

Minutes of the St. Albans City Development Review Board
St. Albans City Hall
100 North Main Street
Meeting Date: March 3, 2014

Approved April 7, 2014

Called To Order At: 6:30 pm

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

Staff Present:

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

Public Present:

Stuart Sawyer - Mylan Technologies

Pledge of Allegiance

A. DESIGN ADVISORY BOARD ORIENTATION

Chip Sawyer outlined the procedures of the DAB and described several different scenarios and provided a photo copied hand out for reference.

B. DAB/DRB PUBLIC HEARING

1. **Case 2014-003. 110 Lake Street, LLC/Mylan Technologies, Inc./Parcel #26,049,110-**
 Applicant requests a site plan amendment to a previously approved major site plan. Applicant would like to install a smoking shelter in the south parking lot. This property is located in the S-I Service Industrial District.

Public hearing opened at 6:37 p.m. The Zoning Administrator read the staff report into record. Applicant Stuart Sawyer representing Mylan Technologies, Inc. gave the following information:

7x7 smoking shelter with a 3' entry.
Shelter to be placed on pavement on the south end of the site on a pavement island.
Photo submitted is exactly what will be placed.
No changes to landscaping.
Smaller than smoking shelter on the opposite side of property.

With no other questions, the hearing was closed by Megan Manahan, Chair at 6:46p.m.

Motion by Gerry Muehl, for a favorable Design Review recommendation based upon presented information by the applicant, seconded by Rebecca Pfeiffer with all in favor.

C. OTHER BUSINESS

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

With three board members absent, M. Manahan stated that this item will be on the next agenda when more board members will be present.

2. Discussion on the use of performance bonds

Chip Sawyer discussed the requirement for performance bonds in the City's zoning bylaws. Megan Manahan discussed defining financial guarantee versus performance bond and asked if the Planning Commission could clarify the difference in a future re-write.

Discussion ensued on how to address performance bonds for future projects and the requirements to be included in the zoning rewrite. M. Manahan stated that the option should remain, yet the word "shall" may not necessarily be a requirement.

Chip Sawyer stated that he would look at other examples of town zoning and bonding requirements.

3. Zoning re-write project update

Chip Sawyer provided a handout listing:

- Six primary Goals
- Time period and objectives
- Status of Revisions
- Status of major Themes
- St. Albans City official zoning map
- Draft St. Albans City zoning map

4. Meeting Minutes-February 3, 2014

Motion to approve minutes of February 3, 2014 by Rebecca Pfeiffer seconded by Gerry Muehl with all in favor.

D. PUBLIC COMMENT

No public comment

Motion by Rebecca Pfeiffer to move into deliberative Session, seconded by Heather Fontaine with all in favor.