

**ST. ALBANS CITY DEVELOPMENT REVIEW BOARD  
REGULAR MEETING  
6:30 PM MONDAY NOVEMBER 5, 2018  
ST. ALBANS CITY HALL, 100 NO. MAIN STREET**

**MEETING MINUTES**

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

**Board Members Absent:** Rebecca Pfeiffer, Vice-Chair; Owen Manahan; Jackie DesLauriers

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

1. **Call to Order** – Meeting called to order at 6:34 pm
  - a. **Pledge of Allegiance**
  - b. **Consider any additions or deletions to the agenda**
    - i. Case 2018-023 / 6-16 North Main Street hearing has been postponed until the December meeting at the request of the applicant.
    - ii. Case 2018-025 / 42 Federal Street hearing was warned as a minor site plan revision will be removed and re-scheduled as a site plan approval.
    - iii. Member LaPointe made a motion to change the order of the agenda and to move to Public Comment. Member Thayer seconded the motion. It passed unanimously.
  - c. **Public Comment** – Mr. Keith Taruski stated that the site plan was simply made to show the minor change they are doing.
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 - POSTPONED UNTIL DECEMBER 3, 2018 at request of applicant.**
  - b. **Case 2018-025 / 42 Federal Street / Parcel # 11033042 – MOVED TO DECEMBER 3, 2018.**
3. **Other Business -**
  - a. **Planning and Development Updates** – Mr. Southwick stated that they are working on getting the new permitting software up and running.
  - b. **Enforcement Updates – None**
  - c. **Approval of October 15, 2018 Meeting Minutes** – Member LaPointe made a motion to postpone the approval of the meeting minutes until December 3, 2018. Member Thayer seconded it. It passed unanimously.
  - d. Confirm next meeting date: **Monday December 3, 2018 6:30 p.m.** To be confirmed by Mr. Southwick.
4. **Adjourn** – Member LaPointe made a motion to close the meeting. Member Thayer seconded the motion. It passed unanimously at 6:43.

The motion to approve the minutes was made by Member Thayer and seconded by Member LaPointe. It passed unanimously on December 3, 2019.

FINAL