

**Minutes of the St. Albans City Development Review Board**  
**St. Albans City Hall**  
**100 North Main Street St. Albans, VT**  
**Meeting Date: December 1, 2014**

*Approved January 5, 2015*

Called To Order At: 6:33 p.m. by Megan Manahan, Chair

Members	Present	Absent	Recused	Observed
Megan Manahan, Chair	x			
Dustin Degree, V. Chair	x			
Michael Walsh		x		
Gerry Muehl	x			
Heather Fontaine		x		
Rebecca Pfeiffer	x			
Owen Manahan	x			
Jacqueline Deslauriers		x		

**Staff Present:**

Chip Sawyer, Director of Planning & Development  
Robin Morrill, Minute Taker

**Public Present:**

Ryan Doyle

A. OPEN MEETING

1. Pledge of Allegiance
  2. Consider any additions or deletions to agenda - D&V
- NONE

B. DEVELOPMENT REVIEW SECTION

1. No Applications

C. OTHER BUSINESS-

1. Introduction of new Board member and discuss open seats. New member J. Deslauriers is at an out of town training session associated with her employment.

2. Nominations and selection of Vice Chair D&V

C. Sawyer stated that Owen & Heather's Board seats are up at the end of the year and Dustin Degree to resign January 1, 2015. J. Deslauriers holds the first alternate position. Owen will not seek his position again but would consider an alternate position. Others' understandings were that Heather is not seeking the position for another term. DRB recruitment is needed, Chip to inform Mayor Gamache. O. Manahan will promote the open seats to several individuals he knows that may be interested.

Megan proposes to postpone any vote for V. Chair until all members of the Board are present and those present agree.

3. Discussion and adoption of 2015 regular meeting schedule. D&V

Handout outlined all dates for 2015 meetings and application submittal. Changing the September 7 meeting date to September 14 was generally agreed upon. No vote.

4. Planning and Development updates. C. Sawyer discussed the changes previously to gas station regulations and the current status with the Clarence Brown station application. A 73 page hand out of the proposed revisions was distributed to all present. Revisions were outlined by C. Sawyer and discussions followed. Considerable discussion on the proposed MI (Medical Institution District).

5. Enforcement updates. There are presently many cases on the docket and the focus in on cases that impact the neighborhoods. Several specific cases and their current statuses were discussed.

6. Planning & Permitting Administrator update. C. Sawyer is currently checking references and will be making an offer in the next several days.

7. Approval of Meeting Minutes-D&V

**Motion to accept the minutes of August 4<sup>th</sup>, 2014 by Gerry Muehl second by Rebecca Pfeiffer with all in favor.**

8. Other

- a. Questions and clarification from Board members on issues presented. None.

D. PUBLIC COMMENT Ryan Doyle thanks the board for their commitment and volunteering their time.

1. Questions and clarification from Board members on issues presented. None

**Motion to adjourn at 7:41 by Dustin Degree, second by Gerry Muehl with all in favor**

Respectfully submitted,  
Robin Morrill  
Minute taker