

**MEETING MINUTES**  
**ST. ALBANS CITY PLANNING COMMISSION**  
**VIA REMOTE CONNECTION**  
**5:30 PM MONDAY APRIL 19, 2021**

*Approved July 19, 2021*

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

**Board Members Absent:** Amy Paradis

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

**Public Present** – None.

- 1. Open Meeting – Chair Smith called the meeting to order at 5:32 pm.**
  - **Introduction of Attendees** – None
  - **Public Comment on issues not on the agenda** – None
  - **Discuss additions or deletions to the agenda** – Member Gawne put together a memo on definitions. He would like a discussion on the agenda for next month’s meeting so that everyone has a chance to review it before the Commission discusses it. Mr. Sawyer will send out the memo to the Commission.
  
- 2. Approval of Minutes –**
  - **March 15, 2021 minutes** – Member Gawne made a motion to approve the minutes as presented. Member Richter seconded the motion. The motion passed unanimously.
  
- 3. Residential Data Tool project discussion** – The City chose the PlaceSense / AES team. There will be a kick-off on Friday. Mr. Sawyer sent PlaceSense a list of the type of data that the City would like to have. The list included many items that would be used in the future as well as items that can be used now. Member Gawne asked about the definition of bedrooms; the use of property valuation and actual taxes paid whether that is billed or actual taxes paid. It will be actual taxes billed. The Commission decided on a definition of bedrooms and will request that data (if available) from PlaceSense. Chair Smith asked if the date of the last appraisal could be included. Member Gawne discussed what different municipalities do to get property values. Mr. Sawyer added Water/Sewer EUs, Date of last property value, Date of last property value inspection (if available) last known permit application and age of home. Mr. Sawyer didn’t think that the additional information would increase the cost as most of this data is publicly available. Member Nuse would like multiple use to be flagged. The analysis will be limited to the neighborhoods and exclude Downtown. Vice-Chair Bradeen wanted to know how the Planning Commission is going to use the information that is gathered. Mr. Sawyer discussed the reports and analyses that could be run. Scenarios could be run on the information to see how things could change. Vice-Chair Bradeen thinks that the concrete data will help the Commission inform the public and be proactive with public conversations. PlaceSense will come before the Planning Commission in the May meeting.

4. **Discuss Commission priorities for 2021** – Mr. Sawyer presented the priorities as they are now listed showing the rankings voted on last month. He suggested checking in on the priorities monthly. Chair Smith suggested quarterly check-ins and color coding. The Commission agreed.
5. **Review regulatory Proposals** – Mr. Sawyer reviewed the three items that the Commission has been working on. He would like to combine all of the regulatory proposals into one large proposal.

- **Residential / Professional Districts** – Member Gawne had a question about the Lot Size Analysis. Mr. Sawyer will verify. He reviewed the reasons as to why the Planning Commission started the district review.
  1. North Main Street – Lock in something that looks nice.
  2. Allow for more uses in the corridors - Use Design Review to lock in the look of the corridor.

There are going to be property owners who like it and those who don't. There will be more complaints heard than positive comments.

- **Design Review** – Mr. Sawyer reviewed the proposal. Vice-Chair Bradeen is concerned about having historical homes exempt from all regulations. There are no regulations that would prevent someone from demolishing a historic home if it is outside the Design Review District. He would like some regulation but not as strict as Design Review. Mr. Sawyer suggested that in the Gateway Design Review District the Commission not be as concerned with the type of material used but cannot cover dentations or architecturally contributing features. The Commission discussed different materials and lines that should be drawn. Mr. Sawyer is going to put together some more information.
- **Definitions and Use Changes for 2021** – Member Richter asked if the memo that Member Gawne has prepared will affect the definitions that are in the proposal. Member Gawne stated that it would. He is working on the definitions district by district. Vice-Chair Bradeen would like the districts listed side-by-side for review purposes.

#### 6. **General Business**

- **Update on regulatory amendments in process** – None
- **Planning and Development update** – None
- **Next meeting time, date and format** – May 17, 2021 at 5:30 p.m via teleconference. **Member Gawne made a motion to meet via teleconference for the next two meetings. Member Richter seconded the motion. There was a discussion about the motion. It passed with all in favor, except one dissention by Member Nuse.**
- **Other** – None.

7. **Adjourn** – Vice-Chair Bradeen made a motion to adjourn at 7:35. Member Gawne seconded the motion. It passed unanimously.