

MEETING OF THE ST. ALBANS CITY DEVELOPMENT REVIEW BOARD REGULAR MEETING
6:30 PM, MONDAY, MARCH 5, 2018
ST. ALBANS CITY HALL, 100 NO. MAIN STREET ST. ALBANS, VT

MINUTES

Board Members present: Chair Megan Manahan Bliss, Vice-Chair Rebecca Pfeiffer, Denis LaPointe (Alternate)

Board Members Absent: Owen Manahan, Jackie DesLauriers, Judith Leonard (Alternate), Dick Thayer,

Staff Members Present: Dave Southwick, Property Services Administrator; Tammi DiFranco, Personal Property Assistant; Wendy Coy, Minute Taker

Public Present:

See Sign-in Sheet

- 1) **Call to Order** - Chair called meeting to order at 6:33
 - a) **Pledge of Allegiance**
 - b) **Consider any additions or deletions to agenda**
 - i) Tammi DiFranco was introduced as the new Property Services Assistant.
 - ii) Case# 2018-005 requested a delay for 1 month.
 - c) **Assign Alternates** – Denis LaPointe was assigned as the alternate for Case #2018-004
- 2) **2. Development Review Segment – Public Hearings:**
 - a) **Case#2018-004 / 14 Stebbins Street / Parcel # 26082014** No Board member has any conflict with this Case. D. Southwick reviewed the case including the staff comments and the relevant previous Zoning Actions. The Case has been publicly warned with certified letters to the abutters. The Request is for a major site plan approval. Owners Troy Pudvah and Maryellen Vickery were present to review the design plans as well as Peter Mazurak with TCE Consulting Engineers. The western most portion of the building will remain and be re-purposed. The site has about 70% impervious coverage. This plan will make it 60%. There is an existing retaining wall that will remain as it will be part of the commercial driveway access. All parking spaces are 9x18. There will be five parking spaces on the west side of the property. There is an existing curb cut there. They are proposing to use the existing water line for water supply to the building. They will be proposing a new sewer and gas line to the building. For buffering to neighboring properties to the south, there will be hedgerows, fences and a garage. Ms. Vickery stated that the plan is to deconstruct the entire building except for the original building. Her business, the dance studio, will be downstairs and two residential apartments will be on the second floor. Mr. Pudvah stated that they may come back and propose three units on the second floor as the bank stated that two and one bedroom apartments are easier to rent. Mr. Pudvah reviewed the materials and colors that will be used on the property. Vice-Chair Pfeiffer asked which light fixtures would be used where. Mr. Pudvah stated that the gooseneck lighting would be on the building while the other lighting would be for the parking lot. Vice Chair Pfeiffer asked if they had thought about snow and snow plowing. Mr. Mazurak stated that it could go on the green space as well as the back of the building. Vice Chair Pfeiffer asked if they are using the existing stormwater recovery plan. Mr. Mazurak stated that they would. Chair

Manahan Bliss asked about plans for a dumpster. Mr. Mazurak stated that it would be on the east portion of the property toward the Cioffi property. Ms. Vickery stated that they would designate a fenced off area for the dumpster but that they did not anticipate using a dumpster so that the tenants could recycle. Lighting will cycle from dusk to dawn. Vice-Chair Pfeiffer asked about the hours of the studio. Ms. Vickery plans on Monday thru Friday from 4:00 – 9:30 pm. Saturdays from 9:00 – 12:00. Ms. Vickery stated that most of the parents drop off their children. Chair Manahan Bliss asked about the number of lights in the commercial lot. Mr. Mazurak reviewed the placement of the four lights on the plans. Vice-Chair Pfeiffer asked if the lots would be concrete or gravel. The applicants stated that it would be gravel.

b) **Public Comments:**

i) **Carl Laroe with CAX, LLC** – He questioned whether there would be any shrubbery on the property line of their properties. The applicants stated that there wasn't. They agreed to exchange contact information to keep each other informed of any changes or concerns.

c) **Case# 2018-005 / 253 Lake Street / Parcel #23049253 DELAYED**

3) **Other Business**

a) **Planning & Development Updates** – Ms. DiFranco has been hired in the office. This will allow Mr. Southwick to get out and start assessing properties. He has preliminary conversations with the contractors for the property across the street. They would like two DAB and two DRB meetings to present their plans. Vice Chair Pfeiffer asked about a sense of timeline. Mr. Southwick replied that it would be quick. The plans are dependent on the vote on Town Meeting Day.

b) **Enforcement Updates** – Mr. Southwick stated that they are developing a door hanger to serve the first notice that the curb needs to be cleaned up. They are also working on a welcome letter for a new property owner.

c) **Approval of February 5, 2018** – postponed until next month.

d) **DRB Rules of Procedure** – postponed until next month when the proposed changes are presented to the board.

e) Confirm next meeting date and time **Monday April 2, 2018 6:30 p.m.**

f) **Other** – None

4) **Public Comment** - None

5) **Enter Deliberative Session** – Vice-Chair Pfeiffer made a motion to enter deliberative session. Member LaPointe seconded the motion. The motion passed unanimously.

MINUTES ACCEPTED ON A VOTE OF THREE (3) FOR, ZERO (0) AGAINST AND THREE (3) ABSTAINED