

**MINUTES**  
**ST. ALBANS CITY PLANNING COMMISSION**  
**REGULAR MEETING**  
**ST. ALBANS CITY HALL, 100 NORTH MAIN STREET**  
**5:30 PM MONDAY, NOVEMBER 20, 2023**

*Approved December 18, 2023*

**Commission Members Present:** Denise Smith, Chair; Carl Watkins, Vice Chair (Via Zoom); Dan Rohrbach (Via Zoom); Ray Stahl; Janis Appel (Via Zoom); Michael Gawne, Alternate

**Commission Members Absent:** None

**City Staff present:** Chip Sawyer, Director of Planning and Development; Paul Clapps, Minute Taker; Francis Leadman, Intern

**Members of the public present:** Visi Suzui; Corey Parent

**1. D. Smith began the meeting at 5:32 PM.**

- D. Smith began with introductions.
- No public comment
- Discuss additions or deletions to agenda. C. Sawyer suggested the proposed amendment changes could be held to the end since they might go quickly.
- D. Smith asked the public if anyone opposed the Land Development Regulation Amendments being moved to item 4.
- No assignment of alternates.

**2. Discuss City Plan Update**

- C. Sawyer brought up the City Plan Preliminary Analysis for discussion.
- J. Appel wondered how this survey would relate to the Maple Run survey and the survey run by the Hospital. D. Smith wasn't sure about the Maple Run survey, but the needs assessment she ran was very different and also Franklin County-wide. But it would be a good idea to cross-examine related themes.
- C. Sawyer said he'd try to find out more.
- There was a brief discussion on which demographics might have taken the time to fill out the survey and how that might skew the results, in case there is another survey sent out in the future.
- D. Smith asked members of the public and commission members to make a last push for more people to fill out the survey

- C. Sawyer gave an update on the 2025 City Plan. He'd like to have input from each of the other committees and boards, which could just be one member from the Planning Commission attending each meeting at the beginning of the year. C. Sawyer also suggested that the PC wait until the Municipal Planning Grant is approved before taking the next step toward public input.
- C. Watkins also gave a brief review of the confidence levels and margin of error of the data that was collected.

### 3. Discuss zoning on Lake Street.

- D. Smith moved on to the Lake Street Zoning Discussion. C. Parent was attending the meeting because he was a property owner on Lake Street and would like to do some property changes that would currently not fit the zoning regulations. He would like to make changes that would add housing for multiple households and one bedroom apartments.
- M. Gawne did mention that there are people who would be against the change of density in housing.
- C. Sawyer gave more context on how the Planning Commission might move forward and which rules that can be drafted. Otherwise, the state sets the terms on what can be zoned and how it should be zoned.
- C. Watkins would like to take it on a case by case basis. M. Gawne would also like more consistency in the bylaws.
- **C. Parent left the meeting at 7:07.** D. Smith mentioned that they'd bring this up at the next meeting.

### 4. Proposed amendments to Land Development Regulations

- D. Smith moved on to the Land Development Regulation amendments. There was a discussion between R. Stahl and M. Gawne on the recourse for a decision made by the City Manager. C. Sawyer gave context on Performance Guarantees and Bonds. D. Stahl was concerned that a different City Manager could discriminate using their authority.
- M. Gawne brought up his correction for the definition of Travel Trailers and there was a discussion on motor homes being included in this category. C. Watkins suggested a wording change in the section on Travel Trailer parking. C. Sawyer clarified some of the confusion on items A and B of proposed amendment 2.
- D. Smith asked whether the PC was ready to approve or if there should be another public hearing.
- **R. Stahl motioned to recess the hearing until next month. Seconded by J. Appel. All voted in favor (except for M. Gawne who abstained). The motion passed with all in favor and no additional discussion.**
- **M. Gawne left the meeting at 7:40 PM.**

**5. General Business**

- Approval of Minutes
- **R. Stahl motioned to accept the minutes on October 16, 2023, as presented. D. Rohrbach seconded. The motion passed with all in favor. No additional discussion**

**6. D. Smith adjourned the meeting at 7:42 PM.**