

**MEETING MINUTES**  
**ST. ALBANS CITY PLANNING COMMISSION**  
**5:30 PM MONDAY JULY 19, 2021**  
**ST. ALBANS CITY HALL, 100 NO. MAIN ST.**

*Approved August 16, 2021*

**Board Members Present:** Denise Smith, Chair; Stan Bradeen, Vice-Chair; Amy Paradis; Zac Nuse; Lauren Dees-Erickson, Alternate; Luke Richter, Alternate

**Board Members Absent:** Michael Gawne

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

**Public Present** – Jeremiah LaCross

1. **Open Meeting – Chair Smith called the meeting to order at 5:32 pm.**
  - A. **Introduction of Attendees** – Jeremiah LaCross, Ace Properties
  - B. **Public Comment on issues not on the agenda** – None
  - C. **Discuss additions or deletions to the agenda** – None
  
2. **Approval of Minutes**
  - A. June 21, 2021 minutes – Tabled due to lack of quorum
  - B. **April 19, 2021 minutes** – **Vice-Chair Bradeen made a motion to approve the minutes as presented. Member Richter seconded the motion. The motion passed.**
  
3. **Proposed Amendment for Parking in the Service-Industrial District –**
  - A. Presentation by Staff – Mr. Sawyer presented the proposed amendments.
  - B. Public Hearing – No member of the public commented.
  - C. Planning Commission Discussion and Revisions – The amendment allows a change to the regulations that allows the parking in front of the principal building in the Service-Industrial district. Vice-Chair Bradeen note that the change was stated more by exception rather than by a direct allowance. Mr. Sawyer changed the amendment to address Vice-Chair Bradeen’s main concern. Bradeen added that he had other overall concerns about the issue that he would like addressed at another meeting or future proposal.
  - D. Consider Referral to the City Council – **Member Paradis made a motion to refer the amendment to the City Council as edited. Member Richter seconded the motion. It passed unanimously.**
  
4. **Proposed Amendment for Compliance with State Housing Legislation**
  - A. Presentation by Staff – Mr. Sawyer presented the amendments to the Commission.
    - A definition was added of Accessory Dwelling Unit.
    - Update of Accessory Dwelling Unit rules
    - Update rules on ability to develop existing non-conforming lots.

- Prohibit denial of application that would result in a total of four or fewer dwelling units based solely on character of the area.
  - Prevent DRB from imposing conditions that specifically prohibit development allowed under section 409 or 51A of the regulations.
- B. Public Hearing – No member of the public commented.
  - C. Planning Commission Discussion and Revisions – The Commission discussed amending the update of the Accessory Dwelling Unit review rules. There was a general consensus to require DRB approval for proposed ADUs that would inhabit accessory structures that do not meet the set-back standards for principal structures.
  - D. Consider Referral to the City Council – **Vice-Chair Bradeen made a motion to refer the amendment to the City Council as edited. The motion passed will all in favor, except for Member Nuse opposed.**

#### 5. Request re. 12 North Elm: Discuss Planned Unit Developments and Zoning District

Member Paradis recused herself for this portion of the meeting, and joined Jeremiah LaCross as a representative of Ace Properties.

Ace Properties presented their desire to add 8 more dwelling units to 12 North Elm, which would result in 16 total units. However, the current Zoning District (low-density) and the current Planned Unit Development rules would not allow this. The St. Albans PUD rule requires contiguous acres equal to 3x the minimum lot size for the districts uses(s) proposal. Another option is to rezone this lot to B1 or B2.

Mr. Sawyer discussed a past proposal to re-zone this lot. A previous owner had requested that 12 No. Elm be rezoned as HDR. At the time, the Planning Commission did not want to do “spot zoning” and expanded the proposal to include re-zoning the surrounding neighborhood. Neighbors came out in force stating they did not want their zone changed to “High Density Residential.”

Vice-Chair Bradeen suggested that the Commission finish their work on the Residential-Professional Proposal and then work on possible solutions for 12 No. Elm. Mr. Sawyer was instructed to prepare a rezoning option and a PUD option for the PC for August. Member Nuse asked if there was any preference by Ace Properties. Ace Properties was open to whatever solution the Commission proposed.

#### 6. Review regulatory Proposals, time and materials permitting – Not discussed, due to time.

- A. Design Review and other aspects of Residential-Professional proposal.
- B. Possible Discussion of memo on definitions.

#### 7. General Business

- A. Update on Residential Data Tool project – There will be an update in August.
- B. Planning and Development update – None
- C. Next Planning Commission priorities check-in – Not discussed

- D. Review next meeting time, date and format – August 16, 2021 5:30 (Bennington Battle Day).
  - E. Other – None.
- 8. Adjourn – Vice-Chair Bradeen made a motion to adjourn at 7:30 PM. Member Dees-Erikson seconded the motion. It passed unanimously.**