

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

MEETING MINUTES

Board Members Present: Megan Manahan Bliss, Chair; Jackie DesLauriers; Dick Thayer; Owen Manahan; Judith Leonard (alternate); Denis LaPointe (alternate)

Board Members Absent: Rebecca Pfeiffer, Vice-Chair

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

1. **Call to Order** – Meeting called to order at 6:30 pm
 - a. **Pledge of Allegiance**
 - b. **Consider any additions or deletions to the agenda** – Case #2018-022 has been withdrawn.
 - c. **Assign Alternates (as necessary)** – Judith Leonard was assigned as the alternate.

2. **Development Review Segment– Public Hearings:**
 - a. **Case 2018-020 / City of St. Albans / Parcel # 26079150 – Requests approval for a Conditional Use for a Public Safety Facility.** No Board member has any conflict with this case. Mr. Southwick reviewed the case including the staff comments and relevant previous Zoning Actions. The case has been publicly warned with certified letters to the abutters. Mr. Chip Sawyer was present to represent the City. He stated that the Chief of Public Safety, Gary Taylor would have been present but he also had to present to the City Selectboard. The City wants to move Public Safety from Lower Welden Street to 150 So. Main Street. The building on Lower Newton is inadequate for the current public needs. 150 So. Main would be a more appropriate site for the public safety building. This is part of a larger plan that the City has to develop Downtown. Mr. Sawyer is presenting this to the DRB now without a clear timeline as to when this would happen as there isn't a set date that Community College of Vermont is moving. This site has plenty of parking and this district is a better match for public safety operations. It is on Main Street. This site will be better in terms of the response time of the public safety vehicles.
Carolyn Burke – She lives right there and she was wondering if the City was purchasing the lot. Mr. Sawyer responded that the City is planning on leasing the property. Ms. Burke asked if this would be paid for out of TIFF funds. Mr. Sawyer stated that they would have to go back and request that this project be included. Ms. Burke stated that she had a concern with increased traffic on Locke Terrace. Mr. Sawyer stated that the entrance on Main Street should be sufficient for the Public Safety Department to use. Ms. Burke's last concern was the state of the current building. She would like the City to maintain the quality of the lot. Mr. Sawyer stated that the City needs to use tax payer dollars to maintain the current building and the City didn't see the point of spending

that money on an inadequate facility that they are planning on moving out of. Ms. Burke stated that she is looking forward to the Public Safety department moving into this building.

- b. **Case 2018-021 / 79 Bank Street/ Parcel # 14005079 – Requests approval for a Variance and Conditional Use for a dwelling, Two Family.** No Board member has any conflict with this case. Mr. Southwick reviewed the case including the staff comments and relevant previous Zoning Actions. The case has been publicly warned with certified letters to the abutters. Mr. Elliot Rocheleau was present to represent the property owner Robert Makarewicz. There used to be five units on the lot and Mr. Makarewicz was asked to remove the units by the City. Mr. Makarewicz believed that he would be able to keep the lot with multiple units even though it was empty. He was unaware that the grandfather clause would expire. Mr. Rocheleau stated that the plan was to have it zoned as a multi-family lot and then sell the lot to a developer who would build on the lot then sell the units. Mr. Rocheleau understands the neighbor's concerns about having multiple family homes. This lot is right on the edge of the Low Density District. Mr. Makarewicz arrived late to discuss the application with the Board.
Chip Sawyer - Mr. Sawyer stated that the City is concerned with the character of the area. The current building at the front, has three units in it and if there was a multi-family home approved it would feel very crowded.
- c. **Case 2018-022/ 262 Lake Street / Parcel # 23049262– WITHDRAWN Requests approval for a Conditional Use for a Dwelling.**

3. Other Business –

- a. **Planning and Development Updates** – Mr. Southwick stated that they have been in tax mode for the last couple of months. They are finding better ways to be better stewards to the clients in the area. Now that the budget has been approved, they are moving forward on the purchasing of the Permitting software.
- b. **Enforcement Updates** – Mr. Southwick stated that on Federal Street, the tires have been removed and the lot is being improved. Mr. LaPointe asked that Mr. Southwick check into the excavating activity on High Street.
- c. **Approval of July 2, 2018 Meeting Minutes** – Member Manahan made a motion to approve as amended. Member DesLauries seconded it. It passed unanimously.
- d. Confirm next meeting date: **Tuesday September 4, 2018 6:30 p.m.** The Board discussed whether to move the next meeting date if there is something substantial and requested that the Board materials be sent to them earlier in the week. The Board decided to wait and see what is on the next meeting agenda before making a decision.
- e. **Other** – none

4. Public Comment – None

5. **Enter Executive Session Re: Litigation** – Member Manahan made a motion to enter executive session. Member DesLauriers seconded the motion. It passed unanimously at 7:15.
 - a. Consider a motion finding that premature disclosure of above matters could compromise the City.

- b. Consider a motion to enter Executive Session for purposes of discussing litigation and naming non-Board persons also entering the Session.

6. Enter Deliberative Session

