

**MEETING MINUTES**  
**ST. ALBANS CITY PLANNING COMMISSION**  
**ST. ALBANS CITY HALL, 100 NORTH MAIN STREET**  
**5:30 PM MONDAY, MAY 19, 2025**

*Approved June 16, 2025*

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

**Commission Members Absent:** None.

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

**Members of the public present:** Greta Brunswick, Senior Planner of Northwest Regional Planning Commission

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

- Everyone introduced themselves.
- No public comment or additions or deletions to the agenda.

**2. Consultation with Northwest Regional Planning Commission**

- G. Brunswick introduced herself and presented the NRPC draft Future Land Use map for St. Albans City & Town.
- **C. Watkins joined the meeting at 5:39.**
- D. Smith asked for clarification on the table that was presented, specifically on the long term and short term goals for housing in St. Albans City. She then asked about how the burden of building housing would fall on other communities without as much infrastructure. G. Brunswick specified that 60% of new housing additions would be planned for towns with a downtown center and infrastructure, while 40% would go to the surrounding towns.
- G. Brunswick detailed how the NRPC would be giving this presentation to other communities and the timeline of this process.
- There was a discussion between the members of the Planning Commission and G. Brunswick about the City Plan, how the NRPC's input might impact the plan, and how the plan might impact the NRPC's goals.

- The NRPC wanted specific language to be added to the City Plan since it's mandated by the state. There was then a discussion about regional approval and how the process works.
  - J. Appel asked if the NRPC was looking at how the different municipal plans fit together in a specific region. G. Brunswick confirmed that this would be done. The NRPC was looking forward to reviewing the St. Albans City Plan once it's complete to compare it to the regional plan.
  - C. Sawyer gave G. Brunswick an update on the various bylaws that were either passed recently or in deliberation and awaiting approval by the City Council.
  - Then, G. Brunswick brought up the subgrant from the city to the NRPC, supporting the energy program and support.
  - M. Gawne brought up how some zoning boards needed some training for certain application processes. G. Brunswick mentioned that many smaller communities with volunteer zoning boards do need extra attention.
  - M. Nicholas and J. Appel both believed that a welcome packet offered by the city or the Regional Planning Commission with training materials for future new members would be very helpful in the future.
  - C. Watkins brought up a St. Albans Chamber of Commerce mixer that the NRPC could attend for announcements to local municipalities.
  - **G. Brunswick left the meeting at 6:38.**
3. C. Sawyer started a discussion on the June 10 joint meeting with the Town Planning Commission. He mentioned that this would be a valuable meeting for the City Plan and that there were some things the Town Planning Commission wanted to discuss.
- J. Appel brought up mentioning dispensaries and how they handle when they appear on town or city lines, or perhaps near a school.
  - R. Stahl would like some updates on current projects from the last time they met with the Town Planning Commission.
  - D. Smith wanted to know what their planning work looks like, especially in regards to housing and school district changes.
  - **J. Appel left the meeting at 6:57**
4. Discuss City Plan Update
- C. Sawyer wanted to put together a draft of the City Plan, then the Planning Commission could set a timeline of reviewing the draft and finishing it. He would include what the NRPC requested.
  - C. Sawyer emailed the Planning Commission the state requirements to be added to the City Plan.
  - C. Watkins had some input for the city vision, wanting to ensure that everyone's voices and opinions could be included.

- C. Sawyer gave a layout of the City Plan summary document he shared to the Planning Commission, with clear goals and objectives. There will also be the addition of a housing chapter.
- R. Stahl mentioned that economic development and service industrial spaces should be discussed at the next meeting for inclusion in the City Plan. M. Gawne specified that once a zone is developed it is hard to redevelop and change into a different one.
- There was a conversation about prioritizing housing development vs. industrial.

5. General Business

- **M. Gawne motioned to approve the April minutes, as presented. Seconded by R. Stahl. The motion passed with all in favor. M. Gawne specified that he was filling in as an alternate for J. Appel since she left. No further discussion.**

6. **M. Gawne motioned to adjourn. Seconded by T. McCuin. The motion passed with all in favor. No additional discussion.**