

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

**St. Albans City Hall**

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

**Meeting Date: September 13, 2016, 6:30 pm**

***Approved October 3, 2016***

<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:**

David Southwick – Planning & Permitting Administrator

Chip Sawyer & Director of Planning & Development

Robin Morrill, Minute Taker

**Public Present:** See attached sign in sheet

**A. OPEN MEETING – Meeting called to order at 6:00 p.m. by Rebecca Pfeiffer V. Chair.**

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

**B. DEVELOPMENT REVIEW SEGMENT**

1. **Case #2016-009 / 44 Lower Newton Street / Parcel 22054044 – Gerald Belisle:** Applicant requests approval of a Major Site Plan to construct a retail addition and a Variance Request concerning parking requirements. This property is located in the (S-Ind) Service Industrial District.

Rebecca Pfeiffer, V. Chair, read the account into record, swore in those giving testimony regarding the case, and questioned board members regarding conflicts of interest and recusals. No conflicts of interest or recusals noted.

C. Sawyer, acting Planning and Permitting Administrator presented the staff report.

Applicant presentation: Pat Cross, Cross Consulting Engineers representing the applicant reviewed the proposed project which included the following documents: Site Plan (sheet C-1), Retail Addition Plans (sheet A-1), Retail Addition 3D View & Elevations (sheet A-2), Retail Addition Elevation & Sections (sheet A-3) and an undated document from Cross Consulting Engineers with responses to the 5 requirements needed in section 905.2 of the City of St. Albans, Land Development Regulations Article 9 (Administration & Enforcement - Appeals /Variances).

Board questions – C. Sawyer discussed the safety aspect of Crab Apple trees dropping fruit on the sidewalk and suggested that the applicant consider an alternative. P. Cross questioned if Curtis Comfort (Tree Warden) was available. C. Sawyer stated that he is available on an On Call basis and that a consultation could be arranged.

M. Walsh questioned if the proposed handicap entrance would affect the parking spaces, P. Cross responded “no”.

J. Leonard questioned whether business at the location would continue during construction and P. Cross responded that they anticipate business to continue as normal.

R. Pfeiffer questioned if an easement would be needed regarding an employee parking lot for the proposed project to be located at an adjacent parcel also belonging to the applicant. C. Sawyer discussed a section of the regulations regarding parking offsite and stated that an easement was a possibility.

O. Manahan questioned storm water runoff on the proposed project. P. Cross discussed the existing catch basin, stated that a second catch basin on neighboring property needed to be cleaned out and that they would not be adding additional run off solutions for the proposed project. Mr. Manahan also questioned the use of the new building and the applicant responded that it would be a kitchen & bath showroom area.

R. Pfeiffer discussed Stevens Brook being within 100’ of the parcel boundary and that it is not indicated on any of the documents provided. P. Cross stated that it would be added and indicated on the plans.

M. Walsh questioned if the first catch basin discussed was on the property of Franklin Grand Isle United Way and P. Cross confirmed that it was. M. Walsh asked if water from the United Way lot runs into that catch basin. P. Cross responded that the water from that lot runs to the North West and does not enter the catch basin. P. Cross added that he had to locate the catch basin, that it was covered with 6” of grass and topsoil and that the owners of the United Way parcel have no objections to cleaning it out.

Public Comment – William Root, adjacent property owner questioned where snow would be stored and requested that it not be pushed towards his property stating that it is wet enough there now, the applicant responded, stating the snow would be pushed to the back of the lot bordering the Co-op Creamery parcel. Gary Root discussed cleaning out a ditch that is known to flood and the applicant agreed giving reference to having an excavator do the work. Mr. Root also discussed delivery trucks idling while waiting to unload, sometimes overnight and the fact that the smoke drifts into their homes

even with the windows closed. The applicant discussed installing no idling and no overnight parking signs.

Hearing was closed at 6:55 p.m.

C. OTHER BUSINESS

1. Planning & Development updates – C. Sawyer announced that as of 9/12/16, Dave Southwick has been hired as the City’s Planning & Permitting Administrator

2. Enforcement updates. Enforcement updates reviewed by D. Southwick

3. Approval of Meeting Minutes D&V.

**Motion by Owen Manahan to approve the amended minutes of August 1, 2016, second by Mike Walsh, with all in favor.**

Amendments to the August, 2016 minutes consisted of the following: correct spelling (Ledoux) and to reduce language in case #2 regarding J. Leonard questioning if she should recuse herself.

4. Other – No other business

D. Public Comment – No public comment.

**Motion by Owen Manahan to enter deliberative session at 7:09 p.m., second by Mike Walsh, with all in favor.**

Respectfully submitted,

Robin Morrill

Minute Taker