

MINUTES
ST. ALBANS CITY DEVELOPMENT REVIEW BOARD
REGULAR MEETING
ST. ALBANS CITY HALL, 100 NORTH MAIN STREET, ST. ALBANS, VT
6:30 PM MONDAY, MAY 1, 2017

FINAL

Board members present:

Megan Manahan-Bliss, Chair
Jackie DesLauriers
Peter Heil
Judith Leonard, Alternate
Owen Manahan

Board members absent:

Rebecca Pfeiffer

Staff Present:

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

Public Present:

John Martel
Michelle Sterling
Michelle Monroe
Kelsi Carey
Brian Sterling
(See sign-in sheet.)

A. OPEN MEETING – Chair M.Manahan opened the meeting at 6:30 PM.

1. Pledge of Allegiance
2. Consider any additions or deletions to agenda – There were none.

B. DEVELOPMENT REVIEW SEGMENT – PUBLIC HEARINGS

1. **Case #2017-007 / 135 Lake Street / Parcel # 23049135 / Michelle Sterling:** Applicant requests approval for the addition of a Recreation, Amusement, Entertainment, with activity conducted within and/or outside the building Conditional Use for the property. This property is located in the (B1) Business 1 District.

M.Manahan opened the hearing at 6:31 PM and swore in those who may provide testimony.

Permitting Administrator D.Southwick entered his report into the record and.

M.Manahan invited the applicant representatives to present their request.

M.Sterling read a letter into the record and also referred to photos and a floor plan provided. She specified that the targeted age groups for her center were ages 1-6 and that she would also have a massage room on the first floor.

M.Manahan asked clarifying questions about the floor plan, and M.Sterling explained where things would be located, including a separate, unaffiliated office also on the first floor.

O.Manahan asked to clarify the hours of operation and asked if appointments were necessary. M.Sterling answered that appointments were preferred on Sundays and after typical hours of operation on other days. She also said there would be Friday night movie nights.

J.Leonard asked who, other than parents, would be supervising children. M.Sterling answered her husband and volunteers, at this point. She noted that there are cameras on site, and parents sign liability forms.

P.Heil asked about the massage service and hours of operation. M.Sterling answer during and after hours, by appointment. She also noted that she is currently providing that service on the premises.

There were no other questions from the Board.

M.Manahan opened the meeting to public comment.

J.Martel stated that there were little other spaces in the community for this type of activity for children.

B.Sterling identified himself as the person who would primarily be in the office space, and he summarized the security measures on site, including door locks, cameras, etc.

M.Manahan closed the hearing at 6:45 PM.

C. OTHER BUSINESS

1. Planning & Development updates – D.Southwick updated the board on the department's movement toward using software for permitting records and digitization of existing paper records.
2. Enforcement updates – D.Southwick summarize ongoing conversations and cases at several properties that had possible violations.
3. Approval of Meeting Minutes

Motion by J.DesLauriers to approve the minutes of April 3, 2017, with one edit to when the board went into Deliberative Session. Second by O.Manahan and approved with all in favor.

4. Confirm next meeting date and time.
D.Southwick stated that it would be June 5, 2017 at 6:30 pm.

5. Other – None.

D. PUBLIC COMMENT – None.

E. ENTER DELIBERATIVE SESSION

Motion by O.Manahan to enter deliberative session at 6:54 PM. Second by P.Heil and approved with all in favor.

Respectfully Submitted,
Chip Sawyer, Minute Taker.