

MINUTES
ST. ALBANS CITY PLANNING COMMISSION
REGULAR MEETING
ST. ALBANS CITY HALL, 100 NORTH MAIN STREET
5:30 PM MONDAY, AUGUST 21, 2023

Approved October 16, 2023

Commission Members Present: Denise Smith, Chair (Via Zoom); Carl Watkins, Vice Chair; Michael Gawne, Alternate; Janis Appel.

Commission Members Absent: None.

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

Members of the public present: Ray Stahl

- 1. Begin Recording and Open Meeting. D. Smith begins the meeting at 5:34 PM.**
 - a. Introduction of attendees.
 - b. Public Comment on issues not on agenda. **None.**
 - c. D. Smith wanted to know about the City Council's reaction to the walking tour. C. Sawyer briefly talked about this.
 - d. M. Gawne was established as a voting member of the commission for the night.

2. Discuss City Plan Update.
 - a. C. Sawyer began with an update on the City Plan. C. Sawyer suggested (with C. Watkins being absent and D. Smith joining virtually), that there should be a more general discussion about the City Plan, instead of jumping into it line by line.
 - b. J. Appel brought up two important points, multi-generational housing and financial insecurity, and asked them to be included in the City Plan.
 - c. **C. Watkins joined the meeting at 5:43.**
 - d. C. Sawyer brought up having meetings with other committees for their input on the general narrative of the City Plan. He mentioned that there should be one joint meeting with the St. Albans Town Planning Commission, which he would try to schedule.

3. Public Input Campaign

- a. C. Sawyer began a discussion on the Public Input Campaign, mentioning that he's ready to put the survey online and get started. He gave a set of hard-copy options for people who might not have access to the internet.
 - b. J. Appel suggested coordinating with certain locations around town to encourage people without internet access to fill out the survey and submit it. There was more discussion about different ways (via phone or smartphone) the survey could be submitted.
 - c. A member of the public mentioned that multiple choice questions have a higher likelihood of being answered, which C. Sawyer said could be done in a second survey later on.
 - d. There was also a discussion on a timeline for the surveys to be submitted. C. Sawyer suggested the end of November, but the city would start compiling data in mid-October.
 - e. J. Appel suggested holding a focus group for public input. D. Smith agreed while also giving an explanation of how a focus group could be helpful for public input.
4. Municipal Planning Grant
- a. C. Sawyer began a brief discussion on the Municipal Planning Grant. There were no questions or comments from the members.
5. Continue discussions of 2023 land use legislation.
- a. C. Sawyer began discussing Bill S.100 and the proposed revisions. He reviewed the changes listed in red. He then moved onto the proposed "interim zoning changes" that address some of the more immediate needs of the city.
 - b. J. Appel asked C. Sawyer about which areas of the city might be impacted the most by this new legislature. C. Sawyer would try to do an analysis to answer this question in the near future.
 - c. There was a discussion on the city's potential growth in the next few years, as well as ways to align the city's zoning with the City Plan and state legislation.
 - d. D. Smith asked about how the PC can move these policy ideas forward. C. Sawyer answered by stating that the PC can address them in the upcoming City Plan discussions, as well as in a few other ways.
 - e. C. Sawyer gave an explanation for what "interim zoning" meant.
 - f. M. Gawne mentioned that a city representative should attend a PC meeting for a discussion on land use legislation.
6. General Business.
- a. C. Sawyer continued the conversation from earlier about the walk that was organized last month.

- b. Approval of Minutes. There was no quorum of members who had attended that meeting, so the vote for the approval of the June Minutes would have to wait until next month.
- c. The PC agreed on the next meeting being September 18th.

7. C. Watkins adjourned the meeting.