

**MINUTES**  
**ST. ALBANS CITY DEVELOPMENT REVIEW BOARD**  
**REGULAR MEETING**  
**ST. ALBANS CITY HALL, 100 NORTH MAIN STREET, ST. ALBANS, VT**  
**6:30 PM MONDAY, JULY 10, 2017**

***FINAL***

**Board members present:**

Megan Manahan Bliss, Chair  
Rebecca Pfeiffer, Vice Chair  
Owen Manahan  
Jackie DesLauriers  
Judith Leonard, Alternate

**Board members absent:**

None

**Staff Present:**

Dave Southwick, Permitting Administrator

**Public Present:**

*(See sign-in sheet.)*

**A. OPEN MEETING – Chair M.Manahan Bliss opened the meeting at 6:32 PM.**

1. Pledge of Allegiance
2. Consider any additions or deletions to agenda – D.Southwick noted that Case #2017-011 / 38 Barlow Street had been withdrawn by the applicant.

**B. DEVELOPMENT REVIEW SEGMENT – PUBLIC HEARINGS**

1. **Case #2017-012 / 6 Lemnah Drive / Parcel # 26093006** Applicant requests a Minor Site Plan approval for additional parking. This property is located in a Service Industrial (SI) District.

**M.Manahan Bliss opened the hearing at 6:35 PM and swore in those who may provide testimony.**

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

There were no other questions for staff from the Board.

M.Manahan Bliss invited the applicant to present his request. P.Garceau presented himself as a representative of the applicant and an engineer on the project. He explained that the new parking spaces would be an extension of the existing parking lot on the south side of the property. He stated that there would be six new spaces and a sidewalk with steps. These new spaces would not be

handicapped spaces. He mentioned that they would be saving the majority of the trees but that some smaller trees would be removed.

M.Manahan Bliss opened the hearing for Board questions.

R.Pfeiffer ask for more detail on the trees to be removed. P. Garceau responded that nothing of substance would be removed.

There were no other questions from the Board.

M.Manahan Bliss opened the meeting to public comment.

There were no public comments.

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

- 2. Case #2017-013 / 170 Federal Street / Parcel # 23033170** Applicant requests a Minor Site Plan approval for the alterations to a driveway. This property is located in a Service Industrial (SI) District.

**M.Manahan Bliss opened the hearing at 6:47 PM and swore in those who may provide testimony.**

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

There were no other questions for Staff from the Board.

M.Manahan Bliss invited the applicant to present their request. P.Garceau presented himself as a representative of the applicant and an engineer on the project. P.Garceau opened by stating that the current plan is the same plan that was presented and approved in 2012. The purpose of the plan is to provide a secondary access to the property. This will increase safety and harmony with the neighborhood. It would help with truck traffic on Federal Street and if one drive is being used for delivery, a second access is available for customers and emergency vehicles.

P.Garceau added that the new plan added concrete curb cuts using a traditional approach for both driveways. It would also add lined parking spaces, a plan to clean up the space and a better traffic flow.

M.Manahan Bliss opened the hearing for Board questions.

M.Manahan Bliss asked if the plan called for the hedges on the south and north sides of the main driveway to remain. P.Garceau responded that the applicant would like them to stay.

M.Manahan Bliss asked if the hedges were a condition of a past DRB decision. P.Garceau was unsure but reiterated that they would like them to stay as is.

M.Manahan Bliss asked about the status of the portable sheds. P.Garceau replied that the boxcar shed is still on the site but that all of the other sheds have been removed.

M.Manahan Bliss read the three conditions pertaining to hedges in the December 6, 2012 DRB decision letter. O.Manahan added that the hedge was to offer harmony with the neighboring property but that they were not maintained. P.Garceau asked that the board reconsider the previous conditions to remove the hedges offering that they represent a better solution than stockade fences which are prone to vandalism and require greater maintenance. M.Manahan Bliss stated that the current hedges no longer offer screening.

M.Manahan Bliss asked if there would be re-striping of the parking. P. Garceau stated that there would be no changes to the parking layout.

There were no other questions from the Board.

M.Manahan Bliss opened the meeting to public comment.

C.Sawyer read into the meeting a prepared letter (see attachment) stating four issues. 1. A request for a more orderly manner for storing loose tires. 2. Curb cuts onto Federal Street should be no wider than necessary and take into account future sidewalk plans. 3. Curbing should continue in front of the house at 174 Federal Street and include a better-defined curb cut for the existing driveway at 174 Federal Street. And, 4. Areas of greenbelt around the new curb cuts be seeded and restored. M.Manahan Bliss asked for a clarification of the driveway for 174 Federal Street. C.Sawyer responded that 174 Federal Street should not get blocked in.

M.Manahan Bliss asked the applicant to respond to the request by the City for a more orderly manner for storing loose tires. A.Wood replied that they try to get rid of the tires as fast as they can. Putting them in a separate building is not feasible. They do cut them in half to make stacking more orderly and to reduce the amount of trapped water. M.Manahan Bliss asked how often the tires were removed. A.Wood replied every three months – four times per year. C.Wood added that they use a tire removal company out of Maine, one of just a few companies to handle used tires. They typically come in three segments spread out over the summer. In some cases they have had to wait 2-3 weeks between pickups because of the volume of business in NE. A.Wood clarified for M.Manahan Bliss that the existing warehouse is for new tires only.

M.Manahan Bliss asked the applicant to reply to the City's request for curb cut adjustments. P.Garceau replied that they are open to combining curb cuts with the

City's plans. M.Manahan Bliss asked if the applicant would be open to a condition asking them to work with the city. P.Garceau – yes.

M.Manahan Bliss asked for a reply to the City's request for cuts to be no wider than necessary. P.Garceau asked for the flexibility in locating the drives to meet the City's requests and accommodate the drives on the north. M.Manahan Bliss asked the applicant to work through the staff for agreement.

M.Manahan Bliss asked for a reply to the City's request for reseeding of the greenbelts. Applicant responded with no objections.

S.Bailey shared that the tires had not been removed yet this summer.

M.Manahan Bliss asked the applicant if they had any objections to there being no trees on the north side of the project. A.Wood replied no, I want her to be able to see.

R.Pfeiffer asked about the hedges on the south side. A.Woods said he would prefer to work with the hedges rather than the stockade fences. M.Manahan Bliss offered that the hedge is not providing screening. P.Garceau concurred.

D.Bailey asked for clarification as to where the curb cuts would be in front of 174 Federal Street. M.Manahan Bliss replied that the applicant would work with the city to determine the best location for the curb cuts. P.Garceau added that the applicant would be providing the curb cut and driveway. O.Manahan asked if it was a single curb cut. P.Garceau said yes, and asked for flexibility in choosing the right spot.

S.Bailey stated that she did not want any storm water running on her property. She added that the trees on the south side of her property did not allow her to see anything. M.Manahan Bliss asked if the hedge should be trimmed. D.Bailey responded yes. D.Bailey reiterated that they park on the south of their property and in front of the house, that they didn't want drainage from the tire center on their lawn, and wanted to be able to see through the trees. O.Manahan clarified, trees rather than hedges and old stumps removed. M.Manahan Bliss also asked S.Bailey whether she preferred trees instead of a hedge. S.Bailey confirmed.

P.Garceau offered an easement to allow for a drive at 174 Federal Street if necessary.

There were no further public comments or questions.

**M.Manahan Bliss closed the combined hearing at 7:35 PM.**

## C. OTHER BUSINESS

1. Planning & Development updates – No updates.
2. Enforcement updates – D.Southwick reported that most enforcement cases were on track for solutions and that many sign permit enforcement issues have been resolved.
3. Approval of Meeting Minutes.
  - a. **May 1, 2017 Minutes: O.Manahan moved to accept the minutes as presented, J.DesLauriers seconded, motion passed 4 for, 0 against and 1 abstained.**
  - b. **June 5, 2017 Minutes: O.Manahan moved to accept the minutes as presented, Judith Leonard seconded, motion passed 3 for, 0 against, 2 abstained.**
4. Confirm next meeting date and time.  
M.Manahan Bliss stated that it would be **August 7, 2017 at 6:30 pm.**
5. Other – None.

#### D. PUBLIC COMMENT

P.Tomlinson asked for an update on the 89 Pearl Street decision. M.Manahan Bliss reminded the audience that the 89 Pearl Street case was still in deliberative session and that further input to the case was not allowed at this point. She added that since the case was still in deliberative session that the board was not at liberty to discuss the case and asked that there be no further discussion nor questions about the case.

P.Tomlinson and J.Bean asked about the status the second driveway at 89 Pearl Street as it influences the pending sidewalk work and curb cuts along Pearl Street. M.Manahan Bliss asked that these questions be brought before the Planning and Permitting Office.

No further public comments.

#### E. ENTER DELIBERATIVE SESSION

**Motion by O.Manahan to enter deliberative session at 7:45 PM. Second by J.Leonard and approved with all in favor.**

Respectfully Submitted,  
David Southwick, Minute Taker.

St Albans Development Review Board - Regular Meeting  
 July 10, 2017

Thank you for attending. Please sign in

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