

**Minutes of the St. Albans City Planning Commission**  
**St. Albans City Hall**  
**100 North Main St. St. Albans, VT**  
**Meeting Date: July 21, 2014**

*Approved on August 18, 2014*

Called To Order At: 6:30 pm by C. Dermody, Chair.

PC Members	Present	Absent
Chris Dermody, Chair	x	
Open		
David Barber	x	
Peter Ford	x	
Ryan Doyle	x	
Open Seat		
Tom Murphy	x	

**Staff Present:**

Chip Sawyer, Director of Planning & Development  
Robin Morrill, Minute Taker

**Public Present:**

Nathan Lougee - Ruggiano Engineering

**AGENDA**

1. Discuss any additions or deletions to agenda.

D. Barber would like to present staff with a written report from the Burlington Housing Study during other business.

C. Dermody - the vice chair person needs to be delegated.

2. Discuss proposed Revisions to Section 3415 - Gas station layout standards

C. Sawyer discussed 2012 when discussions started regarding gas stations in Downtown and that the typical layout of a gas station was not conducive to a pedestrian friendly layout. This is how the process of changing the regulations began. The Clarence Brown proposal does not comply with Section 415.

Staff feels there are inherent problems with section 415 and C. Sawyer gave explanation and implications. Staff is suggesting the following provisions to the planning commission and the

city council.

1. No more gas stations in the Downtown.
2. If you are pre-existing you can increase your degree of nonconformity on the property that is currently being used for motor fuel dispensing but with guidelines that are in place.
3. Design Guidelines: ie: curb cuts, distance between curb cuts, landscaped strip between the property side edge and the sidewalk.
4. Allow canopies on existing gas stations in B-1 district (keeping in mind item #1)
5. Require fuel sales to include a principal building.
6. Layout specifics regarding placement of pumps.

Extended discussion between PC board members regarding Staff's suggested provisions.

3. Discuss joint City-Town MPG application for storm water bylaw development-D&V
- C. Sawyer discussed MS4 permit and requirements and the options under consideration.

**Motion to submit joint venture application by Ryan Doyle, second by Peter Ford with all in favor.**

4. Housing Study Update. C. Sawyer. Surveys should going out this week or early next week. NRCP to focus on survey and once preliminary results are in the next steps to be discussed.

D. Barber presented the Burlington Housing Study Update to Staff for possible thoughts on formatting the results of our survey.

5. Zoning Re-Write Project Next Steps

C. Sawyer, August meeting will hand out full copies of the 200 page regulations with a readers companion and priority list so that discussions are structured. September meeting begins structured discussion and straw voting. October meeting will continue discussion, make changes and distribute new copies, November 10<sup>th</sup>, meet with City Council, November 17<sup>th</sup> PC regular public meeting November 17<sup>th</sup>, December 15<sup>th</sup>, public hearing to vote whether or not to approve in its entirety.

6. Other Business
  - a. Approval of Minutes

**Motion to approve the minutes of June 16<sup>th</sup>, 2014 by Ryan Doyle, 2<sup>nd</sup> by Tom Murphy with all in Favor.**

- b. other

C. Dermody said he may not be able to make some meetings, and would like to appoint a Vice Chair person. David Barber volunteered to take the position.

C. Sawyer handed out the PC's Action Tracking list and went through each item listed.

R. Doyle had several follow up questions for C. Sawyer.

7. Public Comment

No Public Comment

**Motion to adjourn at 8:50 pm by Peter Ford second by Ryan Doyle with all in favor.**

Respectfully submitted,

Robin Morrill

Minute Taker