

Minutes of the St. Albans City Development Review Board
St. Albans City Hall
100 North Main Street St. Albans, VT
Meeting Date: February 2, 2015

Approved March 2, 2015

Called To Order At: 6:33 p.m. by Megan Manahan, Chair

Members	Present	Absent
Megan Manahan, Chair	x	
Rebecca Pfeiffer V. Chair	x	
Michael Walsh	x	
Gerry Muehl	x	
Jacqueline Deslauriers-Alt		x
Owen Manahan - Alt		x
Open Seat		

Staff Present:

Chip Sawyer, Director of Planning & Development
 Curtis Comfort, Planning & Permitting Administrator
 Robin Morrill, Minute Taker

Public Present:

Peter Garceau, Cross Consulting Engineers

A. OPEN MEETING

1. Pledge of Allegiance
2. Consider any additions or deletions to agenda - D&V None

B. DEVELOPMENT REVIEW SECTION

1. **Case 2015-004. James Warner / 6 Lemnah Drive / Parcel 26093006** – Applicant requests approval of a minor site plan amendment. Applicant would like to construct 6 additional spaces in an existing parking lot. This property is located in the Service Industrial (S-I) District.

M. Manahan, Chair swore in all giving testimony on Case 2015-004. The Planning & Permitting Administrator read the account into record and referenced specific areas of regulations pertinent to the applicants minor site plan.

Cross Consulting Engineers representing the applicant gave information regarding drainage, green

space reduction, reasons for increase in spaces, described the parking spaces and their locations and provided plans for the Board to review.

Hearing closed at 6:42 pm

C. OTHER BUSINESS-

1. Consider staff memo re: decision conditions. C. Sawyer discussed Certificates of Occupancy and their purpose. City staff would like to make the following suggestions for the DRB to consider in future decisions. Suggestions are as follows:

a. Add language on project sequencing that is very specific on which (if not all) aspects of a site plan or proposed conditional use and any additional DRB-imposed conditions must be instituted before an applicant can use a new site/space or commence a new use. It should be as simple as, "All of these conditions must be met before....."

b. Be very specific about which aspect of a site plan or additional conditions require a financial guarantee/performance bond.

c. Reminder that the applicant is encouraged to consult onsite with the planning and permitting administrator before construction commences and before a use is commenced in order to verify that all conditions are being met.

2. Planning and Development update. In conjunction, The City and the Town have a Request for Proposal for Consulting Services to Draft Municipal Storm water Management Rules. Proposals are due March 2, 2015 and the Project Completion Date is April 28, 2016.

3. Enforcement Updates- 14 Stebbins St. , 10 & 12 Congress St. & 211 Lake St., were discussed briefly.

4. Approval of Meeting Minutes – D&V

Motion by Gerry Meuhl to accept the Minutes of January 5, 2015 second by Rebecca Pfeiffer with all in favor.

5. Other - Mike Walsh questioned the snow banks in the JC Penney parking lot and asked if it has been addressed. C. Comfort to address that 2-3-14.

6. Questions and clarification from Board members on issues presented. None

Motion to move into deliberative session at 7:15 pm by Rebecca Pfeiffer , second by Mike Walsh with all in favor.

Respectfully submitted,
Robin Morrill
Minute taker