

**Minutes of the St. Albans City Development Review Board**

**St. Albans City Hall**

**100 North Main St. St. Albans, Vt.**

**Meeting Date: June 6, 2016**

***DRAFT***

| <b>Board Members</b>                       | <b>Present</b> | <b>Absent</b> |
|--|----------------|---------------|
| Megan Manahan, Chair                       | x              |               |
| Rebecca Pfeiffer V. Chair                  |                | x             |
| Michael Walsh                              | x              |               |
| Owen Manahan                               | x              |               |
| Jacqueline Deslauriers-1 <sup>st</sup> Alt |                | x             |
| Judith Leonard-2 <sup>nd</sup> Alt         | x              |               |

**Staff Present:**

Curtis Comfort, Planning & Permitting Administrator

Chip Sawyer: Director of Planning & Development

Robin Morrill, Minute Taker

**Public Present:** Mark Ledoux

**A. OPEN MEETING - Meeting called to order at: 6:30 by Megan Manahan, Chair**

1. Pledge of Allegiance
2. Consider any additions or deletions to agenda – None

**B. DEVELOPMENT REVIEW SEGMENT**

1. **Case #2016-006 / 95 South Main Street / Stevens Brook LLC / Parcel 26079095** – Applicant requests approval to expand use of the 2<sup>nd</sup> floor of the subject parcel to create a third dwelling unit. Applicant has further delineated 14 parking spaces with proposed striping of an existing lot on the subject parcel, triggering a Minor Site Plan Review. *This property is located in the (B-2) Business 2 and (DR-3) Residential Districts.*

Megan Manahan, Chair, read the account into record and swore those giving testimony regarding the case, and asked if any board members have any conflicts of interest and or would like to recuse

themselves from the hearing. Judith Leonard disclosed that she had purchased her house from Mr. Ledoux yet did not feel she needed to recuse herself from the application hearing.

C. Comfort, Planning and Permitting Administrator presented the staff report.

Mark Ledoux, part owner of 95 South Main St. gave a history on his ownership of 95 South Main St. and reviewed the documents he provided for his presentation. Mr. Ledoux noted that he has been having difficulty renting office space on the second floor and would easily be able to rent an apartment therefore making this request for modifications to create another living space versus office space.

Board questions – M. Manahan asked if the current parking lot is paved and the applicant responded yes and there would be no change in the lot with the exception of delineating. M. Manahan questioned if the swales actually exist, the applicant responded yes. M. Manahan questioned the snow removal plan and the applicant stated that he plows straight in and has only hauled snow off the property once before but would certainly haul snow off again if it were necessary. J. Leonard questioned if there would be any lighting changes and the applicant responded no. M. Manahan asked if the entire second floor would be one unit and the applicant stated yes, with two one bedroom apartments currently on the 3<sup>rd</sup> floor.

Hearing was closed at 6:46 p.m.

#### C. OTHER BUSINESS

1. Planning & Development updates – C. Sawyer stated that all construction projects are either on schedule or ahead of schedule and that the Planning Commission is working on City Plan sections as well as amendments to regulations while fast tracking driveway changes to get vehicles off greenbelts.

C. Comfort gave an update on tree removals.

2. Enforcement updates. Enforcement updates were reviewed.

3. Approval of Meeting Minutes D&V.

**Motion by Owen Manahan, to approve the minutes of May 2, 2016, second by Mike Walsh, with all in favor.**

4. Other – No other business

D. Public Comment – No public comment

**Motion by Owen Manahan to enter deliberative session at 6:58 p.m., second by Mike Walsh, with all in favor.**

Respectfully submitted,

Robin Morrill

Minute Taker