

**Meeting Minutes**  
**ST. ALBANS CITY PLANNING COMMISSION**  
**REGULAR MEETING**  
**ST. ALBANS CITY HALL, 100 NO. MAIN ST.**  
**6:00 PM MONDAY, FEBRUARY 19, 2018**

*Approved March 19, 2018*

**Board Members Present:**

Chair David Barber, Stan Bradeen, Michael Gawne, Amy Paradis, and Luke Richter (Alt.)

**Board Members Absent:** Jackie DesLauriers

**Public Present:** Denis LaPointe.

**Staff Present:** Chip Sawyer, Director of Planning & Development.

**1. Open Meeting Chair D.Barber opened the meeting at 6:03 PM.**

- a. Discuss additions or deletions to agenda.

Chip Sawyer announced that the regular minute taker could not attend.

D.Barber mentioned the availability of the draft master plan document for Taylor Park.

There were no other additions or deletions.

**2. Approval of Minutes.**

**Motion by M.Gawne to approve the minutes of January, 15, 2018, with one correction to change “State statute” to “State statutes.” Second by S.Bradeen and approved with all in favor, except A.Paradis and L.Richter abstaining.**

**3. Organizational Meeting**

- a. Election of Chair  
b. Election of Vice Chair

**S.Bradeen nominated David Barber for Chair. Second by A.Paradis.** No other nominations for Chair.

**S.Bradeen nominated Amy Paradis for Vice Chair. Second by M.Gawne.** No other nominations for Vice Chair.

**D.Barber called for a vote for Dave Barber for Chair and Amy Paradis for Vice Chair. Approved unanimously.**

4. Public Hearing for proposed amendments concerning subdivisions/lot revisions
  - a. Staff presentation

C.Sawyer presented the proposed amendments.

- b. Public hearing

Chair D.Barber opened the hearing. Denis LaPointe asked questions about the subdivision process. No other public comment.

- c. Consider revisions to amendments and planning report

Planning Commission members made various revisions to the proposed amendments, none of which were substantial policy/process changes, and all of which were recorded on the screen in front of all present.

There was also a discussion about agenda Item 5c Additional Notice for Permits. The staff letter on the issue was discussed. There were questions about other alternatives for providing notice, as well as which types of permits would need notice. There was general agreement that this issue would be the subject of future discussions.

- d. Consider of approval of amendments and submission to City Council

**Motion by S.Bradeen to approve the proposed amendments as edited and submit to the City Council. Second by L.Richter and approved unanimously.**

5. Discuss Land Development Regulations
  - a. Historic preservation and demolition

There was lengthy discussion about the historic preservation/demolition process, design standards for redevelopment, and adaptive reuse and other incentives for maintaining historic homes. It was agreed that this topic would be discussed at the March meeting, and members would bring copies of proposed design standard amendments as reference.

- b. Curb cuts, driveways, access management, and parking

Tabled by Chair D.Barber.

- c. Additional notice for permits

Discussed previously in meeting.

6. Other Business.

- a. Planning & Development update – No comments or questions.
- b. Other – None.

7. Public Comment.

Denis LaPointe stated that historic preservation is important to him.

**Motion by S.Bradeen to adjourn at 8:04 PM. Second by A.Paradis and approved unanimously.**

Respectfully submitted,  
Chip Sawyer, Minute Taker