

**ST. ALBANS CITY DEVELOPMENT REVIEW BOARD
REGULAR MEETING
6:30 PM MONDAY JUNE 03, 2019
ST. ALBANS CITY HALL, 100 NO. MAIN STREET
MEETING MINUTES**

Approved July 1, 2019

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

Board Members Absent: Rebecca Pfeiffer, Vice-Chair

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

Public Present: See Sign-In Sheet

1. **Call to Order** – Meeting called to order at 6:00 pm
 - a. **Pledge of Allegiance**
 - b. **Consider any additions or deletions to the agenda** – None

Member LaPointe made a motion to reverse the order of the Development Review segment. Member Thayer seconded the motion. The motion passed unanimously.

2. **Development Review Segment– Public Hearings:**
 - a. **Case 2019-011 / Brant Newton / 181 North Main Street / Parcel # 11063180 Approval for Conditional Use for a mixed use of Personal and Dwelling** - 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. Owner Brant Newton presented his case. He would like to add a two bedroom apartment in the empty space in the front of the building. The building and lot are already equipped for an additional apartment. There would be no exterior alterations to the building and lot. There would be no change to signage at the present time. He would like to change the sign when the current tenant leaves. Hearing was closed.
 - b. **Case 2019-012 / AgeWell, Inc. / 228 North Main Street / Parcel # 22063228 Approval for Conditional Use for a mixed use of Office, Clerical, Research and Services** - 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. Jason Farrell the HR Director presented the case for AgeWell. AgeWell has been leasing space in St. Albans for over a decade. The company has put a contract to purchase this property. This parcel will be the first property that the company has purchased. The company would like to remove the residential use and have it zoned as just an office and community center. Community Center allows access to the property for training of volunteers, as well as care and service coordinators, on best practices. The building will be open from 8:30 – 4:30 Monday thru Friday. Information about the services that AgeWell provides

would be available to the public in the lobby. Chair Manahan Bliss asked if the training would be limited to volunteers. Mr. Farrell stated that it would. He stated that AgeWell expected people to be coming into the office seeking information. Chair Manahan Bliss asked what the traffic would be. Mr. Farrell stated that the office would be open from 8:30 to 4:30; Meals on Wheels would start at 10:00 am. There would be one drop off in the morning to the volunteers and they would return items after delivery. The staff would not be there all day. There are six staff members. Chair Manahan Bliss asked if there would be any programming. Mr. Farrell responded that they would like to be able to do some low key programming – maybe fifteen people involved. Chair Manahan Bliss asked if there was any parking change proposals. Mr. Farrell stated that there are fifteen parking spaces which would be plenty for their needs. Chair Manahan Bliss asked if there was any info on the dimensions of the parking area. Mr. Farrell stated that he didn't. Member Manahan asked if the driveway was paved. It is partially paved then goes to gravel. Member Manahan asked if the food delivery from Rutland would be an 18 wheeler. Mr. Farrell responded that it would be a van. Member Manahan asked if they would be doing any paving or striping. Mr. Farrell responded no.

Jan Appel – She stated that she would like to hear more about the community center. It would be the first building in the area that would not be residential and something else. She stated that the driveways on that side of north main street get icy in the winter. Mr. Farrell responded that the Community Center hours would be the same as the business hours. The volunteer director has been looking for a training facility. On a monthly basis, there might be 10 – 15 people for one or two hours. They envision providing opportunities for seniors to volunteer. They have already had conversations about the driveway. Chair Manahan Bliss asked if AgeWell was willing to accept the condition that community center would be limited the business hours of 8:30 – 4:30 Monday through Friday. Mr. Farrell stated that they would. Hearing was closed.

- c. **Case# 2019 – 013 / St. Albans Shopping Center / 133 North Main Street / Parcel# 11063139 Approval for Site 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. Due to an oversight by staff, this case was warned before it was presented the Design Advisory Board. Staff recommended that the case be recessed until the plans were presented to the Design Advisory Board. Chair Manahan Bliss asked Mr. Ploesser if he would like to recess the hearing until the DAB reviewed the plans. He stated that the wanted to present the plans to the Board and recess the hearing to be reopened after the plans were presented to the DAB. The case has been publicly warned with certified letters to the abutters. Steve Ploesser, Construction Manager with Pomerleau Real Estate presented the case. There was a tragic accident in the parking lot a couple of months ago. The owner wanted to improve the pedestrian movements. They would like more safety in the parking lot. Mr. Ploesser reviewed the changes that would make the lot more pedestrian friendly. There would still be bicycle access. Pedestrians can still make a complete pedestrian loop around the entire plaza. They would not be adding anymore parking stalls but would have more ADA access. Member Manahan asked why there were no abutters listed on the site plans. Mr. Ploesser stated that they would add them if they were needed but

he was using the first site plan that he had available. Chair Manahan Bliss asked if there was stormwater on-site. Mr. Ploesser stated that there was and that the proposed plan wouldn't effect it. There would be no excavating or digging just stripes and stop bars. Member LaPointe made a motion to recess the hearing until the Design Advisory Board finished their review of the plans. Member Thayer seconded the motion. It passed unanimously. Hearing was recessed.

- d. **Case# 2019 – 014 / Todd Minor / 295 Lake Street / Parcel# 22049295 Approval for Minor Sub-Division** 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 sketch plan that was previously approved by the DRB, Case# 2019-004, is pending appeal in environmental court and the staff recommended that the case be recessed until the appeal process is complete. Chair Manahan Bliss asked the applicants if they would like to go forward with the hearing. They stated that they would. The case has been publicly warned with certified letters to the abutters. Nathan Callas with Ruggiano Engineering presented the changes that have been made to the site plans. The lot lines have been updated based on the included survey. The location of the proposed utility locations has been changed. The easements on Lots One and Two have changed. There is now a right of way for potential future fence and maintenance.

Tayt Brooks – 291 Lake Street – He had several questions that pertained to the compliance to the stated in the City's regulations.

Mr. Callas stated that they would be changing the existing building from a duplex into a single family use so that the plans would comply. The gravel is within 10 feet of the edge of the lot but it is not part of the parking. Member Manahan clarified that would be continuous but not needed. Mr. Callas stated that the plan as proposed does conform to all the various regulations. Even if there are issues that are non-conforming, they are not effecting the non-conformance in every way. Hearing was closed.

3. Other Business –

a. Planning and Development Updates –

- i. Appeal on 295 Lake Street Sketch Plan Decision – No new information
- ii. 211 Lake Street Update – No new information
- iii. Mr. Sawyer stated that Mr. Southwick's office has been working on a set of checklists so that the applications would be more complete. They would like to have the applicants certify that they are aware of the application being incomplete.

- b. **Enforcement Updates** – waiting for evidence that the property owner had been served. Bank Street had started to install a second driveway but the project is on hold until sidewalk project comes through. The city is going to re-plan the upper curb cut so that there would only have one driveway again just in a different spot. A temporary motion might be needed depending on how long it will take until the curb cuts are done. Mr. Southwick will follow up.

- c. **Approval of April 1, 2019 Meeting Minutes** – Member LaPointe made a motion to table the minutes until next month. Member Manahan seconded the motion. It passed unanimously.

- d. **Approval of May 6, 2019 Meeting Minutes** – Member LaPointe made a motion to approve the minutes as presented. Member Thayer seconded the motion. It passed unanimously.
 - e. Confirm next meeting date: **Monday July 1, 2019 6:00 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 7:30.

St Albans Development Review Board - Regular Meeting
3-Jun-19

Thank you for attending. Please sign in

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