

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 TUESDAY, JANUARY 10, 2017

DRAFT

Board Members Present

Megan Manahan, Chair
Judith Leonard, Alternate
Owen Manahan
Peter Heil
Jackie Deslauriers

Board Members Absent

Rebecca Pfeiffer, Vice Chair

Staff Present:

David Southwick, Planning & Permitting Administrator
Chip Sawyer, Director of Planning & Permitting
Therese Carlisle, Minute Taker

Public Present:

Ross Arsenault
Abbey Underwood
Stephanie Sachetta

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 #2017-001 / 50 Bank Street / Parcel # 14005050 / Abbey Underwood:** Applicant requests approval of a Minor Site Plan. 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 opens for any questions of Mr. Southwick. **None**

M.Manahan invited A.Underwood to present what is on current site plan. Applicant explains the Board asked for more information regarding placement of dumpster and parking space. A.Underwood refers to the diagram provided.

M.Manahan points out that one of the four parking spots exceeds the property line.

A.Underwood replies that the parking lines are not clearly defined and that the parking

space outside the property line is not necessary to meet the requirements of the proposed units.

Asks if there are lines present on the paved lot? A.Underwood replies that lines are paved but not visible due to winter conditions. But it is part of her plan to maintain the painted lines. O.Manahan confirms that it is a paved lot.

P.Heil requests information regarding the shared driveway access. A.Underwood provides clarification.

Megan invited Board questions. **None**

No other board/applicants comments. **Hearing closed at 6:38pm.**

2. **Case #2017-002 / 211 Lake Street/ Parcel # 23049201 / Ross Arsenault:** Applicant requests an amendment to the Conditions of a Minor Site Plan. This property is located in the (B-1) Business 1 District.

M.Manahan opened hearing at 6:39 PM; introduced the case and swore in those who may testify.

D.Southwick entered the staff report into the record.

Megan invited Board questions

M.Manahan invites R.Arsenault to present a summary of his request and the Board will then address each issue separately.

R.Arsenault begins by explaining to the Board that he attended a meeting on Oct. 22 of the DAB Board, where the graphics on the side of the ice chest were approved. A heated drain is present on the side of the ice chest that R.Arsenault would need to move if a wall was to be installed.

M.Manahan asks R.Arsenault if indeed he installed these before receiving a permit?

R.Arsenault replies that the ice chest is portable and the drain was pre-existing. Further clarification is provided regarding the drain and where it is located.

R.Arsenault stated that the DAB board **did** approve this design. M.Manahan clarifies that the DAB makes recommendations to this board. R.Arsenault has no further comment on this issue, other than he does not see what the point of putting up a wall would be.

M.Manahan invites R.Arsenault to move on with a summary of the next topic.

R.Arsenault states that snow is present in the space near the snack bar and that this has been the case for the past 40 years. R.Arsenault has an agreement with Johnny Martell to come and remove the snow when three or four loads are present.

O.Manahan asks if this agreement was in place last winter. R.Arsenault replies no.

O.Manahan continues by explaining that the Board has been working through-out the entire city to reduce run-off into the brook (Stevens Brook). R.Arsenault disputes that he has evidence to show that other businesses are not being held to the same standard as his. M.Manahan reminds him that we are here to present his case, not that of others.

M.Manahan presents the fact that the Board is trying to put conditions into place that will alleviate the run off into Stevens Brook and the conditions are not being complied with.

O.Manahan presents that over the past two years this issue has continued to be put in front of this board for enforcement issues, seeming to him that it was a topic for each meeting during the winter months. R.Arsenault disputes this by stating that last year was not a high snow volume and Johnny Martell removed snow three times!

M.Manahan clarifies that the concern is that runoff is going into Stevens Brook which is an impaired waterway.

R.Arsenault asks what M.Manahan considers a timely manner? M.Manahan answers that they are not talking about an hour after a snow fall and asks R.Arsenault what his plans are for snow removal this winter season?

R.Arsenault responds that it will be removed in a timely manner. M.Manahan requests clarification of what is a timely manner? R.Arsenault responds a couple to three days, that he is not the only customer in need of snow removal.

O.Manahan clarifies proposal of 3 days? R.Arsenault agrees.

J.Deslauriers speaks to the Board trying to be reasonable, not just 2 in. of snowfall. The issue is long term, causing runoff into the Brook.

J.Deslauriers requests more information about the agreement that R.Arsenault has with J.Martell. R.Arsenault says that when the snow pile reaches the end of the snack bar

J.Martell comes and gets the snow, no phone call is needed.

M.Manahan speaks to continued issues of Conditions not being complied with over the past 5 years.

R.Arsenault agrees to a proposal allowing 3 days for snow removal after a significant amount of snowfall.

M.Manahan invited questions from the board/applicant/public. **None**

No other public comment.

M.Manahan closed hearing at 6:55PM.

C. OTHER BUSINESS

1. Planning & Development updates

C.Sawyer stated that we are closer than ever before to purchasing new software. The top priority of the programming is to allow for ease of filing and organizing, ensuring that items are not lost or misfiled. We will also be able to look up and apply for permits on-line. Then the capability to begin digitalizing the roll of DRB and DAB process.

M.Manahan complaints on-line, digitalized. C.Sawyer responds that it is likely that each Board member will utilize the use of an iPad.

P.Heil asks if it is relation to a Google Maps program that C.Sawyer has been experimenting with. C.Sawyer responds that it is along the same lines.

D.Southwick just wants everyone to be aware that we are enthusiastically moving forward with purchasing software.

D.Southwick states that one of the real challenges will be deciding how far back we go and try to digitize records.

M.Manahan compares to the states process for looking up waste water permits.

P.Heil speaks highly to Colchester programs.

D.Southwick speaks to Colchester and Barre, some of the conflicts these towns have had; and the lessons that can be learned from their experiences.

D.Southwick presents that the Co-op wants to rebuild an eighth silo, he is presenting this to the Board for clarification if this would fall under maintenance of the property, as they took one down a couple of years ago. D.Southwick states that the business is likely to come in front of the Board in February with a separate proposal concerning a different part of the property. M.Manahan suggests that the addition of the silo be presented to the board during that time. O.Manahan suggests that maintenance falls under 1 year or less; this has been a couple of years and does need to be brought in front of the Board.

2. Enforcement updates

None

3. Approval of Meeting Minutes – D&V

Motion by O.Manahan to approve the minutes of November 7, 2016, as presented. Seconded by J.Leonard and approved by all, except Jackie DesLauriers and Peter Heil, abstaining.

4. Confirm next meeting date: 6:30 Monday, February 6, 2017
5. Other. Planning Commission is really working on advertising over the next month and encouraging public attendance. Meeting to be held February 27th.

D. PUBLIC COMMENT

None.

E. ENTER DELIBERATIVE SESSION – D&V

Motion by O.Manahan to enter into deliberative session at 7:02PM. Second by P.Heil with all in favor.