

Minutes of the St. Albans City Development Review Board

St. Albans City Hall

100 North Main St. St. Albans, Vt.

Meeting Date: October 3, 2016, 6:30 PM

Approved November 7, 2016

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

Staff Present:

David Southwick – Planning & Permitting Administrator

Robin Morrill, Minute Taker

Public Present: Jason Bruley, O.W. Bruley, Melissa Wagner, Nick Hadden

A. OPEN MEETING – Meeting called to order at 6:34 p.m. by Megan Manahan, Chair.

1. Pledge of Allegiance
2. Consider any additions or deletions to agenda – None

B. DEVELOPMENT REVIEW SEGMENT

1. Case #2016-010 / 26 South Main Street / Parcel 26079024 – Downtown Cuts/Melissa Wagner: Applicant requests approval of a Major Site Plan to remove and existing addition and to construct an addition with an accessible ramp. This property is located in the (B-1) Business 1 District.

Megan Manahan, Chair, read the account into record, swore in those giving testimony regarding this case, and questioned board members as to conflicts of interest and recusals. No conflicts of interest or recusals noted.

Dave Southwick, Planning and Permitting Administrator, presented the staff report and introduced a letter dated October 3, 2016 from the Director of Planning & Development to the members of the Development Review Board.

Applicant presentation: Melissa Wagner owner of Downtown Cuts, discussed the need for the proposed addition which would allow space for her increase in salon services.

Board questions – M. Manahan asked if the addition would be in the existing footprint. The applicant responded yes with an expansion. Megan asked the applicant to describe the changes in the lighting; the applicant responded that there currently is no lighting and provided the board with a cut sheet of the lighting proposed in the application. Rebecca asked about lighting hours, the applicant responded that she would leave the light on all night. M. Manahan questioned what the new services would be as well as the hours of operation, the applicant responded the new services would be manicures, pedicures and artificial nails and that the hours would not change and would remain as follows: Monday through Thursday 9:00 a.m.-6:00 p.m., Friday 7:30 am-6:00 p.m., Saturday 9:00 a.m.-4:00 p.m. and Sunday 10:00 a.m.-2:00 p.m. M. Walsh confirmed the business as one story and questioned storage; the applicant responded that the storage entry goes into the main building's basement storage area. R. Pfeiffer questioned if the public would use this entryway as access to the business and the applicant responded that the entryway would be used by employees only. R. Pfeiffer questioned the siding material; the applicant responded the siding would be vinyl. R. Pfeiffer questioned the amount of parking spaces; the applicant responded that she leases five of the parking spaces. M. Walsh questioned the need for the ramp in this location, the applicant responded that the sidewalk is not wide enough and there is an 8" step. The only other option than what is being proposed would have been a fifty foot long ramp. R. Pfeiffer questioned the applicant regarding a letter dated October 3, 2016 from C. Sawyer Director of Planning & Development, referring to the contents and terms of that letter and the applicant responded that all topics in the letter are agreed upon and had been previously discussed.

Public Comment: Nick Hadden questioned if there would be an increase in trash and if there would be the need for an additional dumpster. The applicant responded that no additional trash receptacle would be needed.

Public Comment Hearing was closed at 6:48p.m.

2. Case #2016-011 / 18-20 North Main St. / Parcel #23063018 / JLD Properties of St. Albans, LLC - Applicant requests approval of a Minor Site Plan to remove an existing interior first floor balcony, add an exterior deck with stairs, reintroduce two exterior windows and a door at the rear of the building on the first floor. This property is located in the (B-1) Business 1 District.

Megan Manahan, Chair, read the account into record, swore in those giving testimony regarding this case, and questioned board members as to conflicts of interest and recusals. No conflicts of interest or recusals noted.

Dave Southwick, Planning and Permitting Administrator presented the staff report.

Applicant presentation: Jason Bruley, applicant reviewed his application and gave a summary of the project.

Board questions –M. Manahan asked if the deck would be cutting into any existing parking spaces, the applicant stated yes, the very first space. M. Manahan then asked if that was his parking space or the neighboring property’s space. J. Bruley stated it is in the footprint of the Davis property. M. Manahan asked to see the proposed windows. Mr. Bruley provided photos of the proposed windows as well as a photo of what is currently at the property. Mr. Bruley provided additional photos of the proposed lighting to the documents previously provided to the board and M. Manahan asked Mr. Bruley to indicate on the photo where the lights would be installed. Red Rock Red is the color proposed for the windows and doors. R. Pfeiffer questioned the deck & stair construction materials and the applicant responded that the materials would be a combination of steel and pressure treated wood.

Public Comment – No public comment

Hearing was closed at 7:03p.m.

C. OTHER BUSINESS

1. Planning & Development updates –D. Southwick gave a brief update on the Planning Commissions continued efforts on the rewrite of the Article 7 regulations.

2. Enforcement updates. Enforcement updates reviewed by D. Southwick

3. Approval of Meeting Minutes D&V.

Motion by M. Walsh to approve the minutes of September 13, 2016, second by Rebecca Pfeiffer, with 3 in favor and Megan Manahan abstained.

4. Other – Discussion on Foreclosure property purchased by the City and these properties future use/uses.

D. Public Comment – No public comment.

Motion by Rebecca Pfeiffer to enter deliberative session at 7:17 p.m., second by Mike Walsh, with all in favor.

Respectfully submitted,

Robin Morrill

Minute Taker