

ST. ALBANS CITY DEVELOPMENT REVIEW BOARD
REGULAR MEETING
6:30 PM MONDAY OCTOBER 15, 2018
ST. ALBANS CITY HALL, 100 NO. MAIN STREET

MEETING MINUTES

Board Members Present: Megan Manahan Bliss, Chair; Rebecca Pfeiffer, Vice-Chair; Owen Manahan; Judith Leonard (alternate); Denis LaPointe (alternate)

Board Members Absent: Jackie DesLauriers; Dick Thayer

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

1. **Call to Order** – Meeting called to order at 6:33 pm
 - a. **Pledge of Allegiance**
 - b. **Consider any additions or deletions to the agenda** – None
 - c. **Assign Alternates (as necessary)** – Denis LaPointe and Judith Leonard were assigned as the alternates.

2. **Development Review Segment– Public Hearings:**
 - a. **Case 2018-023 / 6-19 No. Main Street / Parcel # 23063006 Request for a Minor Site Plan Approval for Revised Parking Strips** - 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. Grant Butterfield was present to represent the applicant BNY, Inc. The entire building has been renovated and they just completed the paving. The parking area was not in great shape. There was a 24 foot easement at the back side of the property to turn trams. The original plans was to leave the parking as it was but his neighbor requested that BNY, Inc no longer have parking spaces on his property. He has had multiple meetings with the surrounding neighbors over the following eight or nine months. He had several plans that they talked about but they have not been able to come to an agreement. Due to the coming winter months, they need to move forward, put in a transformer and pave and stripe. Chair Manahan Bliss stated that the materials given to the Board did not include the originally approved site plan. Mr. Southwick could not provide an approved site plan. He suggested that we recess this case until November 4, 2018. Mr. Butterfield requested to withdraw his application. Chair Manahan Bliss approved his request.
 - b. **Case 2018-024 / 85 No. Main Street / Parcel # 14063085; 89 No. Main Street / Parcel# 14063089; 99 No. Main Street / Parcel# 11063099; 8 Congress Street / Parcel# 11022008; 8-10-12-14 Maiden Lane / Parcel# 14056008 Other Business** – 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. David White of White, Brooke Real Estate Investment Advisors represented the City. Grant Butterfield, Private

Development Partner and Bill Niquette, consultant for Mr. Butterfield were present as applicants. Pete Garceau, Cross Consulting Engineers and Miccal McMullen were also present. Mr. White stated that they were in front of the Board to get approval on the architectural designs, demolition of the current buildings and a minor site change. Mr. White started with the architectural designs of the residential buildings. He presented the original designs that were shown to the Board and compared them to the designs that were approved by the Design Advisory Board. Chair Manahan Bliss asked them to review the materials that had changed on the CHT building. Mr. Garceau showed the Board the aluminum metal panel, high quality cement board and the window casing materials. Member LaPointe asked if the red panel given to the Board was the materials approved by the Design Review Board. Mr. Garceau stated that it was. Chair Manahan Bliss asked what the durability of the metal was. Mr. Garceau stated that it was a product used in Europe and had been imported for the past ten years. It is a high quality metal that did not bend. It will not "oil can". Vice-Chair Pfeiffer asked if the horizontal lap siding whether it would be the same red. Mr. White stated that it would. Vice-Chair Pfeiffer asked if the side down Maiden Lane at street level would have large windows. Mr. White stated that they would. Mr. White reviewed the commercial part of the building. He showed the original plan that was presented to the Design Advisory Board (DAB). He stated that they had redesigned the building with the advice of DAB. He presented the new design that combined the modern ideas with the traditional ideas. The DAB recommended that the metal sheathing be replaced with a more traditional material. The new material would be a wood grain. He reviewed other changes that were made. Chair Manahan Bliss asked what the material would be used in the indentation that provided access to the upper floors. He stated that it would be the same wood grain material as the corner building just a different color. Chair Manahan Bliss asked what the material would be around the back of the building. Mr. Garceau stated that it would be the same cement board material as the residential building. Vice-Chair Pfeiffer asked if anybody had a preference between the original design and the one presented today. Mr. White stated that the team had varying opinions. Some preferred the original and some preferred the updated version. Mr. White stated that Mr. Cloud preferred the new design. Mr. White then reviewed the changes that were being requested on the site plans. He stated that the site plan changes were very minor. He reviewed the first floor entryway change, the change of building footprint to give more space to 12 Congress Street, the bike rack move, a parking shift, change of entries for utilities, five less parking spaces, the proposal to enlarge the bump out to enable a vehicle to pull forward and have the line of sight needed to enter Main Street and the striping on Congress Street. Vice-Chair Pfeiffer stated that the Board previously requested an updated lighting plan. Mr. White stated that they had not gotten that far in the design plan but that they will bring back an updated lighting plan to the Planning Administrator. Chair Manahan Bliss asked if all the original conditions that the Board had given them had been met. Mr. White reviewed each condition. They believed that conditions 1-3 had been met. Condition # 4 is pending and they will be planning the traffic monitoring with Mr. Southwick. Condition # 5 would be brought to the Board at a later date when they had the design more filled

out so they consider that condition met. He stated that they considered conditions 6 – 8 met. Condition # 9 is pending. Conditions # 10 and 11 have been met.

Mike Connor – He asked if there was still a plan to have a truck loading zone on Congress Street. He wondered if a truck would block the gate for the parking as it would cause tenants to park in the neighbors' spaces. Mr. White stated that the size truck that would block the gate was not anticipated to be used. They planned for that size truck as those truck enter the Ace Hardware lot across the street. Mr. Connor asked how the truck would exit the street. It was stated that the truck would need to go up Congress as Maiden Lane is one way in the opposite direction. He asked if the cross hatched part on Main Street would be landscaped. Mr. White stated that it would not. It would be paved. He asked about the other bump out landscaping on the South side. Mr. White stated that they were trying to match what City Hall had. Member Manahan stated that there is nothing on the site plan for landscaping on that bump out. It was removed from the original proposal at the request of the Board due to site line concerns. Mr. Conner asked if they were moving the curb on the north side of Congress Street. Mr. White stated that they weren't. He reviewed the details of the parking plan on Congress Street. Mr. Connor asked about the parking spaces on Maiden Lane and if the two residential buildings would touch. Mr. White stated that they would share a wall. He stated that there would be less parking on the street due the green spaces that had been added at the request of the DAB. Member Manahan asked if they would object to removing the trees so that there would be more parking. Mr. Butterfield stated that they would not be opposed to it. Chair Manahan Bliss asked if they had seen all of the materials that were being proposed. Mr. Garceau presented examples of the brick and stone that would be used. Vice-Chair Pfeiffer asked about the differences between the smooth and rough brick. Mr. Garceau stated that they had not designed the pattern of rough versus smooth yet but that there would be a combination used on the side of the building. The lintels above the window would be in the smooth stone. Chair Manahan Bliss asked about specific details of the materials on the Maiden Lane housing as well. Mr. Garceau reviewed the materials that they were proposing.

3. Other Business -

- a. **Planning and Development Updates** – Mr. Southwick stated that they had scanned in all of the blister cards and the software has been ordered. They were waiting for it to come and be installed.
- b. **Enforcement Updates** – None
- c. **Board Appointment Update** - Mr. Southwick stated that two member's terms were expiring and that they should have received an email from Mr. Sawyer stating that and encouraging them to reapply.
- d. **Approval of September 4, 2018 Meeting Minutes** – Member Manahan made a motion to approve as amended. Member Thayer seconded it. It passed unanimously.
- e. Confirm next meeting date: **Monday November 5, 2018 6:30 p.m.**
- f. **Other**

4. Public Comment – None

5. **Enter Deliberative Session** – Vice-Chair Pfeiffer made a motion to enter executive session. Member LaPointe seconded the motion. It passed unanimously at 7:53.

On January 7, 2019, a motion was made by Member LaPointe to approve the minutes of October 15, 2018 as amended. Member Manahan seconded the motion. The motion passed 3-0-1, with Member Thayer abstaining.

FINAL

