

**MINUTES**  
**ST. ALBANS CITY PLANNING COMMISSION**  
**REGULAR MEETING**  
**ST. ALBANS CITY HALL, 100 NORTH MAIN STREET**  
**5:30 PM MONDAY, JUNE 21, 2021**

*Approved August 16, 2021*

**Board Members Present:** Denise Smith, Chair; Michael Gawne; Amy Paradis.

**Board Members Absent:** Stan Bradeen, Vice-Chair; Luke Richter; Zac Nuse.

**Staff Members Present:** Chip Sawyer, Director of Planning Development and Minute Taker

**Public Present:** Lauren Dees-Erickson.

**1. Open Meeting – Chair D.Smith opened the meeting at 5:30 PM.**

a. Introduction of attendees.

Lauren Dees-Erickson introduced herself. M.Gawne commented that he felt that L.Dees-Erickson would be a good candidate for the Planning Commission. L.Dees-Erickson expressed interest in that prospect. C.Sawyer committed to following up with her to discuss.

b. Public Comment on issues not on agenda.

There was none.

c. Discuss additions or deletions to agenda.

There was none.

2. Approval of Minutes.

**The minutes of April 19, 2021, were effectively tabled, due to a lack of a quorum present who had attended the April meeting.**

**Motion by M.Gawne to approve the minutes of May 17, 2021, as edited. Second by A.Paradis and approved with all in favor.**

3. Regulatory proposals.

a. Updates for State legislation and S-Ind District.

C.Sawyer introduced the proposed amendment to clarify that parking is allowed in front of Principal Buildings in the Service-Industrial District.

M.Gawne commented that two instances of a phrase that references other possible exemptions of the front/side setback parking prohibition should be removed from

Section 515.1D if such exemptions don't actually exist in the Regulations.  
C.Sawyer stated that he would look into that.

**Motion by M.Gawne to hold an official hearing on the proposed amendment for clarification of parking in the S-Ind District at next month's meeting. Second by A.Paradis and approved with all in favor.**

C.Sawyer introduced the proposed amendments to ensure compliance with State housing legislation.

There was discussion about whether an accessory structure proposed to house an Accessory Dwelling Unit should have to meet the same setbacks as a Principal Building, and what to do if that accessory structure didn't meet said setbacks. C.Sawyer stated that he would insert some language that addresses that in the version of the proposal for the official hearing.

M.Gawne suggested listing the paragraphs in proposed Section 501A with i, ii, etc. He also stated that C.Sawyer should make sure to incorporate all of the relevant Statutory language for "existing small lots" in the proposal, not just the section that was revised by recent State legislation. C.Sawyer stated that he would look into that for the proposal for the official hearing.

**Motion by A.Paradis to hold an official hearing on the proposed amendments to ensure compliance with State housing legislation at next month's meeting. Second by M.Gawne and approved with all in favor.**

- b. Design Review and other aspects of Residential-Professional proposal.

There was general discussion about the prospect of exempting owner-occupied single-family and duplexes from most of the Design Review rules. The PC members present agreed that this discussion should wait until more members were present. It was suggested that changes to what Design Review rules would apply and which ones wouldn't should be presented in tabular format. There was a desire for a future discussion on how to regulate proposed changes to brick on historic structures and for a future discussion on the durability other different siding materials. There was general consensus that siding materials like tar paper should not be allowed. There was a desire to bring in experts on brick and siding types. The PC would also like to see more of the State Register nomination for "St. Albans City Streets."

- c. Upcoming request – 12 North Elm Zoning District / Planned Unit Development.

C.Sawyer stated that there had been a request to consider changes to the Planned Unit Development and/or the Zoning District around 12 North Elm Street at the July PC meeting.

- d. Possible discussion of memo on Definitions.

There was no discussion on this topic.

- e. Other.

There was none.

4. General Business.

- a. Update on residential data tool project – C.Sawyer gave a brief update.
- b. Planning & Development update – There were no questions or comments on email sent out by staff.
- c. Next Planning Commission priorities check-in – No discussion.
- d. Review next meeting date and format – The general consensus was to stay with 5:30 PM as the meeting starting time.
- e. Other – M.Gawne stated that he would like to schedule a PC neighborhood walk in August or September, perhaps Fairfield St. or Lake St.

5. Adjourn.

**Motion by M.Gawne to adjourn. Second by A.Paradis and approved with all in favor at 7:28 PM.**