

**ST. ALBANS CITY DEVELOPMENT REVIEW BOARD
REGULAR MEETING
6:30 PM MONDAY JANUARY 07, 2019
ST. ALBANS CITY HALL, 100 NO. MAIN STREET**

MEETING MINUTES

Board Members Present: Megan Manahan Bliss, Chair; Owen Manahan; Dick Thayer; Denis LaPointe (alternate)

Board Members Absent: Rebecca Pfeiffer, Vice-Chair; Jackie DesLauriers

Staff Members Present: David Southwick, Planning & Permitting Administrator and Minute Taker; Chip Sawyer, Director of Planning and Development

Public Present: See attached sign in sheet.

Call to Order – Meeting called to order at 6:30 pm.

- a. **Pledge of Allegiance**
- b. **Consider any additions or deletions to the agenda** – none
- c. **Assign Alternate (as necessary)** – Denis LaPointe was assigned as the alternate.

2. Development Review Segment– Public Hearings:

- a. **Case 2019-001 / Maple Run School District – BFA High School / Parcel # 25079077 Request for approval for a Site Plan revision for the relocation of a previously approved 14' x 16' greenhouse** - No Board member had any conflict with this case. Mr. Southwick reviewed the case including the staff comments and relevant previous approvals. The case has been publicly warned with certified letters to the abutters. Jacob Holzberg-Pill was present to represent the applicant. He is a teacher of environmental studies in the school system. Mr. Holzberg-Pill stated that the school had originally met the greenhouse project with lukewarm enthusiasm and agreed to let them install it in the previously approved site on the east side of the building. Since then, the school has gained enthusiasm for the project and has now offered a southern site as an alternate location for the greenhouse. Mr. Holzberg-Pill asked the board for their approval of the new location. Member LaPointe asked if any of the water or drain aspects of the project have changed. Mr. Holzberg-Pill responded that they had not. Member Manahan asked for access to an actual site plan. Mr. Southwick responded that the only site plans available were the original school site plan from before the greenhouse was added and the two drawings depicting the first and second proposed locations of the green house. There were no further questions or comments. There was no public comment.

3. Other Business -

- a. **42 Federal Street – Review of Decision Conditions – revised design plans.** Keith Taruski represented the applicant. Chair Manahan Bliss asked Mr. Taruski to present his case. Mr. Taruski stated that he was there to present a solution to the conditions put forth by

the DRB in their December 28, 2018 decision letter. Mr. Taruski reviewed the conditions, delivered as part of the DRB Decision for Case 2018-025 of December 3, 2018, that stated that the south elevation must include; a prominent front entrance as required by Section 706 (A)(1)(a-c); and that the building entries should enhance pedestrian comfort, provide visual interest, provide weather protection for each entrance, and provide lighting for each entrance. Mr. Taruski asked his architect to render a solution to meet these conditions. Mr. Taruski presented a revised drawing of the south elevation and a photo sample of the type of awning being proposed. Mr. Taruski stated that the proposed awnings were the same type and color as those currently in use at 45 Lake Street. He felt that the awnings offered weather protection and enhanced the pedestrian comfort. He stated that the lights were recommended by Green Mountain Electric and that they were motion sensitive and would offer ample light for each entrance. Mr. Taruski stated that it was their intention to minimize the attention that was drawn to the building given the proximity to the railroad passenger foot traffic. Chair Manahan Bliss asked if this proposal met the intention of a prominent entrance. Member Thayer reviewed the request and discussion of the DRB during the December 3, 2018 hearing. Mr. Taruski explained the layout of the two doors and the staircases that lead to the second floor. Member LaPointe asked about the width of the doors and canopies. Mr. Taruski pointed out that the canopies were five feet wide as drawn. There were no further questions. There was no public comment.

- b. **Planning & Development update** – Mr. Southwick gave an update on the installation of the new permitting software.
- c. **Enforcement updates** – Mr. Southwick stated that the only enforcement issue that they are continually monitoring is the snow removal at 211 Lake Street, The Beverage Mart. A Notice of Violation has been given and fining will occur with each new violation.
- d. **Approval of October 15, 2018 Meeting Minutes** – Member LaPointe made a motion to accept the minutes of the October 15, 2018 meeting as presented. Member Manahan seconded the motion. It passed 3-0-1, with Member Thayer abstaining.
- e. **Approval of December 3, 2018 Meeting Minutes** –Member Thayer made a motion to postpone the discussion and vote to approve the December 3, 2018 Meeting Minutes until such time as they had a quorum of members who were in attendance. Member Manahan seconded the motion. It passed unanimously.
- f. Confirmed next meeting date: **Monday, February 4, 2019 6:30 p.m.**
- g. **Other** – none
- h. **Discussion.** Topic: Interpretation of PUD regulations. Chair Manahan Bliss opened the meeting for discussion. Chip Sawyer, Director of Planning and Development, spoke on behalf of staff. He reviewed the history of the Vermont PUD and gave a summary of how it is being used in other areas around the state. He stated that the current PUD language in the City of St. Albans Land Development Regulations could use some work to better address the issues of our city. He recommended that the PUD regulations be referred to the Planning Commission for review and consideration for a re-write or removal. Mr. Sawyer asked the board if they interpreted the five conditions set in Sec 413 (D)(1-5) as being equally weighted. It was agreed that condition 2 - Sec 413 (D)(2); “Shall have contiguous acres equal to three times the minimum lot size for the district for the use(s)

proposed.” was a prerequisite to further discussion. However, it was further noted that each of the five conditions in Sec 419 (D)(1-5) would be reviewed on their own merit. A variance for any condition could be requested and it would be up to the board to consider variances on an individual basis. Chair Manahan Bliss reminded staff that the board would not offer an advisory opinion on any application and recommended that staff not offer an advisory opinion on behalf of the board. No further comments. No public comments.

4. Public Comment – None

5. Enter Deliberative Session – Member LaPointe made a motion to enter deliberative session. Member Thayer seconded the motion. It passed unanimously at 7:20 pm.

Respectfully submitted,

David Southwick
Property Services Administrator

February 4, 2019

Motion to approve by Denis LaPointe, seconded by Owen Manahan. Motion carried unanimously.