

Minutes of the St. Albans City Development Review Board

St. Albans City Hall

100 North Main St. St. Albans, VT

Meeting Date: April 4, 2016

Approved May 2, 2016

Board Members	Present	Absent
Megan Manahan, Chair	x	
Rebecca Pfeiffer V. Chair	x	
Michael Walsh	x	
Gerry Muehl	x	
Owen Manahan	x	
Jacqueline Deslauriers-1 st Alt		x
Judith Leonard-2 nd Alt	x	

Staff Present:

Curtis Comfort, Planning & Permitting Administrator

Chip Sawyer, Director of Planning & Development

Robin Morrill, Minute Taker

Public Present: Jim Hungerford & Jay Cummings

Meeting called to order at: 6:30 by Megan Manahan, Chair

A. OPEN MEETING

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

B. DEVELOPMENT REVIEW SEGMENT

1. **Case #2016-004 / 88 Walnut Street / JC Image / Parcel 22088150** – Applicant requests a approval of a major site plan amendment. Applicant is proposing to construct a 30'X90' detached storage facility. This property is located in the (S1) Service Industrial District.

Megan Manahan, Chair read the account into record and swore those giving testimony regarding the case. C. Comfort , Planning and Permitting Administrator presented the staff report.

Jim Hungerford representing the applicant stated the following: There is ample space to expand parking per zoning requirements and there will be no water service on site.

Board questions – M. Manahan questioned the direction of points of access. Applicant's representative stated that points of access would be on the South, North & West sides of the proposed storage facility. O. Manahan asked if the lot surface is currently paved and also questioned if there would be exterior lighting, applicant's representative responded yes to both questions. The Board questioned hours of operation for the proposed storage facility, J. Cummings (owner of proposed facility) stated that the hours were to be determined and that they were also considering a key pad and a gated entrance to the facility. G. Muehl questioned where the additional parking spaces would be placed and J. Hungerford stated that they had not made a decision as to the additional spaced needed per zoning requirements but insured the board that there is plenty of area on site to accommodate the additional spaces required.

Hearing was closed at 6:44 PM

C. ORGANIZATIONAL MEETING

1. Nominations for and election of Board Chair. D&V

Motion by Rebecca Pfeiffer to nominate Megan Manahan as Board Chair, second by Owen Manahan with all in favor.

2. Nominations for and election of Board Vice Chair D&V.

Motion by Megan Manahan to nominate Rebecca Pfeiffer as Board Vice Chair, second by Owen Manahan with all in favor.

3. Nominations for and election of Board Clerk D&V.

Motion by Owen Manahan to strike the position of Board Clerk, second by Gerry Muehl, with all in favor.

D. OTHER BUSINESS

1. Updated 2016 DRB application and meeting schedule D&V

Motion by Rebecca Pfeiffer to approve the modifications of the DRB July and September schedule for 2016 as July 11th and September 12th, second by Mike Walsh with all in favor.

2. Consider re-adoption of DRB Rules of Procedure D&V

Motion by Owen Manahan to re-adopt the current Development Review Board Rules of Procedures with the exception of striking all references to Board Clerk, second by Gerry Muehl, with all in favor.

3. Planning & Development updates - Chip Sawyer reviewed the updates and offered the following: There will be extensive construction going on this year with some of the projects extending into 2017 and beyond. Fairfield St. Construction, City Hall renovation, Lake St. Hotel and route 7 sidewalks were all briefly discussed. Mr. Sawyer also stated that the Planning Commission is working on article 7 Design review re-write including a stronger greenbelt ordinance.

4. Enforcement updates - Enforcement updates were reviewed.

5. Approval of Meeting Minutes D&V.

Motion by Rebecca Pfeiffer to approve the minutes of February 1, 2016 as presented, second by Gerry Muehl, with all in favor.

6. Other – No other business

7. Public Comment – No public comment

8. Motion by Gerry Muehl to enter deliberative session at 7:09 p.m., second by Owen Manahan with all in favor.

Respectfully submitted

Robin Morrill

Minute Taker