

**Minutes of the St. Albans City Development Review Board**  
**St. Albans City Hall**  
**100 North Main Street St. Albans, VT**  
**Meeting Date: January 5, 2015**

*Approved February 2, 2015*

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

Members	Present	Absent
Megan Manahan, Chair	x	
Rebecca Pfeiffer, V. Chair	x	
Michael Walsh	x	
Gerry Muehl	x	
Jacqueline Deslauriers (Alt.)	x	
Owen Manahan (Alt.)	x	

**Staff Present:**

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

**Public Present:**

See attached sign in sheet

**A. OPEN MEETING**

1. Pledge of Allegiance
2. Consider any additions or deletions to agenda - D&V  
None
3. Introduction of new Board member(s)  
Alternates Owen Manahan & Jackie Deslauriers were introduced.
4. Introduction of Planning & Permitting Administrator  
Planning & Permitting Administrator Curtis Comfort introduced.

**B. DEVELOPMENT REVIEW SECTION**

1. **Case 2015-001. 70 & 90 Federal St. / S.B. Collins, Inc. / Parcels 23033070 & 23033090** – Applicant requests approval of a major site plan amendment. Applicant would like to demolish and redevelop a gas station. This property is located in the Business 1 (B-1) District.

Those present giving testimony on **Case 2015-001** were sworn in by M. Manahan, Chair. C.

Comfort gave the staff review of the applicants request, referencing regulations specific to the case. Andy Hoak of Ruggiano Engineering, Inc. representing S.B. Collins, presented drawings and discussed the specifics of the request of Case 2015-001. Questions from the board to the applicants representative included; curb cuts and total length of combined curb cuts, signage, green space plantings, snow storage, trash storage, lighting, building materials and paint colors, and traffic patterns of delivery trucks entering and exiting the property. Performance Bond requirements were discussed. An itemized materials only list, complete with costs was presented by the applicants representative A. Hoak.

**Public Comment:** Ryan Doyle asked about the width of the proposed curb cuts. Answers were provided by A. Hoak.

Hearing closed at 7:24 pm.

2. **Case 2015-002. 108, 110 Lake St. & 20 Houghton St. / Mylan Technologies, Inc. / Parcels 26091000, 26049110, & 26042020** - Applicant requests approval of a major site plan amendment to integrate all properties involved and provide for access changes, including changes to fencing and a guard shack. These properties are located in the Business 1 (B-1) District and Service Industrial (S-Ind) District.

Those present giving testimony on **Case 2015-002** were sworn in by M. Manahan, Chair. C. Comfort gave the staff review of the applicants request, referencing regulations specific to the case. P. Cross of Cross Consulting Engineers P.C. started his presentation discussing the closing of Houghton Street followed by a description of tasks 1 & 2 addressing entrance improvements on Lower Welden St., task 3 addressing a turn around on Houghton St., and task 6 addressing the north end security gate.

Questions from the Board included; guard shack materials and color, project timeline & fencing.

Hearing closed at 8:03 pm

3. **Case 2015-003. 135-137 Lake St. / Vermont Foundation of Recovery, Inc. / Parcel 23049135** - Applicant requests Conditional Use approval for Lodging House uses. This property is located in the Business 1 (B-1) District.

Those present giving testimony on **Case 2015-003** were sworn in by M. Manahan, Chair. C. Comfort gave the staff review of the applicants request, referencing specific pertinent regulations.

David Regal, Executive Director of Vermont Foundation of Recovery, Inc. presented his case to the board. Mr. Regal outlined the need for a Lodging House and described the specifics of how a tenant is chosen, the tenants responsibilities, services available to the tenants, and staff oversight of tenants.

M. Walsh asked if the tenants are paying for the lodging, D. Regal stated that in the first 30 days they must be either working or volunteering.

**Public Comment:** Robin Morrill asked about random drug/alcohol testing. D. Regal stated that random testing is a key part of their program and that drugs used in the treatment of addiction/withdrawal would be dispensed by the pharmacies on a daily basis.

Hearing closed at 8:31

C. OTHER BUSINESS-

1. Nominations and selection of Vice Chair – D&V. Mike Walsh was nominated as a candidate for the V. Chair position as well as Rebecca Pfeiffer. After brief discussion between the candidates the following ensued;

**Motion by Mike Walsh to appoint Rebecca Pfeiffer as V. Chair second by Owen Manahan with all in favor.**

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

**Motion by Rebecca Pfeiffer to accept and adopt the 2015 regular meeting schedule second by Gerry Meuhl with all in favor.**

3. Planning & Development updates - C. Sawyer No major updates at this time. At this time we are currently working on a Medical Institution District for Northwestern Medical Center.

4. Enforcement updates.

C. Sawyer outlined the current enforcement cases and the status of each.

5. Approval of Meeting Minutes – D&V

**Motion by Mike Walsh to accept the Minutes of June 2, 2014 second by Gerry Meuhl with all in favor.**

**Motion by Gerry Meuhl to accept the Minutes of November 6, 2014 second by Rebecca Pfeiffer with all in favor.**

**Motion by Rebecca Pfeiffer to accept the Minutes of December 1, 2014 second by Owen Manahan with all in favor.**

6. Other

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

D. Public Comment - Ryan Doyle thanked the newly appointed alternates to the Board for their continued participation and dedication.

**Motion to move into deliberative session at 8:46 pm by Owen Manahan ,second by Rebecca Pfeiffer with all in favor.**

Respectfully submitted,  
Robin Morrill  
Minute taker

St Albans Development Review Board - Regular Meeting

5-Jan-15

Thank you for attending. Please sign in

NAME		EMAIL		PHONE			
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