

MINUTES OF DESIGN ADVISORY BOARD SPECIAL MEETING

St. Albans City Hall

100 No. Main St. St. Albans VT

Meeting Date: January 29, 2014

Approved on February 17, 2014

PC Members	Present	Absent	Recused	Observe
Chris Dermody Chair	X			
Jeff Bean	X			
David Barber		X		
Peter Ford	X			
Ryan Doyle	X			
Stacie Callan		X		
Tom Murphy	X			

Staff Present

Michelle Boudreau, Zoning Administrator

Chip Sawyer, Director of Planning & Development

Martin Manahan, Director of Economic Development

Public Present

Gordon Winters

Elizabeth Gamache

Meeting called to order by Chris Dermody, Chair at 6:30 P.M.

A. DESIGN ADVISORY SEGMENT

1. St. Albans Ace Hardware 109 No. Main St. / Parcel # 11,063,119 - Applicant is requesting a positive recommendation to the Development Review Board for changes to a major site plan. The applicant wishes to place a propane filling station on site. This property is located in the DRI - Traditional Downtown District.

To open the hearing, Chris Dermody apologized to Gordon Winters for recessing the original hearing and thanked him for his patience.

Gordon Winters presented drawings of the proposed propane filling station stating that it would be on a 8' x 25' cement slab and that it would be used to fill BBQ, camping and heating sized propane cylinders.

R. Doyle inquired as to whether it would be fenced off, applicant responded that it was not a state requirement but they would have three sides fenced off and that the back side would be bordering a retaining wall.

J. Bean proposed that screening be used so that a visual barrier would surround the large filling

tank. Discussion on screening regarding type of screening to be the used and vertical inserts were what the DAB suggested. Applicant responded positively and said that request would be reasonable and acceptable.

Motion to approve as presented by Jeff Bean, seconded by Ryan Doyle. Discussion began.

J. Bean inquired as to whether there would be bollards installed as in the drawings. Applicant responded yes. A definite answer was not given as to the number of bollards but applicant wants to insure that no one would back into or drive into the tank so adequate bollards would be installed to prevent such.

Previous motion amended to include a minimum of three bollards and vertical inserts in fencing around filling station. Motion by Ryan Doyle, seconded by Jeff Bean with all in favor, except for Peter Ford saying Nay.

C. OTHER BUSINESS

C. Dermody discussed January 20th, 2014 DAB/PC meeting and recessing item #1, errors in the procedure used while recessing the item, clarified that it was the process used and that there is no issue with any board member or combined members of any board and apologized for the error both to the board and the applicant.

P. Ford voiced that the process of planning breaks down when one board is fully transparent and one is not. Example: DAB gives recommendations to the DRB, and in the end have no idea what if any of these recommendations were taken into consideration for final decisions.

J. Bean is under the impression that the DAB's purpose is to advise the DRB and he feels that the DAB has the most input, questions and recommendations to the applicants regarding any project yet the DAB, and the DRB lacks dialogue regarding applications presented.

Heavy discussion on information received by applicants being extensive and that review time is needed before making decisions.

J. Bean commented that many times he is home after a meeting and thinks of other things that should have been brought up that were not touched upon at meetings.

C. Dermody discussed that with the Co-op there was a preliminary meeting and suggested that maybe that was the key to DAB meetings being more productive.

T. Murphy stated that he does not want any applicant to be stressed out when meeting with the DAB/PC and that it could possibly benefit both the applicants and the board to have a less formal setting.

Discussion by entire board as to whether or not the DAB & PC should split into two separate boards, followed by discussion on difficulty in getting board members for the boards that are in place now. Topic to be discussed at future DAB/PC meeting.

D. PUBLIC COMMENT

Gordon Winters voiced that sometimes there is a tremendous amount of information to take in at DAB/PC meeting, yet he had taken suggestions and incorporated 90% them into his plans and that these suggestions had actually improved what he had originally submitted. Suggested second meetings to get everything that was recommended finalized to present to the DRB. (this could possibly be a 6 week time lapse)

Elizabeth Gamache: Expressed that we are fortunate to have volunteers that dedicate their time to the boards, that we are all human and occasionally make errors. She also clarified that Staff works with the boards and **for** the Community. She questioned as to whether there should be one board handling both functions ie: design & advisory. St. Albans is unique in that we have one body doing both functions. Could we do a better job having a design board and an advisory board?

E. Gamache: Clarified DRB is receiving information from the DAB for decision making. She also voiced that processes can be reflected and improved upon and is available to all chairpersons for meetings. Suggests meeting with Chairs of both DAB & DRB.

Marty Manahan: disappointed that the Messenger was not here tonight to clarify what appeared in the paper recently regarding the DAB/PC meeting of 1-20-13. Also discussed that the boards must respect the applicants and that their time is valuable.

A motion to adjourn the meeting at 7:40 pm was made by Peter Ford, seconded by Jeff Bean with all in favor.

Respectfully submitted.

**Robin Morrill
Minute Taker**