

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

Approved April 19, 2021

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

Board Members Absent: Amy Paradis

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

Public Present – Courtney Seale

1. **Open Meeting – Chair Smith called the meeting to order at 5:32 pm.**
 - **Introduction of Attendees** – Courtney Seale
 - **Public Comment on issues not on the agenda** – None
 - **Discuss additions or deletions to the agenda** – None

2. **Approval of Minutes –**
 - **February 15, 2021 minutes – Vice-Chair Bradeen made a motion to approve the minutes as presented. Member Gawne seconded the motion. It passed unanimously.**

 - **March 3, 2021 – Member Gawne made a motion to approve as presented. Member Richter seconded the motion. The motion passed unanimously.**

3. **Residential Data Tool project discussion** – Mr. Sawyer stated that the City received three good proposals. He would like to negotiate with PlaceSense. He would be asking if PlaceSense felt that the City’s current free QGIS program would truly be adequate, or if it would be best that the City license a paid product. He would also ask PlaceSense for a fee proposal. Vice-Chair Bradeen suggested having more of a discussion with Birch Line as well as PlaceSense. Member Richter wanted more discussion about the pros and cons of each company. Mr. Sawyer said PlaceSense has done this type of project before, i.e. a similar study in Montpelier used to update Montpelier’s zoning districts. PlaceSense’s analyses were spot on. Member Braden said that though Birchline may not have done an identical project, it has employees with local understanding. Member Nuse would like to compare the probable visual end results PlaceSense and Birchline would create.

4. **Discuss Commission priorities for 2021** – Mr. Sawyer reviewed the list of priorities for 2021. The first three were the three items that the Commission is currently working on. Mr. Sawyer presented a timetable for these three items. Vice-Chair Bradeen suggested that the Commission take a look back at the regulations and decide if there are other things that need to be prioritized or things that have been forgotten. Mr. Sawyer reviewed all of the issues that the Commission had previously decided to review / discuss. Member Nuse added two items to the

list. The Commission voted to prioritize the items, and Mr. Sawyer will put them in an ordinal list. The top five voted items were:

- Address issues with Planned Unit Development rules.
- 3 Bring Regulations into compliance with S.237 rules on ADUs and Character of Area standards for 4 or less Dwelling Units.
- Create more distinct business districts in and around the Downtown, based on historic uses and existing setbacks.
- Nonconformities
- Historic Preservation and Demolition

5. Review regulatory Proposals –

- **Residential – Professional District** – The Commission did not review the changes.
- **Design Review for this district** – The Commission did not review this document.
- **Definitions and Allowed Uses** – Mr. Sawyer reviewed the Definition and Use Changes documents. Vice-Chair Bradeen was concerned about having something in a table and in text and the avoidance of contradiction. Mr. Sawyer stated that the table was to be used as a cheat sheet for the text definitions and uses. Vice-Chair Bradeen stated that this document was only part of the changes. He would like to see a complete regulation proposal. Mr. Sawyer stated that he would put one together.

6. General Business

- **Update on regulatory amendments in process** – None
- **Planning and Development update** – None
- **Next meeting time and format date** – **April 19, 2021 at 5:30 p.m.**
- **Other** – Chair Smith asked that all questions be directed to Mr. Sawyer and he would bring them to the next meeting. Vice-Chair Bradeen opposed this wanting all Commission members priorities brought before the Commission for discussion. He was concerned that some of the questions would be filtered before they got to the Commission. Mr. Sawyer stated that he would follow the Chair's directive. All items would be shared, ultimately.

7. Adjourn – Vice-Chair Bradeen made a motion to adjourn at 7:33. Member Gawne seconded the motion. It passed unanimously.