

**Minutes of the St. Albans City Development Review Board**  
**St. Albans City Hall**  
**100 North Main Street St. Albans, VT**  
**Meeting Date: May 5, 2014**

*Approved on June 2, 2014*

Called To Order At: 6:35 p.m. by D. Degree Vice 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		

**Staff Present:**

**Michelle Boudreau, Zoning Administrator**  
**Chip Sawyer, Director of Planning & Development**  
**Robin Morrill, Minute Taker**

**Public Present:**

Jackie Brown  
 Jim Whitcomb  
 Andy Hoak - Ruggiano Engineering representing Jolley Associates  
 Michelle Monroe, St. Albans Messenger

**Pledge of Allegiance**

**A. DEVELOPMENT REVIEW SEGMENT**

**1. Case 2014-004. 145 North Elm St/Rail City Housing, LP/Parcel #22,062,145.**  
 Applicant requests a minor site plan amendment. Applicant would like to remove two (2) existing sheds and replace with one 10'x17' shed. This property is Located in the LDR (Low Density Residential District).

M. Boudreau, Zoning Administrator read the account into record and provided additional information specific to the application. ZA gave no recommendation or review from the DAB,

as the property is located outside the design review district. R. Pfeiffer wanted to clarify that the structure height is the same as the housing units on the property. The ZA confirmed that the heights are the same. Applicants representative Jim Whitcomb of Cathedral Square Corp. stated that the replacement building would have wood siding and trim to match existing structures. D. Degree asked why the building would be heated and J. Whitcomb responded that it would be for storing paint. G. Muehl asked what type of heat and J. Whitcomb responded a Rinnai natural gas heater. J. Whitcomb stated that he attained a permit from the State Fire Marshall. R. Pfeiffer questioned drainage, and the applicant stated that runoff just runs down the bank into brook and that the banks were grass covered, stable and mowable. No public comment, D. Degree, V. Chair closed case 2014-004 at 6:42 pm.

**2. Case 2014-005. 70 & 90 Federal St./Jolley Associates/Parcel #23,033,070 & #23,033,090** - Applicant requests a major site plan review. Applicant would like to demolish and redevelop a gas station. This property is located in the B-1 Business 1 District.

M. Boudreau, Zoning Administrator read the account into record and provided additional information specific to the application. Staff noted that it is a preliminary site plan. The applicant has not gone before the DAB as required. Staff recommends that the applicant speak with the public works director in regards to the 50' right away on the north side of the property regarding the underground fuel tanks. Staff also noted that it does not meet the standards of section 415B.

A. Hoak with Ruggiano Engineering provided preliminary plans and explained why he chose to meet with the DRB before the DAB and reviewed the preliminary site plan in depth. A. Hoak was very concerned with keeping the general look and feel of the existing property with the new construction plan and by having the pumps behind the building that would not be possible. Applicant is not aware of the historical status of the existing building when asked by R. Pfeiffer. M. Walsh questioned the traffic circulation for fuel delivery trucks. Applicant stated that the curb cuts would allow a tractor trailer to enter from either north or south. A. Hoak stated that he intent was to get a conceptual approval on the site layout. D. Degree asked C. Sawyer if the DRB could issue a preliminary approval to the DAB. C. Sawyer said it does not violate any process other than the sequence. He stated that someone can always come to the DRB with an idea or concept prior to meeting with the DAB.

Public Comment: J. Brown questioned A. Hoak as to the signage that would be proposed with the new construction and he responded that the signage would be a Brick Pillar style sign. J. Brown was concerned with the distance between the attendant building and the fuel dispensing units. Rebecca Pfeiffer said there has been no effort to comply with the standards in section 415 and that clarification needed to be made as to whether the property was currently on any historic register. M. Walsh stated that the preliminary plans were making a non-conforming site better. C. Sawyer noted that this plan has not been discussed by the planning commission. M. Walsh asked the applicant's representative if the canopy could be omitted and the applicant stated that the canopy contains the fire suppression system and that he does not feel that the client would do the project without the canopy. M. Walsh likes the concept but he is concerned with the regulations, as is R. Pfeiffer and D. Degree.

**Motion to recess Case 2014-005 by Rebecca Pfeiffer, second by Mike Walsh with all in favor.**

**Motion by Heather Fontaine to move into deliberative session, second by Gerry Muehl, with all in favor.**

**B. OTHER BUSINESS**

a. Annual Review of DRB Rules of Procedure - D&V

C. Sawyer reviewed the Rules of Procedure and all the proposed changes, which were technical in nature.

**Motion to accept the proposed changes in the Rules of Procedure for the DRB by M. Walsh 2<sup>nd</sup> by Heather Fontaine with all in favor.**

**b. Approval of Meeting Minutes**

**Motion to move to approve the minutes of April 7<sup>th</sup> by Mike Walsh seconded by Rebecca Pfeiffer with all in favor.**

**C. PUBLIC COMMENT**

No public comment

**Motion to move into Deliberative session at 7:44 pm by Heather Fontaine, second by Gerry Muehl with all in favor.**

Respectfully submitted,  
Robin Morrill  
Minute taker