

**MEETING MINUTES**  
**ST. ALBANS CITY PLANNING COMMISSION**  
**REGULAR MEETING**  
**6:00 PM MONDAY MARCH 16, 2020**  
**ST. ALBANS CITY HALL, 100 NO. MAIN STREET**

*Approved April 27, 2020*

**Board Members Present:** Stan Bradeen, Chair; Denise Smith, Vice-Chair; Michael Gawne; all participating remotely via phone and computer.

**Board Members Absent:** Luke Richter; Amy Paradis

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

1. **Open Meeting** – Chair Bradeen called the meeting to order at 6:26 pm.
  - a. **Introduction of Public Attendees** – None
  - b. **Public Comment on issues not on the agenda** – None
  - c. **Discuss additions or deletions to the agenda** – None
  
2. **Approval of Minutes:**
  - a. **February 25, 2020 Meeting Minutes – Member Gawne made a motion to approve the minutes as presented. Vice-Chair Smith seconded the motion. The motion passed unanimously.**
  
3. **Other Business** –
  - a. **Planning & Development update** – Mr. Sawyer updated the Board on the pandemic plans of City Hall. They are moving to having meetings through conference calls and on-line visual. There is no time frame at this time. Governor just ordered all restaurants to cease indoor service at 2:00 tomorrow. City Hall is working to help the community and businesses keep working through this pandemic. Mr. Bradeen asked for a time frame on the City’s web conferencing system. Mr. Sawyer responded that they are going to start working on it tomorrow. Mr. Bradeen suggested a tech session for the Board members so that they would have time to set up technically and make sure it works. Mr. Bradeen suggested that there always be a second phone available for members and the public. Vice-Chair Smith asked what the City was doing to help the small businesses downtown. Mr. Sawyer stated that they are offering to cone off parking spots in front of the restaurants for curb side pickup. The City will monitor the situation.
  - b. **Update on State Housing Legislation** – Mr. Sawyer reviewed the changes in the legislation but prefaced it by saying that the S.237 bill may not go anywhere, in light of the pandemic. He is going to share with the reps in Montpelier the reservations that the Planning Commission and staff have with the legislation. Chair Bradeen asked if he could send an email, as a citizen, saying that his should be dead on arrival. Mr. Sawyer stated that he would deliver a message from the Planning Commission that they condemn this legislation. The Commission agreed to send a letter as a body to the legislature.

- c. **Next Meeting Date** – April 20, 2020 6:00 p.m. The Commission agreed to keep this meeting date. Mr. Sawyer stated that he would check in with each member to make sure the remote meeting tool works for them individually.
- d. **Other** - None

4. **Discuss proposals for Land Development Regulations** – Mr. Sawyer stated that the allowed use tables had been combined into one table. He started with the maximum building heights for the Professional – Residential buildings of North Main Street. He showed where they were the same as the B2 district.

Chair Bradeen stated that he had a concern with the 70% lot coverage. Mr. Sawyer stated that he could do an analysis of the average and median lot coverage of the proposed district and bring it to the Commission at the next meeting.

Mr. Sawyer reviewed the Professional – Residential district of Fairfield Street.

Member Gawne stated that the City would need to look at the definition of congregate housing. Mr. Sawyer stated that, for the purposes of Congregate Housing, unit is defined by bedroom and dwelling unit is defined as a complete housing unit for one family. Chair Bradeen asked Mr. Sawyer to work on that section. Mr. Sawyer stated that he would as well as a maximum depth of lot map boundary.

Member Gawne asked if there were measurements of front setbacks available to everyone. Mr. Sawyer stated that it is handled on a case by case basis as applications are submitted to the DRB. Chair Bradeen stated that there should be set numbers for the front setback. Member Gawne stated that there should be a standard for the rear setback as well.

Mr. Sawyer reviewed the Professional – Residential district of Lake street. All districts need to have the lot coverage reviewed; define the setbacks both front and rear and the maximum depth of lots reviewed.

Member Gawne stated that he reviewed all of the many conditional uses line by line and many of the uses were not defined. He agreed to send the list to Mr. Sawyer. Mr. Sawyer stated that the Commission should think about how they want this to cascade down into other regulations. The DRB has the ability to decide how to regulate undefined terms. Mr. Sawyer stated that he would look into how extensive the work would be to have every use defined. The Commission stated that there should be a standard reference for definitions.

Chair Bradeen stated that he didn't want clubs in the Professional-Residential districts. Member Gawne stated that he wanted to think about it some more.

## 5. **Adjourn**

**Member Gawne made a motion to adjourn at 7:39 pm. Vice-Chair Smith seconded the motion. It passed unanimously.**