

Minutes of the St. Albans City Development Review Board
St. Albans City Hall
100 North Main Street St. Albans, VT
Meeting Date: February 1, 2016, 6:30 PM

Approved April 4, 2016

Members	Present	Absent
Megan Manahan, Chair		x
Rebecca Pfeiffer V. Chair	x	
Michael Walsh	x	
Gerry Muehl	x	
Owen Manahan	x	
Jacqueline Deslauriers-1st Alt	x	
Judith Leonard - 2nd Alt	x	

Staff Present:

Curtis Comfort, Planning & Permitting Administrator
Chip Sawyer, Director of Planning & Development
Robin Morrill, Minute Taker

Public Present: See attached Sign in Sheet

A. OPEN MEETING - Called To Order at: 6:31 p.m. by Rebecca Pfeiffer, V. Chair

1. Pledge of Allegiance
2. Introduction of new Board member - R. Pfeiffer Introduced and welcomed new alternate board member Judith Leonard
3. Consider any additions or deletions to agenda - None

B. DEVELOPMENT REVIEW SECTION

1. Case #2016-001 / 133 Fairfield Street / Northwest Medical Center / Parcel 14031131- Applicant requests approval of a major site plan amendment. Applicant is proposing to reconfigure parking areas. This application includes a revision to the parking layout from what was previously approved. *This property is located in the (MI) Medical Institution District*

R. Pfeiffer V. Chair read the account into record and swore in those giving testimony regarding the case. C. Comfort - Planning and Permitting Administrator presented the staff report.

D. Woolridge P.E. of Cross consulting engineers presented for the applicant the following: Phase 2 Hospital Additions and Renovations Plan sheet C-01 depicting the NMC campus in its entirety and discussed the 56 spaces currently located in the City of St. Albans which will be relocated to property located in the Town of St. Albans. J. Billings - V. President of Planning & Community Relations for NMC discussed the workability and its weaknesses of the current location versus the proposed location.

Public comment: C. Dermody stated the parcel number in the warning is different than the parcel number documented in the agenda for this meeting. Staff acknowledged the error and stated that it had been corrected before the meeting. J. Manahan discussed snow removal time schedules as well as maintenance of landscaping on the campus. J. Billings informed the board and public present that NMC and neighboring property owners have had discussions regarding plowing hours. Mr. Billings also discussed, tree plantings that have taken place, that NMC has begun and will continue to replace cedar hedges and also discussed future plantings. G. Muehl questioned NMC's contracted trash removal services and the times of pick up. J. Billings stated that conversations with Casella had taken place and that trash removal would now be scheduled for no earlier than 7:00 am. C. Dermody and J. Manahan voiced concerns that several property owners surrounding the campus have the same or similar concerns regarding issues that have been brought forward in this meeting.

Hearing closed at 6:51

2. Case #2016-002 80 North Main Street / Chasworth Farm Soap Studio /Parcel 23063080 - Applicant requests Conditional Use approval for Manufacturing, processing, creating, repairing, renovating, painting, cleaning, assembling of goods, merchandise and equipment with all operations conducted entirely within fully enclosed building. *This property is located in the Business 1 (B-1) District.*

R. Pfeiffer V. Chair read the account into record and swore in those giving testimony regarding the case. C. Comfort - Planning and Permitting Administrator presented the staff report.

M. Hagwood, owner of Chasworth Farm Soap Studio was present and stated that more retail, packaging and soap curing space is needed as their company is growing. Ms. Hagwood also stated that she has intentions of hiring two part time employees as early as this spring.

Being no public comment the hearing was closed at 6:59 p.m.

C. OTHER BUSINESS-

1. Discussion: Performance bond requirements C. Sawyer discussed regulations and requirements for financial guarantees and previous inconsistency in enforcement of the requirement. Staff is suggesting language to be added to decision letters with the hopes that the DRB will carry over this language adding it to the template for future decision letters.

2. 2016 DRB application and meeting schedule - D&V

Motion by Owen Manahan to schedule July and September 2016 meeting dates for July 11th and September 12th, second by Gerry Muehl with all in favor.

3. Planning & Development updates - C. Sawyer discussed the City Plan and the Planning Commission's lengthy task of creating design standards for the City's various districts as the current rules were not developed in the anticipation of large projects.

4. Enforcement updates - The following enforcement updates were briefly discussed:

St. Albans Shopping Center

55 Fairfield Street

100 Lake Street

77 Fairfield Street

5. Approval of Meeting Minutes - D&V

Motion by Gerry Muehl to approve the Minutes of November 2, 2015 as amended, second by Mike Walsh with all in favor.

6. Other - Brief discussion on the following:

Excavation for break in Main St. sprinkler line to TD Bank.

Upper Welden residential service

St. Albans Shopping Center future snow plowing plan

D. Public Comment – There was no public comment.

Motion to move into deliberative session at 7:20 pm by Owen Manahan, second by Mike Walsh with all in favor.

Respectfully submitted, Robin Morrill, Minute taker

