

**Meeting Minutes**  
**ST. ALBANS CITY PLANNING COMMISSION**  
**REGULAR MEETING**  
**6:00 PM MONDAY AUGUST 19, 2019**  
**ST. ALBANS CITY HALL, 100 NO. MAIN STREET**

*Approved September 16, 2019*

**Board Members Present:** David Barber, Chair; Stan Bradeen; Amy Paradis

**Board Members Absent:** Luke Richter, Vice-Chair; Michael Gawne

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

**Public Present:** None.

1. **Open Meeting – Chair Barber called the meeting to order at 6:09 pm.**
  - a. **Introduction of Public Attendees – None**
  - b. **Discuss additions or deletions to the agenda – None**
  
2. **Approval of June 17, 2019 Meeting Minutes – Chair Barber tabled the minutes as there wasn't a quorum.**
  
3. **Other Business –**
  - a. **Update on Certified Local Government Status –** City Council created the Historic Preservation Commission last Monday. There will need to be recruiting. It will be posted in the newspaper. The candidates will need to be approved by City Council. The process is likely to take a couple of months.
  - b. **Sept. 16-17 local food forum –** Northwest Healthy Roots Collaborative received a grant to have a community meeting to have more options for local foods downtown. The City partnered on the grant but they are not in charge. The meeting is scheduled on the same date as the next Planning Commission meeting. Mr. Sawyer asked if the Planning Commission wanted to make the Community meeting the next planning commission meeting. They will be discussing the City Plan and the Downtown Plan. **Chair Barber made a motion to keep the same meeting date but to move the meeting up to a start time of 5:00. Member Paradis seconded the motion. It passed unanimously.**
  - c. **Board member and candidate update –** There is one candidate, Denise Smith, who has been interviewed by some City Council members. Not appointed yet. She is up for the alternate seat. Mr. Sawyer will keep the Commission updated.
  - d. **Planning & Development update –** No questions or comments on the last email update.
  - e. **Other -**
  
4. **Discuss proposals and ideas for Land Development Regulations –** Mr. Sawyer presented the first draft of the proposed changes to the committee for their reactions.

- a. Delineated Boundary vs. Parcel Boundary – Mr. Sawyer proposed a change that would include the entire parcel in one district instead of splitting the lot. Currently, if it is split down the middle it is split based on which district has the most frontage.
- b. Changes of note –
  - i. Best Court: It is currently B2 which would allow a “gas station” potentially to be put in the neighborhood that is a high-density residential area. Mr. Sawyer proposed a change to High Density Residential.
  - ii. City’s Core Lot: Mr. Sawyer proposed a change to B1 with the surrounding area B5. Mr. Sawyer stated that the parking lots should be in a B1 district. Member Bradeen asked if there should be a parking district or should it be managed in another way. Chair Barber stated that surface parking should be discouraged at all costs. Member Paradis stated that his position could be cost prohibitive. Member Bradeen stated that the Commission could encourage and permit collaboration on parking issues. The Commission discussed several different aspects of the parking issues with Mr. Sawyer. Member Bradeen suggested language in the regulations to establish parking principals.
  - iii. 17 Congress: Member Bradeen asked Mr. Sawyer to elaborate on why this single lot is B3 and not B4. Answer was that due to the size of the lot, it would be grandfathered for density if it were in B4. That was the crux of the last change to shift the property into the B1 district.
  - iv. Miller’s Auto – Mr. Sawyer took the opportunity to propose the Educational / Recreational District. He included BFA in that district which makes Miller’s look like spot zoning. It is currently B1. Member Bradeen stated that BFA should stay B1. Chair Barber agreed. Mr. Sawyer agreed that BFA should remain in B1.
- c. Service/Industrial with Low Density Residential on Federal Street – The Commission discussed the change of the parcels from Service/Industrial to Low Density residential with the exception of GW Tires and Good Stuff. Member Paradis stated that, while mixing Service/Industrial with Low Density Residential is not intuitive, it takes a step in the direction that the Commission wants. Member Bradeen stated that he would like it to be all Service/Industrial or Low Density Residential but it will take a couple of steps to get there.
- d. South Main Street – Mr. Sawyer reviewed the changes to the districts. He commented that it is a bit of a mix-up of residential and business. The Commission discussed whether they are comfortable with leaving as a mixed use.
- e. Fairfield Street – There are changes here to help with the deep lots and the permitted uses of those lots. Member Paradis asked if hotels were allowed in B4. Mr. Sawyer stated that, at the moment, they were but the Commission has discussed changing the uses to only allow B&Bs and Lodging Houses.
- f. Lake Street – Mr. Sawyer reviewed changing Lake Street to B4. Mr. Sawyer stated Fairfield and Lake share many similarities in terms of gateways and routes but Fairfield is more office and residential than Lake street is. Member Bradeen suggested a mixture of parcel zoning and delineation zoning. Member Paradis liked his idea.
- g. The new B3 area – Chair Barber stated that he liked the new B3 district across from the St. Albans Shopping Center but it doesn’t change the density. He does not want to see

100% lot coverage to be allowed in this area. Mr. Sawyer asked what exactly the Chair wanted to see in this district. Chair Barber stated that he wanted to see the green space preserved; the set-backs preserved and thus effectively prevent 100% lot coverage while allowing for 100% development of the rest of the lots.

**5. Public Comment** – There was none.

**Member Paradis made a motion to adjourn at 7:58. Member Bradeen seconded the motion. It passed unanimously.**