

MEETING OF THE ST. ALBANS CITY DEVELOPMENT REVIEW BOARD REGULAR MEETING
6:30 PM, MONDAY, FEBRUARY 5, 2018
ST. ALBANS CITY HALL, 100 NO. MAIN STREET ST. ALBANS, VT

MINUTES

Board Members present: Megan Manahan Bliss (Chair), Owen Manahan, Jackie DesLauriers, Dick Thayer, Judith Leonard (Alternate), Denis LaPointe (Alternate)

Board Members Absent: Rebecca Pfeiffer (Vice-Chair)

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

Public Present:

See Sign-in Sheet

- 1) **Call to Order** - Chair called meeting to order at 6:30
 - a) **Pledge of Allegiance**
 - b) **Consider any additions or deletions to agenda** - None
 - c) **Assign Alternates** – Judith Leonard was assigned as the alternate for Case #2018-003
 - d) **Review of Stream Corridor Regulations** – Chip Sawyer reviewed the changes to the Stream Corridor Regulations. There is a new section that defines a stream corridor area. You cannot add any impervious surfaces within the stream corridor. The DRB can also ask someone to remove an impervious area as long as there is another space that the impervious area can be moved to. The State would like the City to reestablish green spaces along the stream corridor. The Regulations also establishes a Riparian Buffer area. There are restrictions on moving trees and mowing of grass in that area. This is to re-foliate the areas around the stream corridor. Section 524 deals with Stream Alteration and Bank Maintenance. The applications that apply to this section will now come before the DRB. Chair Manahan Bliss asked how the City will define the middle of the stream as the stream can be larger during a flood and smaller during a draught. Mr. Sawyer said it would be determined at the time of the application. The center of the stream will not move no matter how much water is or isn't in the buffer area.

- 2) **2. Development Review Segment – Public Hearings:**
 - a) **Case #2018-003 / 3 Lemnah Drive / Parcel # 26093003 / 26093002** - Member Monahan stated that he works for a competitor of a tenant of this building. He does not believe that this presents a conflict. No other Board member has any conflict with this Case. D. Southwick reviewed the case including the staff comments and the relevant previous Zoning Actions. The Case has been publicly warned with certified letters to the abutters. Chair Manahan Bliss asked that a correction to the date of BLA Permit Application be made. The date should be January 17, 2018. David LaLanne was the applicant. Mr. Peter Garceau with Cross Consulting Engineers was here representing the applicant. He is not sure where things stand on Lot 3. He is here to get the plans up to date, ask for the slight boundary line adjustment and getting the gravel and storm water up to compliance. The stream corridor rules were given to him and he was unsure as to the applicability of the stream corridor rules. Chair Manahan Bliss stated that she was

unsure which lot this plan was for. Mr. Garceau stated that both 2 and 3 Lemnah Drive are being considered. The applicant would like the boundary line removed and 3 Lemnah Drive would be the remaining address. The Board and Mr. Sawyer discussed the applicability of the new Stream Corridor regulations as it pertains to these plans. The permitted building is in the stream corridor area and the stream development is in the riparian buffer area. Due to lack of information, the question of the stream corridor applicability will be reserved until answers about the date of applicability of the regulations can be determined. Member LaPointe asked where the parking would be. Mr. Cross responded that the parking is on the site plans submitted to the City. It is located between the buildings. Member Manahan stated that the parking lines would need to be considered and placed on the plans that they were reviewing as there were more than 18 spots. Mr. Garceau stated that they plan to develop a gravel wetland and that this site would be going through all of the States components and checklists. The new gravel site will be sized to handle the increase that is proposed. The gravel wetlands is 100 percent brand new. At the moment, water just sheet flows off into the brook. The gravel is sized as if they are one lot. Member Manahan asked what kind of foundation the current permitted building has. The permitted building probably has a stone or concrete foundation. Mr. Garceau stated that the State has new standards when there is any new construction. Their company has to pay attention to the soil that they remove. They cannot compact it too much so that when it is re-laid water can soak through it. All buildings that were constructed and permitted after 2002 have been considered when creating the gravel wetland. Anything before 2002 is grandfathered and is not a part of the plans.

3) Other Business

- a) **Planning & Development Updates** – Mr. Sawyer reviewed the proposed amendments to the Land Development Regulations for Administrative Lot Revisions. St. Albans City allows the Zoning Administrator to approve subdivisions without going before the DRB. The State statute does not enable the Zoning Administrator to approve subdivisions. The Regulations are being changed to state that all subdivision applications come before the DRB. This also makes sure that all subdivision will be warned and deliberated. There is a change about more than one building on the property. In residential districts, you can only have one principal building on the lot. In commercial divisions, you can have more than one. The City is removing the line that makes more than two buildings on a lot a subdivision. Another change is to remove the requirement that if a plat is approved, the zoning administrator does not need it to be signed by the Chair of the DRB. If any member of the Board has anything to contribute they can attend the Planning Commission meeting or send comments to Chip Sawyer. Mr. Southwick stated that his office has been very busy with the personal property tax forms. He also stated that last week the City finished interviewing for the assistant position. They will be making an offer in the next couple of days.
- b) **Enforcement Updates** – The City has gained some ground on parking. They have gotten people to agree not to park in the front green zone.
- c) **Approval of January 2, 2018 Meeting Minutes** – Member Manahan made a motion to approve the minutes as stated. Member Thayer seconded. It passed unanimously.
- d) **DRB Rules of Procedure** – This was talked about during orientation. The only change in the Rules of Procedures is to state that the determination of the alternate will be alphabetical by last name. The selection of the alternate can be before the meeting, at beginning of the

meeting or before the case. The Board discussed the ability of the un-appointed alternate to vote on the minutes of the meeting that they were not on the Board for.

- e) Confirm next meeting date and time **Monday March 5, 2018 6:30 p.m.**
- f) **Other** – None

4) **Public Comment** - None

5) **Enter Deliberative Session** – Member Manahan made a motion to enter deliberative session. Member Thayer seconded the motion. The motion passed unanimously.

MINUTES ACCEPTED ON A VOTE OF FIVE (5) FOR, ZERO (0) AGAINST AND ONE (1) ABSTAINED

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