

MEETING MINUTES
ST. ALBANS CITY DEVELOPMENT REVIEW BOARD
REGULAR MEETING
ST. ALBANS CITY HALL, 100 NORTH MAIN STREET, ST. ALBANS, VT
6:30 PM TUESDAY, JANUARY 2, 2018

MINUTES

Board Members Present: Megan Manahan-Bliss (Chair), Jackie DesLauriers, Owen Manahan, Rebecca Pfeiffer (Vice Chair), Judith Leonard (Alt.), Dick Thayer (Alt.), Denis LaPointe (Alt.).

Staff Present: Dave Southwick, Property Services Administrator, Chip Sawyer, Director of Planning & Development (and minute taker).

Public Present: See attached sign-in sheet.

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

1. Pledge of Allegiance was given.
2. Introduction of New Board Members.
Denis LaPointe and Dick Thayer were introduced as new members.
3. Consider any additions or deletions to agenda – There were none.

B. DEVELOPMENT REVIEW SEGMENT – PUBLIC HEARINGS

1. **Case #2018-001 / 233 Lake Street / Parcel #23049235** Applicant requests Conditional Use approval for a Day Care Facility. *This property is located in a Business 1 (B1) Zoning District.*

M.Manahan opened the hearing and invited the applicant to come forward. M.Manahan swore in those that may give testimony.

D.Southwick introduced the application and entered the staff report into the record.

M.Manahan asked who owned the property at this time. Answer from Father Roy in the audience is that the property is owned by a trust.

Applicant H.Garceau was then invited to speak. She described the intended operations, including the provision of three shifts of child care. She discussed data on the need for child care in the area. She discussed that the size of the property suited the number of children that she intended to be licensed for. Also that interior rooms could be used for education, and the grounds could be used for a playground and garden. She mentioned the proximity to schools and employers. She stated that she intended to fence the site.

She read a statement with her responses to some of the standards in the Land Development Regulations.

When asked, she stated that she planned to start out being open from 6:00 AM to 6:30 PM.

M.Manahan opened the hearing to questions from the Board.

R.Pfeiffer asked if a second curb cut was intended. The applicant responded, no, but she might widen the current curb cut.

J.Leonard asked about traffic onto Lake St., and the applicant stated that she first planned to maintain access from No. Elm.

O.Manahan advised the applicant that any changes to the site would require a site plan, and the applicant affirmed that.

O.Manahan asked about the amount of usage during third shift. Applicant answered that most use would be during first and second shifts.

R.Pfeiffer asked about intended snow storage, and the applicant indicated on a site picture that it would be in a section on the north side of the property.

R.Pfeiffer asked about site lighting. Father Roy answered that there was one light on the property and spot lights for the porch areas.

O.Manahan asked about garbage, and the applicant stated that she intended to use bins to be placed in the greenbelt for pick-up.

M.Manahan opened the hearing to public comment.

Father Roy identified himself as one the property's trustees and a neighbor. He stated the trust's favor for the application and did not foresee an issued with Holy Angels Church.

Michael Manahan stated his general approval for the application.

Steven Lamos identified himself as a neighbor who is interested in the fence plan. He asked about site plan review. He and the applicant agreed to speak afterward before the site plan is proposed. S.Lamos also expressed concerns with child noise.

Rachel Smith stated her support for the application.

H.Garceau asked about timeline for a decision, and M.Manahan answered.

M.Manahan asked D.Southwick to read into the record a letter from Mark Lareau about current fence maintenance and plowing issues on the property.

M.Manahan closed the hearing.

2. **Case #2018-002 / 70 South Main Street / Parcel #26079070.** Applicant requests a Minor Site Plan review for the addition of a cold storage room. *This property is located in a Business 1 (B1) Zoning District.*

M.Manahan opened the hearing and recused herself from the proceedings.

Vice Chair R.Pfeiffer invited the applicant to come forward and swore in those that may give testimony.

D.Southwick introduced the application and entered the staff report into the record.

Applicant Michael Manahan was invited to speak. He explained that the project was intended to clean up the back area of the property, as well as discourage gathering and increase security with lighting and cameras.

The applicant stated that he was in agreement with the Design Advisory Board's recommendations.

O.Manahan asked about lighting. The applicant said he would seek recommendations for LEDs from an electrician. It would likely be building-mounted lighting.

J.DesLauriers asked about timing of the lighting. Applicant said he would be open to either motion-activated or purely timed lights.

R.Pfeiffer asked what would be stored. Applicant stated that it would be from the bottle return operation and clarified that it would not be refrigerated.

Applicant also discussed using the increased security to discourage public usage of the dumpster in the back.

R.Pfeiffer asked about the hours, and applicant stated that they currently ceased at 5:00 PM and was considering doing 8:00 AM to 5:00 PM.

R.Pfeiffer opened the hearing to public comment.

Michael Marrin identified himself as an abutter in the back. He stated that migration of litter was an issue. He stated that he would like to see a fence in back, due to security issues. He also stated that the lighting would be a concern

and did not want lights pointed at his property. He stated that hours of operation could be noisy and also complained about hours and noise of trash pick-up.

M.Marrin asked if the site plan showed anything on the southwest corner of the property and was wondering where dumpsters would go. D.Southwick described the fence and dumpster in the proposed site plan.

R.Pfeiffer closed the hearing.

C. OTHER BUSINESS

1. Planning & Development updates

D.Southwick stated that approximately a dozen applications had been received so far for the Property Services Assistance position.

There was discussion and congratulations for D.Southwick's new duties as Property Services Administrator.

C.Sawyer discussed the Planning Commission's process for revisions to the Land Development Regulations.

2. Enforcement updates

D.Southwick discussed snow storage at the Beverage Mart.

3. Approval of Meeting Minutes – D&V

Motion by R.Pfeiffer to approve the minutes of 12/04/2017 as presented. Second by O.Manahan and approved with all in favor, except for Jackie DesLauriers, Denis LaPointe and Dick Thayer, abstaining.

4. DRB Orientation and Rules of Procedures

C.Sawyer went through an orientation handout with the board. There was general discussion and questions and answers. The board discussed adoption of the rules of procedure at next month's meeting.

5. Confirm next meeting date and time. **Monday, February 5, 2018 6:30 PM**

6. Other – None.

D. PUBLIC COMMENT

There was none.

E. ENTER DELIBERATIVE SESSION – D&V

Motion by R.Pfeiffer to enter deliberative session at 8:01 PM. Seconded by O.Manahan and approved with all in favor.

Respectfully Submitted,

Chip Sawyer, Minute Taker

FINAL