

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

*Approved January 20, 2020*

**Board Members Present:** David Barber, Chair; Michael Gawne; Denise Smith, Alternate

**Board Members Absent:** Luke Richter, Vice-Chair; Amy Paradis; Stan Bradeen

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

**Public Present:** Please see attached sign-in sheet

- 1. Open Meeting – Chair Barber called the meeting to order at 6:05 pm.**
  - a. Introduction of Public Attendees –** Kiersten Bourgeois and Shane Dill of DFA St. Albans Creamery
  - b. Public Comment on issues not on the agenda -** None
  - c. Discuss additions or deletions to the agenda –** None
  
- 2. Approval of October 21, 2019 Meeting Minutes –** Tabled. There wasn't a quorum of members who had attended the meeting for approval.
  
- 3. Other Business –**
  - a. Planning & Development update –** None
  - b. Other –** Mr. Sawyer discussed the expiration of Chair Barber's term. He informed Member Smith that she could transition into a full seat. She indicated that she would like to do that. Mr. Sawyer stated that in January there would no longer be wraps available during the Planning Commission meetings.
  
- 4. Public Hearing on Amendments to Land Development Regulations –**
  - a. Staff Presentation on amendment to height limit in the S-Ind District –** Mr. Sawyer stated that the City Council has requested a change in the height waiver. He reviewed the process that the waiver needs to go through. As background, the 120-foot Bourdeau Bros. elevator had been allowed via variances, and the history behind the Nutrablend elevator had not yet been determined. Variances are harder to come by than they used to be. The Planning Commission's recommendations are included in the public hearing packet that was distributed for the meeting. The Public Safety dept. commented that their ladder truck only goes up to one hundred feet but they are not overly concerned about a 105-foot structure. Member Gawne read his comments which was an analysis of the proposed amendments. His comments highlighted what the proposed amendments would mean on the ground. Mr. Sawyer stated that the recommended setback would be the first set against a district boundary and not a site boundary. Ms. Bourgeois stated that when they start the project, there will be six silos

but only one would be 105 feet. The Creamery tried to do a balloon test but, due to weather, it didn't work well. Another test will be done within 5-10 business days.

- b. Planning Commission and Public Input - None
  - c. Recommendations to City Council for proposed amendment – No new recommendations.
  - d. Planning Commission report – **Member Smith made a motion to forward the Planning Commission's previous recommendations and report to the City Council. Member Gawne seconded the motion. It passed unanimously.**
5. **Discussion on density bonuses for historic homes** – Mr. Sawyer presented a recommendation to consider a program in the regulations under which a density bonus can be granted when a property owner rehabilitates / preserves a historic home. He would like the PC members' input as to what should be required. The Chair and members would like to see it be owner occupied; trash removal should be regulated; parking should have enough spaces; mitigate the views of the vehicles; utility boxes at the rear of the building. Mitigate the view of satellite dishes. Mr. Sawyer stated that the applicant should state what they are going to do to a building so that it can be seen as a public benefit. Member Smith expressed concern with the building 15 years down the road versus 5 years down the road. Mr. Sawyer stated that, if it is a rental building, it is inspected regularly. Mr. Sawyer stated that it is hard to enforce owner occupation over the long term. The Commission discussed the questions that were posed at the end of Mr. Sawyer's recommendation. There was interest in eventually bringing in developers to discuss their thoughts.
6. **Continue discussion on proposed corridor and business districts** – Mr. Sawyer updated the Commission on the business and Corridor district proposals. He reviewed the items that were remaining for discussion. He started with how to approach the City Council. He suggested that it go before the City Council after town meeting day. He pointed out the proposal for the new names for the districts.
7. **Adjourn**

**Member Gawne made a motion to adjourn at 7:46 pm. Member Smith seconded the motion. It passed unanimously.**