

**ST. ALBANS CITY DEVELOPMENT REVIEW BOARD**  
**REGULAR MEETING**  
**6:30 PM MONDAY FEBRUARY 04, 2018**  
**ST. ALBANS CITY HALL, 100 NO. MAIN STREET**  
**Meeting Minutes**

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

**Board Members Absent:** Rebecca Pfeiffer, Vice-Chair; Judith Leonard (alternate);

**Staff Members Present:** David Southwick, Planning & Permitting Administrator; Wendy Coy, Minute Taker

1. **Call to Order** – Meeting called to order at 6:35 pm
  - a. **Pledge of Allegiance**
  - b. **Consider any additions or deletions to the agenda** –
  - c. **Assign Alternates (as necessary)** – Denis LaPointe was assigned as the alternate.
  
2. **Development Review Segment– Public Hearings:**
  - a. **Case 2019-002 / Nicole Cunningham / 86 North Main Street / Parcel # 23063086 Request for Conditional Use Approval** - No Board member has any conflict with this case. Mr. Southwick reviewed the case including the staff comments and relevant previous approvals and Zoning changes. The case has been publicly warned with certified letters to the abutters. Ms. Cunningham was unable to attend. Member Manahan made a motion to move this to the end of the agenda as the applicant could not make it. Member Thayer seconded the motion. It passed unanimously. There are three different areas located in the building. Chair Manahan Bliss asked if all of them were located at 86 Main. Mr. Southwick wasn't sure but stated that he would check. **Danielle Tomblay 28 Nason Street**– She is one of the applicant's clients and came to support Ms. Cunningham's application.
  - b. **Case 2019-003 / Gladys Barnes / 86 North Main Street / Parcel# 23063086 Request for Conditional Use Approval – WITHDRAWN**
  - c. **Case 2019-004 / Todd Minor / 295 Lake Street / Parcel# 22049295 Request for Sketch Plan Review** – No Board member has any conflict with this case. Mr. Southwick reviewed the case including the staff comments and relevant previous approvals and Zoning changes. The case has been publicly warned with certified letters to the abutters. Dave McCallister with Ruggiano Engineering represented Mr. Todd Minor. Mr. McCallister stated that the back two thirds of the lot is vegetation. There is existing sewer and water lines with no easement on the current lot. The proposal is for the current lot to be divided into two lots. Lot 1 will access Lake Street by a 20-foot easement which will provide sewer and water lines for Lot 1. Off street parking will be provided for both lots. There will be no expansion of the impervious area.  
**Mr. Tayt Brooks** – The sketch plan indicates a sub-division and a two person duplex. He wasn't aware that the duplex was being converted to a single family home. He believes that, per the City's by-laws, this lot is already a non-conforming use. The plan looks like

it is altering a non-compliant use which isn't allowed. The subdivision is not addressing the current non-conformity. It doesn't meet the 20 foot back from the road and this lot is located in a Low Density Residential area. Mr. Brooks reviewed the City's definition of a Low Density Residential District. A single family home set behind a single family home does not seem to conform with the intent of the Low Density Residential Area.

- d. **Case 2019-005 / State of Vermont / 36 Lake Street / Parcel# 2604034 Request for Site Plan Approval** - No Board member has any conflict with this case. Mr. Southwick reviewed the case including the staff comments and relevant previous approvals and Zoning changes. The case has been publicly warned with certified letters to the abutters. Ms. Rebecca Arnold with Scangas and Arnold Architects and Brian Terhune with the State of Vermont were present to represent the State of Vermont. They want to redo the front of the courthouse for security issues. The security has to close the security station to let somebody in the handicap entrance. They would like all people entering the building to go through the security station. A new staircase would also eliminate the line of sight issues that they currently have on the front of the building. A snow melt will be installed in the stairs and in the handicap ramp. The handicap parking space is being relocated to be next to the new ramp. The front door is changing from steel to aluminum. On the side entrances, there are granite pavers that are pooling water. The pavers will be replaced with concrete. The handrails will be replaced with stainless steel railings. Chair Manahan Bliss asked if the 1989 site plan shows the current conditions. Ms. Arnold stated that the 1989 site plan does not show the current placement of the handicap parking spot. They will be removing both of the flagpoles and combining them into one. New lights will be placed at the top of the flagpole and the existing lights will be removed. Chair Manahan Bliss asked if any landscaping would change or signage added. Ms. Arnold stated that there would be one shrub that would be removed to make way for the new location for the bike rack.

### 3. Other Business -

- a. **Planning and Development Updates** – Mr. Southwick reviewed the changes to Article 5 General Regulations. Chair Manahan Bliss stated that the articles don't match. The discussion was tabled until the correct article could be presented to the Board. Mr. Southwick received Ms. DesLauriers resignation from the Board.
- b. **Enforcement Updates** – The office issued notices to 211 Lake Street and North Main Street for snow removal violation.
- c. **Approval of December 3, 2018 Meeting Minutes** – Member LaPointe made a motion to table the minutes until a quorum is present. Member Manahan seconded the motion. It passed unanimously.
- d. **Approval of January 7, 2019 Meeting Minutes** – Member LaPointe made a motion to approve the minutes. Member Manahan seconded the motion. It passed unanimously.
- e. Confirm next meeting date: **Monday March 4, 2019 6:30 p.m.**
- f. **Other - None**

### 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 7:25.

**March 4, 2019: Motion to approve Minutes with as amended by Member Manahan, seconded by Member LaPointe. Motion passed four (4) in favor, zero (0) against, one (1) abstain.**

APPROVED





