

**MEETING MINUTES**  
**ST. ALBANS CITY DEVELOPMENT REVIEW BOARD**  
**RESCHEDULED REGULAR MEETING**  
**ST. ALBANS CITY HALL, 100 NORTH MAIN STREET, ST. ALBANS, VT**  
**6:30 PM MONDAY, NOVEMBER 7, 2016**

*APPROVED January 10, 2017*

**Board Members Present**

Megan Manahan, Chair  
Rebecca Pfeiffer, Vice Chair  
Judith Leonard, Alternate  
Owen Manahan  
Michael Walsh

**Staff Present:**

David Southwick, Planning & Permitting Administrator  
Chip Sawyer, Director of Planning & Development

**Public Present:**

See attached sign-in sheet.

- A. OPEN MEETING – Meeting Opened by M.Manahan at 6:30pm
  - 1. Pledge of Allegiance
  - 2. Consider any additions or deletions to agenda – D&V. **None.**

**B. DEVELOPMENT REVIEW SEGMENT – PUBLIC HEARINGS**

- 1. **Case #2016-012 / 50 Bank Street / Parcel # 14005050 / Abbey Underwood:** Applicant requests approval of a Conditional Use to convert an existing office space into two dwelling units and a Variance Request concerning dimensional requirements. This property is located in the (HDR) High Density Residential.

M.Manahan introduced the case and swore in those who may testify.

D.Southwick entered the staff report into the record.

M.Manahan invited A.Underwood to explain her requests before the board.

A.Underwood did so and also introduced S.Sachetta, who further explained the requests and led the Board through their application packet.

Megan invited Board questions.

Owen-how many bedrooms? 3 units upstairs have 1. Each of the 2 new would have 2.

Is the parking lot striped? No.

How many proposed spaces? Currently 12. Applicants may look to re-stripe in the future. Unclear on how many are supplied in the side lots on the property. Also pointed out where the handicap space is on the property currently.

Megan: Any dumpsters? Currently have one and would need no additional. Pointed out to the board where it is currently located.

Asked where the southern property line is. Answer is that the application includes the applicant's digitization of a property line they found in City records. Not sure which records they were.

How long since the eye doctor left the property? S.St.Marie answered March 2015. M.Manahan explained that the property has lost its grandfathered status, and the Board must look at it in that light. Then went through the standards for Variance review.

1. Unique physical circumstances? (review tape)
2. No possibility of developing in conformity? Answer that they are hemmed in by neighboring properties and can't acquire more land.
3. Hardship not created by applicant? Yes.
4. Alter character of neighborhood? No. Perhaps even less traffic.
5. Represent the minimum variance required? Did they look at any other options? They looked at 3-4 options (health services, spa, day care, retail, etc.). Proposal seemed the most natural fit.

Michael: How many windows would be exposed? 3, perhaps 1 more.

Megan: Plan for snow removal? Contract for snow removal. Not sure about storage on site.

M.Manahan opened for public comment.

S.St.Marie said that the proposal would be easier on the neighborhood than his business has been at the location.

No other public comment.

No other board/applicants comments. Hearing closed at 6:59pm.

- 2. Case #2016-013 / 266 Lake Street / Parcel # 23049266 / Daniel & Pearl Gilbert:** Applicant requests approval of a Conditional Use as a Two Family Dwelling. This property is located in the (LDR) Low Density Residential.

Megan opened hearing at 7:00Pm and introduced the case. Swore in those who may testify.

D.Southwick entered the staff report into the record.

R.Pfeiffer asked if date on site plan was 1992. P.Gilbert answered 1993.

M.Manahan invited the applicants to explain their application. They did so. Emphasized that the property has ample parking and is up to rental code and that most properties in their area were multi-family rental properties.

Megan: Is the site plan representative of the site today? Yes.

Rebecca: Is the parking gravel? Yes.

Megan invited public comment. There was none.

No other board questions. Hearing closed at 7:08PM.

- 3. Case #2016-014 / 211 Lake Street/ Parcel # 23049201 / Ross Arsenault:** Applicant requests approval of a Minor Site Plan to construct an addition. This property is located in the (B-1) Business 1 District.

Megan opened hearing at 7:08PM and introduced the case. Swore in those who may testify.

D.Southwick entered the staff report into the record. Also introduced some pictures that had been brought to the meeting by the applicant.

Megan: When was the canopy constructed? R.Arsenault answered September 2016.

M.Manahan invited R.Arsenault to explain the application. He did so. He stated that they did not pour any cement – the pad was already there.

Megan: Why did you start construction before you applied for a permit? Answer was that the last permit took 18 months and cost \$20,000, and he had to start to protect compressors.

You were aware you needed a permit? Yes.

Rebecca: Is the one light the only one being added? Only one being added. Others being updated to LED.

Megan: Will there be any more siding? No, only what is on the side of the canopy.

Megan invited public comment. J.Read stated that it was concerning what R.Arsenault said about the length of time to get a permit.

No other public comment.

Megan closed hearing at 7:20PM.

4. **Case #2016-015 / 133 Fairfield Street/ Parcel # 14031131 / Northwestern Medical Center:** Applicant requests approval of a Minor Site Plan to install a coolant tower and an acoustical fence. This property is located in the Medical Institution District.

Megan opened the hearing at 7:20PM and recused herself. Rebecca assumed the Chair and swore in those who might testify.

D.Southwick entered the staff report into the record.

Rebecca invited the applicants to explain the application. E.Brigante did so.

Michael: Is there a compressor involved in this? Why the noise abatement? E.Rathbun explained that the new chiller should be quieter than previous equipment. The fence is being proposed as an additional noise abatement measure and as a visual screen.

Are the fans on demand or do they run all the time? They will run at full speed on demand, otherwise less than full speed.

Rebecca invited public comment.

S.Booth stated that the neighborhood has had issues with equipment noise at the hospital before. She stated she was present to see if things were moving in a quieter direction. Mentioned that a replacement chiller had been in operation for two summers and was noisier. E.Rathbun gave more information on the temporary chiller. E.Brigante admitted the temporary chiller had been significantly louder, and explained that the loudest component of the new chiller would be inside the building.

Owen: Timeline? Equipment should arrive in 12 weeks. Some work to be done before then.

S.Booth mentioned she had not seen pictures of the proposal. She was shown the visuals.

J.Read asked clarifying questions about the location.

S.St.Marie asked if the tower would rise above the acoustical fence and where the noise was being exhausted. The answer is that a portion of the tower would be taller but hard to see and that the loudest part would be the air intake, which would be facing the screen.

S.St.Marie asked if the fence could be retrofitted taller if need be. Answer was that there were baffles that could be installed to the tower if need be.

E.Brigante displayed a visual showing a much smaller area of 55 decibels modeled around the proposal.

J.Read echoed S.Booth about neighborhood noise issues and stated his hope that it would get quieter and that the equipment would be no taller than proposed.

M.Manahan asked why the acoustical fence was not higher and asked why the hedge line along her property has not been taken care of. E.Brigante could not answer on the hedgeline. J.Rathbun stated that the acoustical fence was not taller because it addressed the areas of the equipment that would emit sound horizontally. He stated they could look at the benefits of making it taller.

When questioned by O.Manahan, E.Brigante showed a visual of the noise signature of the new equipment without the sound fence, which was still modeled as smaller than the temporary chiller.

M.Manahan requested that the board make it a condition of their decision to maintain the conditions of prior approvals, including the hedge along her property.

No further public comment.

Hearing closed at 7:44pm.

### C. OTHER BUSINESS

1. Planning & Development updates

C.Sawyer stated that there was nothing to add from the last email.

2. Enforcement updates

C.Sawyer gave an update on 42 Barlow/65 Upper Welden.

M.Manahan informed D.Southwick that there had been multiple enforcement proceedings against the Beverage Mart in the past. She encourage D.Southwick to be ready with notices of violation for future violations.

D.Southwick discussed 6 Brainerd, which has a “perpetual lawn sale.”

3. Approval of Meeting Minutes – D&V

Motion by R.Pfeiffer to approve the minutes as presented. Seconded by M.Walsh and approved by all, except O.Manahan abstaining.

4. Other

D.Southwick reported that he had worked on a new form for performance bonds and had been exploring systems for digitizing permits. He also informed the board that the City website now had a map of approved permits.

**Motion by O.Manahan to reschedule the January meeting to 1/10/17 at 6:30pm. Second by R.Pfeiffer and approved with all in favor.**

### D. PUBLIC COMMENT

None.

**E. ENTER DELIBERATIVE SESSION – D&V**

Motion by R.Pfeiffer to enter into deliberative session at 8:02PM. Second by O.Manahan with all in favor.

*Minutes taken by Dave Southwick and Chip Sawyer*

Thank you for attending. Please sign in

Commented on:

NAME	EMAIL	MAILING ADDRESS	PHONE
ROSS ARSENAULT		113 SAND HILL MILTON VT	524-3074
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Abbey Underwood	abbey@abbeygroup.net	22 Ward Terr. St. Albans	370-0199
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Stina Booth	stinaboath@gmail	20 Berkley Terr.	309-2179
Chip Sawyer	City	City	City
STEVE ST. MARIE	sjs@nveyecare.net	128 FISHER POND ROAD ST. ALBANS, VT 05478	802-309-4947
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133 Fairfield

Megan Mahan