

MEETING OF THE ST. ALBANS CITY DEVELOPMENT REVIEW BOARD REGULAR MEETING
6:30 PM, MONDAY, APRIL 2, 2018
ST. ALBANS CITY HALL, 100 NO. MAIN STREET ST. ALBANS, VT

MINUTES

Board Members present: Chair Megan Manahan Bliss, Vice-Chair Rebecca Pfeiffer, Owen Manahan, Dick Thayer, Denis LaPointe (Alternate), Judith Leonard (Alternate)

Board Members Absent: Jackie DesLauriers

Staff Members Present: Dave Southwick, Planning & Permitting Administrator; 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 (as necessary)** – Judith Leonard was assigned as the alternate.

- 2) **2. Development Review Segment – Public Hearings:**
 - a) **Case# 2018-005 / 253 Lake Street / Parcel #23049253 Request for a Major Site Plan Approval** - No 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 if Mr. Southwick got the information as to who is the owner of the LLC. Mr. Southwick stated that Mr. Stanislas was the sole owner. Tyler Stanislas, as the owner, and Justin Holmes with Pinnacle Engineering, as the developer, were there to present the case. They are proposing an eight-unit apartment building with parking on the lot. There will be a trash enclosure in the rear. It will be paved with a sidewalk for pedestrian access. They are proposing two flowering trees at the front of the building. There will be a small sign out front with some landscaping. Three proposed wall pack lights at 18 feet though one will be mounted on an arm to provide lighting for the parking area. The enclosure will have a six-foot vinyl fence on three sides for the dumpster with some recycling bins next to it. There will be two new catch basins and one additional manhole. There will be a small boundary line adjustment to provide a buffer. The boundary line adjustment is in process. There will be space on the back of the property for snow. There will be a six-foot vinyl fence on the west side of the property. They have already spoken to the owner of that property. Member Manahan asked if there wasn't enough space for the snow was there a backup plan. Mr. Stanislas stated that he owned the property that abuts the back of the property and he can continue to push the snow back there.
Kim Cullen – After reviewing the site plans, he has no questions.
Maureen Houston – She stated that the first meeting talked about a buffer zone with trees. She wanted to know if that was still in the plans. Mr. Holmes stated that the tree line she was asking

about was in the site plans for the property of 12 North Elm Street when project was proposed there.

3) Other Business

- a) **3 Lemnah Drive Site Plan Review** – Chair Manahan Bliss reviewed each of the conditions that needed to be added to the site plan for approval. Member Manahan made a motion to approve the amended site plan as proposed. Member Thayer seconded. The motion passed with Member Pfeiffer abstaining.
- b) **Planning & Development Updates** – All changes to the assessments had to be made prior to April 1st.
- c) **Enforcement Updates** – They started a policy of door hangers for trash in the green belt, cans that have not been put back the next day and cars parked in the greenbelt. Chair Manahan asked about the snow pile at the Beverage Mart. She asked that the City move that issue to legal. Mr. Southwick stated that they would. Chair Manahan Bliss asked if there were any plans for the TIFF matter. Mr. Southwick stated that no plans has been filed with his office.
- d) **Approval of February 5, 2018** – Member Manahan made a motion to approve the February 5, 2018 minutes. Member Leonard seconded the motion. The motion passed with Vice-Chair Pfeiffer abstaining.
- e) **Approval of March 5, 2018** – Vice-Chair Pfeiffer made a motion to approve the March 5, 2018 minutes. Member Thayer seconded. The motion passed with Members Manahan, Leonard and Thayer abstaining.
- f) **DRB Rules of Procedure** – Chair Manahan Bliss reviewed the changes to the rules of procedures. Member Manahan made a motion to accept the rules as amended. Vice-Chair Pfeiffer seconded the motion. The motion passed unanimously.
- g) Confirm next meeting date and time Monday **May 7th, 2018 6:30 p.m.**
- h) **Other** – Mr. Southwick stated that the Fire Chief asked to be notified if any plans came before the Board that would affect the fire department so the Board would see some different people cc'd on some of the Board material.

4) Public Comment - None

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

MINUTES APPROVED on a vote of six (6) in favor and zero (0) opposed.

