

**MEETING MINUTES
ST. ALBANS CITY PLANNING COMMISSION
REGULAR MEETING
ST. ALBANS CITY HALL, 100 NORTH MAIN STREET
6:00 PM MONDAY, JUNE 15, 2015**

Approved July 20, 2015.

Meeting Called To Order At: 6:00 pm by Chris Dermody, Chair.

PC Members	Present	Absent
Chris Dermody, Chair	x	
Jackie Deslauriers		x
David Barber, V. Chair	x	
Michael Gawne	x	
Tom Murphy		x

Staff Present:

Chip Sawyer, Director of Planning & Development

Public Present:

None.

AGENDA

1. Discuss additions or deletions to agenda.

None.

2. Discuss procedures.

C. Dermody discussed his preference that the Planning Commission Chair or designee sit next to City Staff when presenting matters before the City Council. There was general agreement to make sure that the Mayor was aware of this. C. Sawyer said he would help in that regard the next time something goes before the City Council.

C. Dermody also reminded Planning Commission members that they should stay “on topic” when presenting before the City Council. There was a general discussion on teachable moments from the presentation of the Medical Institution District amendments before the City Council in the previous months.

3. Discuss Housing Study report – D&V.

C. Sawyer highlighted specific points from the Executive Summary to the final report for the Housing Study. There was general discussion on the summary and the list of possible solutions and actions at the end of the report. D.Barber suggested adding a City program for elevators in historic building to encourage full use of upper floors as a suggestion to the City Council, and there was general agreement. C.Sawyer added that to his working list.

Motion by M.Gawne to forward the Housing Study report on to the City Council for a presentation. Second by D.Barber and approved with all in favor.

4. Discuss possible revisions to Land Development Regulations concerning medical offices, controlled substance dispensaries, and the land use district statuses of Fairfield Street and Lower Congress Street.

C.Sawyer gave a presentation on options for redefining medical offices and controlled substance dispensaries and re-districting Fairfield Street and Lower Congress Street. There was general discussion and suggestions from Planning Commission members, including a list submitted by M.Gawne. There was general agreement that C.Sawyer should prepare a proposal for amendments to the Land Development Regulations that can be considered by the Planning Commission at their July meeting and also shared with members of the public.

5. Other Business.
 - a. Action Item List – No discussion.
 - b. Approval of Minutes

Motion by M.Gawne to approve the minutes of 4/20/15 and 5/18/15 as presented. Second by D.Barber and approved with all in favor.

- c. Other – None.

6. Public Comment.

None.

Motion by M.Gawne to adjourn at 8:13pm. Second by D.Barber and approved with all in favor.

**Respectfully submitted,
Chip Sawyer, Minute Taker**