02 pm.**
 - a. **Discuss additions or deletions to the agenda –** Chair Barber requested adding a discussion of 14 Stebbins Street to the next meeting. The permit stated that it would decrease the amount of impervious surface and it doesn't seem to have decreased. Mr. Sawyer stated that he can bring the site plan and the DRB decision to the next meeting.

- 2. Approval of January 21, 2019 Meeting Minutes – Member Gawne made a motion to approve the minutes of January 21, 2019, as presented. Member Paradis seconded. It was passed with Member Richter abstaining.**

- 3. Annual Meeting -**
 - a. **Nomination and Election of Chair – Member Gawne made a motion to nominate and appoint David Barber as Chair of the Planning Commission. Vice-Chair Paradis seconded the motion. It passed unanimously.**
 - b. **Nomination and Election of Vice-Chair – Member Gawne made a motion to nominate and appoint Luke Richter as Vice-Chair of the Planning Commission. Chair Barber seconded the motion. It passed unanimously.**

- 4. Request for land use district change at 17 Congress Street –** Mr. Sawyer reviewed the property, the districts around it and the lot requirements. There has been an application put to the DRB to change the medical office use to general office use. Mr. Sawyer recommended a public hearing and amendment to add the property to the B1 Business District. It is smaller than all the other parcels in the BNT. Member Gawne stated that he is not opposed to changing it to B1/B2 in its entirety. The neighborhood was uniformly in favor of keeping this district as commercial use. He believes that B2 has heretofore been limited to the corridors coming in and out of the city so it would appear it should be B1. Chair Barber stated that it would square off the district. Member Richter asked if this would affect Fiddlehead Dental or the Church. Chair Barber stated that he doesn't like to do spot zoning but this one makes sense. The impetus to create the BNT was that the PC made the decision to remove the medical office use from the low density residential district. A lot of options were discussed. The PC was nervous of the creep up

Congress Street. BNT was created to specifically created to allow the medical office uses. 17 Congress is not like Fiddlehead or the Church as those lots are much bigger than the plot at 17 Congress Street. Chair Barber stated that he would not be in favor of having the B1 go all the way through Fiddlehead. Cindy Adair with Caldwell Banker stated that many people were interested with having a small business on the bottom and an apartment on the top that the owners could live in. There would be very little interest in this property as a single family home as it has no yard and shares parking with the Church. Member Richter stated that given the shopping center bordering the property, he would support it becoming B1 as the shopping center weighs down the neighborhood. Member Gawne stated that he was never strongly in favor of the BNT zone. He can see BNT zones on the periphery and not in the center of town. The commercial district will either expand or the City will become a dinosaur. All of the other churches are in the B1 zone.

Member Gawne made a motion to direct staff to prepare an amendment to change two properties 17 Congress and 25 – 31 Congress street to the B1 district. Member Richter seconded the motion. It passed unanimously.

5. **Recommendation to apply to Downtown Transportation Fund for Kingman St.** – Chair Barber reminded the Commission that Mr. Sawyer provided the plans and did a presentation showing Kingman Street changes. **Member Gawne made a motion that the Planning Commission approve the authorization and support of the \$100,000 grant application to the Downtown Transportation Fund. Vice-Chair Paradis seconded the motion. It passed unanimously.**

6. **Discuss proposals and ideas for the Land Development Regulations**

- a. **Corridor analysis: Main, Federal, Lower Newton/Sunset Meadows** – Mr. Sawyer reviewed the summary analysis of the subject corridors –
 - **North Main corridor from Hoyt street** – This corridor has two districts. Mr. Sawyer reviewed the different businesses and lot coverage in this corridor. Mr. Sawyer stated that Chair Barber was concerned about the properties across from the St. Albans Shopping Center. They are currently zoned as B1 so that they could build up to 100 % of the lot. If it went to B2, it would have setbacks and limitations on lot coverage. Three of the properties would be grandfathered. Member Richter asked what issues stormwater permits would have if any of the lots wanted to expand their parking lots or add buildings.
 - **South Main corridor** – This corridor is all in the B2 district. Mr. Sawyer reviewed the different businesses and lot coverage in this corridor. Mr. Sawyer stated that Member Bradeen was interested in differentiating the properties on the West side of Main street from the parcels on the East side of Main street. Mr. Sawyer stated that the Commission should look at whether these parcels could be managed with form-based code rather than a new district.
 - **Federal Street Corridor** – This corridor has three districts. Mr. Sawyer reviewed the different businesses and lot coverage in this corridor. There are eight uses that are non-conforming. They are the houses on the North side.

- **Lower Newton / Sunset Meadows** – This corridor has two districts. Mr. Sawyer reviewed the different businesses and lot coverage in this corridor. Chair Barber stated that this might be a candidate for a new zone. Member Richter stated that he liked the idea of aspirational zoning. Mr. Sawyer asked the Commission if a separate service industrial district should be created.

7. Other Business –

- a. **Planning & Development update** – None
- b. **Plan annual meeting** – A holdover from the last meeting.
- c. **Other** – Member Richter asked if the City of St. Albans could have its own municipal internet. Mr. Sawyer stated that it would be an extensive process. The City would need to see the necessity of it.

8. Public Comment – None

Vice-Chair Paradis made a motion to adjourn at 7:33 PM. Member Richter seconded the motion. It passed unanimously.