

**Minutes of the St. Albans City Planning Commission**

**St. Albans City Hall**

**100 North Main Street St. Albans, VT**

**Meeting Date: September 19, 2016, 6:30pm**

***Approved October 24, 2016***

<b>Planning Commission Members</b>	<b>Present</b>	<b>Absent</b>
David Barber, Chair	x	
Jackie DesLauriers, V. Chair		x
Michael Gawne	x	
Stan Bradeen	x	
Amy Paradis, Alt	x	

**Staff Present**

Chip Sawyer, Director of Planning & Development

David Southwick, Planning & Permitting Administrator

Robin Morrill, Minute Taker

**Public Present**

Ryan Doyle

**AGENDA**

**1. Open Meeting: Meeting called to order at 5:30 p.m. by David Barber, Chair.**

a. Discuss additions or deletions to agenda. NONE

b. Introduction of Dave Southwick, Planning & Permitting Administrator. C. Sawyer introduced D. Southwick and Mr. Southwick stated that he would be staffing the Design Advisory Board as well as the Development Review Board meetings. The Planning Commission welcomed Mr. Southwick.

2. Approval of Minutes

**Motion by Stan Bradeen, to approve the Minutes of August 15, 2016, second by Amy Paradis, with all in favor.**

3. Resolution for Municipal Planning Grant application for Taylor Park master planning D&V.

**Motion by Michael Gawne, approving staff to apply for the Municipal Planning Grant for Taylor Park, second by Amy Paradis, with all in favor.**

4. Discuss possible amendments to Land Development Regulations

a. draft Design Review rules – C. Sawyer reviewed, edits and changes to the Proposed rewrite of the Land Development Regulations. Items reviewed and discussed are as follows:

Section 705 Design Review Standards General Standards Historic Preservation, Exterior Building Materials, Prominent Entrance, Franchises and Landscape & Streetscape

5. City Plan discussion on plan outline –C. Sawyer presented a proposed outline for the City Plan, discussed the process of adopting a City Plan and reviewed outlines for each of the 10 chapters of the plan. Chapters are as follows: 1. Our City, 2. Downtown St. Albans, 3. Our Neighborhoods, 4. Our Commercial Axis, 5. Places to Learn, Play and Thrive, 6. Keeping our City Running Well, 7. Community Resiliency, 8. Plotting the City’s Future, 9. Our Role in the Region, 10. From Planning to Action.

6. Discuss date for October meeting D&V

**Motion by Stan Bradeen, to reschedule future Planning Commission meetings to begin at 5:30 p.m., second by Michael Gawne, with all in favor.**

**Motion by Amy Paradis to schedule the next Planning Commission meeting for October 24<sup>th</sup> 2016, second by Michael Gawne, with all in favor.**

7. Other Business

b. Stebbins – Catherine Planning Project update – D. Barber announced that there would be a Stebbins-Catherine St. subcommittee meeting on 9-20-16, 6.:30 p.m. at City Hall and invited all to attend.

c. Planning & Development update – No report

d. other –Board membership update, C. Sawyer announced that Michael Gawne and David Barber’s terms are up Dec 31, 2016 and reviewed the reapplication process.

8. Public Comment no: public comment

**Motion to adjourn at 8:04p.m. by Michael Gawne, second by Amy Paradis with all in favor.**

Respectfully submitted,

Robin Morrill

Minute Taker