

MINUTES
ST. ALBANS CITY PLANNING COMMISSION
REGULAR MEETING
ST. ALBANS CITY HALL, 100 NORTH MAIN STREET
5:30 PM MONDAY, SEPTEMBER 20, 2021

Approved October 18, 2021

Board Members Present: Denise Smith, Chair (via remote connection, left at 6:38 PM); Stan Bradeen, Vice-Chair (**acting as Chair for the meeting**); Zac Nuse; Amy Paradis (arrived after 5:34 PM); Michael Gawne; Lauren Dees-Erickson, Alternate.

Board Members Absent: Luke Richter, Alternate.

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

Public Present: Caitlyn (no last name) via remote connection.

1. **Open Meeting. V.Chair S.Bradeen opened the meeting at 5:34 PM.**
 - a. Introduction of attendees. Quick introductions were done.
 - b. Public Comment on issues not on agenda. None.
 - c. Discuss additions or deletions to agenda. **S.Bradeen moved the General Business of the agenda to immediately follow Approval of the Minutes.**
2. Approval of Minutes.

Motion by S.Bradeen to approve the minutes of August 16, 2021, as presented. Second by L.Dees-Erickson. Approved with all in favor, except M.Gawne and Z.Nuse abstaining and A.Paradis not yet present.

3. General Business.
 - a. Update on Residential Data Tool project – None.
 - b. Planning & Development update.

Of note were the amendments adopted by the City Council on 9/13.
 - c. Next Planning Commission priorities check-in.

There was general discussion of doing a check-in on the priority list next month.
 - d. Review next meeting date and format. Maintain schedule and format.
 - e. Other – M.Gawne expressed interest in scheduling a walking tour in October. After discussion followed, M.Gawne, was amenable to postponing to the spring or sometime in the winter during the day. However, general consensus was that

C.Sawyer could still send out a schedule inquiry and see if a fall neighborhood visit is possible.

4. Regulatory proposals.
 - a. Discuss Residential-Professional proposal.

C.Sawyer presented the combined package for the Residential-Professional regulatory amendment proposal and its related components.

C.Sawyer advised the Planning Commission (PC) that removal of Fairfield and Lake Street from the new zoning district may be a recommendation, if there is public opposition. S.Bradeen and M.Gawne expressed support for keeping them in the initial proposal and seeing how the public process goes.

There was general support among PC members for Design Review Proposed Global Change #1, which was to remove DR-2 and DR-3 Design Review District coverage from the following parcels:

- a. All Federal Street properties north of the intersection of Federal and Hoyt that do not have frontage on No. Main or Hoyt.
 - b. All Lo. Newton Street properties that do not have frontage on No. Main.
 - c. All Best Court properties that do not have frontage on No. Main,
- and it was requested that C.Sawyer prepare a design review map for the next time this is discussed.

There was extensive conversation on the merits of Proposed Global Change #2, which would repeal the condition that Article 7 Design Review applies to all properties on the National Register and State Register of Historic Places if they are outside of a Design Review District. There was some conversation on the merits of making neighborhood changes go through Design Review, as well as recognition of the hardship of making residential maintenance go through the process. It was requested that C.Sawyer extract this proposal to be separate proposed amendment and hold an official hearing.

Concerning Proposed Global Change #3, S.Bradeen was skeptical that the distance of gateway properties from the street is enough to exempt them from Design Review rules. M.Gawne expressed worry that irreversible damage could be done to properties, just because they are single family homes and duplexes. There was some discussion about what is an architecturally contributing feature. S.Bradeen suggested developing form-based codes and other standards to be more specific forms of design review for single family homes and duplexes.

There was some general favor on the PC toward exempting paint colors for single family homes and duplexes and in the Gateway Districts, however require color/paint review before unpainted brick is painted.

There was some discussion on the revised definitions for Lot and Parcel. Discussion on how contiguously-owned parcels are joined in the grand for the purposes of taxation,

even when the parcels still have separate deeds and can normally be transferred autonomously.

There was discussion on what the public input process would be for the Residential-Professional proposal. C.Sawyer advised the following:

- a check-in with the City Council,
- handouts and outreach to affected neighborhoods,
- one or two meetings specifically inviting the public for input,
- making revisions based on input, and
- then warning the official PC hearing on the proposal.

The process would likely take 3-4 months.

- b. Continue discussion on 12 North Elm zoning district / planned unit development.

There was no discussion, other than that the PC should take the matter up soon.

- c. Other. There was none.

5. Adjourn.

Motion by M.Gawne to adjourn. Second by L.Dees-Erickson. Approved with all in favor at 7:36 PM.