

MEETING MINUTES
ST. ALBANS CITY PLANNING COMMISSION
REGULAR MEETING
ST. ALBANS CITY HALL, 100 NORTH MAIN STREET, 2nd FLOOR CONFERENCE ROOM
5:30 PM MONDAY, FEBRUARY 21, 2022

Approved April 18, 2022

Commission Members Present: Lauren Dees-Erickson, Vice Chair (Acting Chair for this meeting); Michael Gawne; Amy Burleson (via Zoom); Zachary Nuse (arrived at 5:35 PM).

Commission Members Absent: Denise Smith, Chair.

City Staff Present: Chip Sawyer, Director of Planning and Development; Angela Bernard, Minute Taker.

Members of the Public Present: Paul Clapps (via Zoom).

1. Open Meeting. **Acting Chair L. Erickson called the meeting to order at 5:30 PM.**

- a. Introduction of attendees - introductions were made.
- b. Public Comment on issues not on agenda - None.
- c. Discuss additions or deletions to agenda - **M. Gawne made a motion to approve the agenda as written. Second by A. Burleson. Agenda accepted at 5:33 PM.**

2. Discuss priorities for 2022 and beyond -

L. Dees-Erickson introduced priorities for the Planning Commission from the previous year and invited C. Sawyer to review priorities from 2021 and to give updates.

C. Sawyer went through the Planning Commission Priorities and Workplan, with details on which priorities he felt the Commission should add, reformat, delete, or move up the list. The document is color-coded in ranked groups, with blank spots left in case anyone wants to add items.

M. Gawne recommended moving line item #15 (modernize parking requirements), higher up on the list. Z. Nuse agreed.

L. Erickson asked about line item #12 (clarifications and improvements for nonconformities and legal nonconformities) and asked if buildings that are considered "grandfathered" are included in the rule. C. Sawyer said any building that has earned the "grandfathered" status loses it if the structure is left uninhabited for one year. C. Sawyer said the city has taken action on this issue in the past and there are properties within the city that have lost their nonconformity status.

Z. Nuse asked L. Erickson if she's concerned about the rule. She said she's always interested in making sure grandfathered buildings in neighborhoods follow existing rules.

L. Erickson asked about #18 (technical corrections and typos) and asked if it is something the Commission could discuss and deal with in a straightforward and quick manner. M. Gawne said

in order to go through typos and errors, it might take some time and effort because it would require going through the plans page by page and line by line and being nitpicky about errors. C. Sawyer said there is a list leftover from 2020 that highlighted some typos and errors. Some of these have since been taken care of and some are relatively simple to take care of. He offered to review the list and present it to the Commission.

L. Erickson asked about #21 (process for enforcement of permitting violations via tickets) and wondered about having the city give out enforcement tickets. She asked if it would be someone from the city or someone from the police department handing out the tickets. C. Sawyer said it could be either, that any member of city staff could become a ticketing agent. C. Sawyer said a ticket from the city would get their attention faster.

L. Erickson put the items open to the floor and asked if anyone had any questions or items to add to the list. There were none. L. Erickson invited the board to rank the items on the list.

M. Gawne mentioned moving item #15 up to either the first or second ranked group. Z. Nuse requested moving it up to the first. L. Erickson requested moving #18, #21, and #22 up higher in the list to the second ranked group.

C. Sawyer asked how the Commission feels about #s 1-6 and if they want to continue working on them. He recommended keeping some of the items in that block, as he said most of the work for items # 1-6 has already been done. M. Gawne said he thinks the Commission should leave everything in the first ranked group as is and continue working on it.

Z. Nuse asked for clarifying notes on each item with context, identify why it's on the list, to give the Commission a clearer picture of how big the subject is going to be.

L. Erickson suggested making items # 1-6, 15, 18, 21, and 22 parts of the agenda for the March meeting, with the requested contextual notes explaining each item. C. Sawyer asked the Commission to keep the Residential Data Tool Project high up on the list of priorities as well.

C. Sawyer planned to present a memo at the March meeting with a list of the items. The planned memo will explain why the subject came up in the first place, and present Commission members with a list of documents that are associated with each item if they want more information.

Z. Nuse asked how to get feedback from City Council. C. Sawyer said he can give the Commission a list of the Council's priorities. Z. Nuse said the councilors are more in touch with what the residents in the city want, which would help the Commission prioritize. Z. Nuse suggested there should be some way to make sure both the Commission and the Council are on the same page.

C. Sawyer suggested that the Planning Commission Chair could check in the City Council to ask if there are any suggestions for what they think the Commission should look at or consider. C. Sawyer said he could also submit a memo to the Council asking them to discuss it at their next meeting. L. Erickson said she liked the idea and likes the idea of getting clarification and presenting it to them in a memo.

3. Approval of Minutes -

M. Gawne commented that reviewing the minutes caused him to reflect on the previous meeting's comments from Brandy Saxton calling the City an urban area on par with South Burlington, VT. M. Gawne expressed that he believes the community should be considered somewhere in between rural and urban, as opposed to a strictly urban area as presented.

M. Gawne requested several clarification and edits on the minutes from January 17, 2022.

C. Sawyer suggested that M. Gawne email his edits for the January meeting's minutes to the members of the Commission for further review and then the group can decide whether to adopt them or not.

Z. Nuse requested a couple of changes on the minutes as well, regarding his previous comments on parking requirements.

L. Erickson said minutes are supposed to be a record of what was said and striking or eliminating things that were said makes it not an accurate record.

M. Gawne and Z. Nuse said they would email comments and notes to C. Sawyer requesting changes for the minutes to be approved at a future meeting.

Approval of minutes tabled until a later meeting.

4. General Business -

a. Review next meeting date and format - Next meeting on Monday, March 21, 2022, at 5:30 PM.

b. Other - Z. Nuse asked if City Council had looked at the regulatory amendments that the Commission sent over. C. Sawyer said he and L. Erickson attended a meeting and the City Council had adopted the amendment concerning properties listed on historic registers. The Council also expressed support at the initial reading for the PUD amendment, and he expects it to be adopted at the next meeting.

5. Adjourn - **L. Erickson adjourned the meeting at 6:38 PM.**