

**MEETING MINUTES**  
**ST. ALBANS CITY DEVELOPMENT REVIEW BOARD**  
**RESCHEDULED REGULAR MEETING**  
**ST. ALBANS CITY HALL, 100 NORTH MAIN STREET, ST. ALBANS, VT**  
**6:30 PM MONDAY, FEBRUARY 6, 2017**

*Approved April 3, 2017*

**Board Members Present**

Megan Manahan, Chair  
Rebecca Pfeiffer, Vice Chair  
Judith Leonard, Alternate  
Peter Heil

**Board Members Absent**

Owen Manahan  
Jackie DesLauriers

**Staff Present:**

David Southwick, Planning & Permitting Administrator  
Chip Sawyer, Director of Planning & Permitting, Minute Taker

**Public Present:**

Peter Cross  
Chris West  
Rob Hirss

**A. OPEN MEETING – Meeting Opened at 6:30pm by M.Manahan**

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

**B. DEVELOPMENT REVIEW SEGMENT – PUBLIC HEARINGS**

- 1. Case #2017-003 / 138 Federal Street / Parcel # 22033142 / St. Albans Cooperative Creamery:** Applicant requests approval of a Minor Site Plan. This property is located in the (S-Ind) Service Industrial District.

**M.Manahan opened hearing at 6:32pm. Swore in those giving testimony, and asked applicant to present their application.**

P.Cross described the application.

D.Southwick entered his staff report into the record.

M.Manahan asked P.Cross to clarify the height of the proposed silo. He clarified that, with all equipment, the silo would be 45 feet high.

There were no further questions from staff, no further comments from the applicant, and no public comment.

**M.Manahan closed the hearing at 6:38 PM.**

2. **Case #2017-004 / 138 Federal Street / Parcel # 22033142 / St. Albans Cooperative Creamery:** Applicant requests approval of a Major Site Plan. This property is located in the (S-Ind) Service Industrial District.

**M.Manahan opened hearing at 6:39pm. Swore in those giving testimony, and asked D.Southwick to enter his staff report into the record.**

D.Southwick entered his report into the record.

P.Cross described the application on behalf of the applicant. He noted that the new silos would be made of stainless steel. He stated that parking is generally not an issue on the site, and there are areas where no one needs to park during the course of the day. He also stated that the run-off from the silo area goes into an existing catch basin on the site and would continue to do so under the proposed application.

R.Pfeiffer asked P.Cross to clarify how high the silo slab would. He answered roughly two feet.

R.Pfeiffer asked if the new access hallway would have access from the outside, and P.Cross answered in the affirmative.

R.Pfeiffer asked about noise, and P.Cross answered that the pumps would be located inside the building and should not be heard outside.

P.Heil asked if the catch basin on the site was for a separated or combined sewer system, and P.Cross answered that it was combined.

There were no further staff questions, applicant comments, or public comment.

**M.Manahan closed the hearing at 6:47 PM.**

3. **Case #2017-005 / 19 Catherine Street/ Parcel # 26018017 / Northwestern Medical Center:** Applicant requests approval of a Minor Site Plan. This property is located in the (B-1) Business 1 District. **WITHDRAWN**

**There was no hearing on this withdrawn application.**

C. OTHER BUSINESS

1. Planning & Development updates

D.Southwick said that there were a lot of certificate of compliance requests in the City lately. Also gave an update on the search for a digital permitting system.

M.Manahan introduced the rules of procedure and need for re-adoption. There was some discussion about how the rules enable the DRB to determine interested persons during a hearing, and yet the Board does not need to engage in that activity and rarely does so.

**P.Heil motion to re-adopt the Rules of Procedure as written. Second by R.Pfeiffer and approved with all in favor.**

2. Enforcement updates

D.Southwick updated the board on an unpermitted shed and boundary dispute at Lake and Huntington, which he was currently pursuing.

3. Approval of Meeting Minutes – D&V

**Motion by J.Leonard to approve the minutes of January 10, 2017, as presented. Seconded by P.Heil and approved by all, except R.Pfeiffer abstaining.**

4. Confirm next meeting date: 6:30 Monday, March 6, 2017. No comments on the date.

**D. PUBLIC COMMENT – NONE.**

**E. ENTER DELIBERATIVE SESSION**

**Motion by R.Pfeiffer to enter into deliberative session at 7:03 PM. Second by P.Heil with all in favor.**