

**MEETING MINUTES**  
**ST. ALBANS CITY DEVELOPMENT REVIEW BOARD**  
**REGULAR MEETING**  
**ST. ALBANS CITY HALL, 100 NORTH MAIN STREET, ST. ALBANS, VT**  
**6:30 PM MONDAY, AUGUST 3, 2020**  
**Via REMOTE TELECONFERENCE**

***APPROVED***

**Board Members:** Denis LaPointe; Owen Manahan, Vice-Chair; Rebecca Pfeiffer, Chair; Dick Thayer, Tanner McCuin

**Staff Members Present:** David Southwick, Planning & Permitting Administrator, taking minutes

**Public Present:** Tanya Lovely

- A. OPEN MEETING R.Pfeiffer opened the meeting at 6:33 PM
1. Pledge of Allegiance – The Pledge was recited
  2. Consider any additions or deletions to agenda –
    - i. D.Southwick stated that the JLD Properties case was not prepared to be presented this evening and would be postponed until further notice.
    - ii. O.Manahan moved to automatically recess the meeting to September 8, 2020 at 6:30 pm if there are any technical difficulties or the meeting is interrupted. Second by D.LaPointe and approved with all in favor.

B. DEVELOPMENT REVIEW SEGMENT – PUBLIC HEARINGS

1. **Case #2020-010 / Tanya Lovely - Elite Gems Cheer / 1 Lemnah Drive / Parcel # 26093011** Applicant seeks approval for a Conditional Use - School, Commercial. This property is located in the Service - Industrial (S-Ind) Zoning District.

R.Pfeiffer invited the applicants to be recognized and swore in those wishing to submit testimony. Applicant present is Tanya Lovely.

D.Southwick introduced the application and submitted the staff report for the record

T.Lovely stated that she intends to open a cheer gym along with two other business owners. The staff has been coaching cheer and tumbling in the community for 15 years. They have used other spaces in the community but are now seeking their own space to allow them more space to offer more tumbling. She showed a sketch of the space. It is 3,500 sq. ft. with a main entrance accessed by a stone pathway. It will have one bathroom and two changing areas, cheer mats and eventually an inflatable tumbling mat. It also has individual cubby spaces.

R.Pfeiffer asked about hours of operation. T.Lovely replied that the center would be open from 4:00 pm to 8:30 pm Monday - Friday and from 8:00 am - 11:00 am on Saturdays.

R.Pfeiffer asked how many students per class. T.Lovely replied - a maximum of 10 students per class starting with COVID restrictions. Eventually they would move to no more than 20 per class.

R.Pfeiffer asked about drop off and pick up schedules, would they conflict with day care hours? T.Lovely replied that there would be one hour overlap on Mondays through Fridays.

O.Manahan asked if there was exterior lighting for evening hours. T.Lovely replied that yes there was exterior lighting for parking.

**With no further comments or questions, R.Pfeiffer recessed the case until September 8, 2020 at 6:30 to accommodate any late comers or technical difficulties.**

2. **Case #2020-011 / JDL Properties of St. Albans, LLC / 18-20 North Main Street / Parcel # 23063018** Applicant seeks approval for a Site Plan Review. This property is located in the Business 1 (b1) Zoning District.

D.Southwick stated that the applicant was not prepared to come before the board and that this case would be postponed until further notice.

#### C. OTHER BUSINESS

##### 1. Planning & Development update

- i. Matt Freedom is being brought forward as an alternate member of the board and if accepted he will begin at the September meeting.
- ii. Chip Sawyer and D.Southwick met with staff members from Channel 15 to look into having hybrid meetings. Northwest would film the hearings. The city plans testing and trial with City Council. Might involve having one more staff member to run the hearing. Disadvantage - continuation of meetings. Might consider changes in our procedures, i.e. 48 hours wait and then close. Might need to have a quorum to close out the meeting. While having hearings every two weeks seems to be too much.
- iii. For future hearings, we will confirm attendance for the initial hearing and a follow up hearing 48 hours later.
- iv. Meeting materials are now available to the public on the city website.
- v. Tammi DiFranco continues to work in the office Monday - Friday from 9:00 am to 1:00 pm to accommodate walk ins.
- vi. D.Southwick is applying for a grant for more scanning hours.

##### 2. Enforcement update

- i. Beverage Mart will be closely watched for the snow removal plan this winter. We are still seeking site plan revisions.

##### 3. Approval of July 6, 2020 minutes

**Motion by D.LaPointe to approve the minutes of July 6, 2020 as presented. Second by D.Thayer and approved with all in favor.**

##### 4. Approval of July 20, 2020 minutes

**Motion by D.Thayer to approve the minutes of July 20, 2020 as presented. Second by T.McCuin and approved with all in favor.**

##### 5. Next meeting date and time: **Tuesday, September 8, 2020 6:30 PM** confirmed.

##### 6. Other - none

D. PUBLIC COMMENT- None

E. ENTER DELIBERATIVE SESSION – D&V

**Motion by OM/DL to move into Deliberative Session. Second by D.LaPointe and approved with all in favor at 7:15 PM.**

**September 8, 2020 - Dick Thayer moved to accept the minutes with noted changes, Owen Manahan second. Minutes were approved on a vote of 5-0**

FINAL