

**MINUTES**  
**ST. ALBANS CITY PLANNING COMMISSION**  
**REGULAR MEETING**  
**ST. ALBANS CITY HALL, 100 NORTH MAIN STREET**  
**5:30 PM MONDAY, MARCH 18, 2024**

*Approved April 15, 2024*

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

**Commission Members Absent:** Carl Watkins, Vice Chair;

**City Staff present:** Chip Sawyer, Director of Planning and Development; Paul Olshan, Minute Taker

**Members of the public present:** None

**1. D. Smith began the meeting at 5:38 PM.**

- Introduction of attendees.
- Public Comment on issues not on agenda. (No members of the public)
- Discuss additions or deletions to agenda. (No additions or deletions)
- Assignment of Alternates. D. Smith assigned M. Gawne as an alternate for voting purposes.

**2. Discuss 2025 City Plan Update.**

- C. Sawyer presented a quick outline of the City Plan. He wanted feedback from the Planning Commission and to begin a discussion on scheduling a review of each chapter. C. Sawyer then broke down each chapter and summarized its contents.
- C. Sawyer suggested adding a chapter that wasn't in the original 2017 plan, which would be a chapter for housing. R. Stahl specified that the new housing chapter should include how St. Albans town and city interact with one another and provide housing options.
- **J. Appel left the meeting at 6:07 PM.**
- There was a discussion as to why the Downtown and Commercial chapters weren't merged. The Downtown chapter focuses on the city's center, programs, history, and development. The Commercial chapter focuses more on jobs, the economic outlook of the city, trends of remote work, and more.
- In the Health, Wellness, and Prosperity Chapter, there was a discussion on leveraging programs and professionals that can handle these issues better than the city can. C.

- Sawyer wanted to follow up with these various organizations as stakeholders in the community.
- There was a discussion on stormwater drainage, the legislature in Montpelier, and adding disability considerations to the Community Resilience chapter.
  - The Commission addressed the timeline of reviewing the old city plan and putting together a new draft. C. Sawyer proposed reserving November and December for assembling the draft and holding a public hearing. C. Sawyer also proposed starting with the chapters that would take the most time to review, like Housing and Neighborhoods in April.
    - **April:** Housing and Neighborhoods
    - **May:** Downtown
    - **June:** Land Use
    - **July:** Community Resilience, Commercial Areas
    - **August:** Health, Wellness, and Prosperity; Regional Chapter
    - **September:** Public Safety and Transportation, etc.
    - **October:** Our City Plan and Implementation
  - There was a discussion on how to leave comments and edits on a working draft of the City Plan. R. Stahl also brought up mentioning in the City Plan the differences between the 2017 version and the 2025 version. M. Gawne suggested an Appendix.
  - D. Smith really appreciated the effort C. Sawyer made summarizing the chapters.
  - There was then a conversation about the City Council’s objectives from 2021, and the current objectives being discussed.
  - There was a discussion about the upcoming conversation with the Town Planning Commission. M. Gawne listed the points of contact for transition zones, so the city can plan and zone accordingly. R. Stahl considered how each industrial or commercial zone might impact the city or town. The Town might also have concerns that the city should address as well.
  - The Planning Commission was in agreement that this meeting could be helpful. There was a brief discussion on scheduling. C. Sawyer would work to plan this meeting for the future.

**3. General Business.**

- **M. Gawne motioned to approve the February minutes, as presented. Seconded by R. Stahl. The motion passed with all in favor. No additional discussion.**

**4. D. Smith adjourned the meeting at 7:19 PM.**