

**Town of St. Albans  
Development Review Board Meeting Minutes  
Thursday, June 8<sup>th</sup>, 2017  
6:30 p.m.**

On Thursday, June 8<sup>th</sup>, 2017 at 6:30 p.m., the Town of St. Albans Development Review Board met at Town Hall for hearings.

**Present:** Chair, B. Brigham, Vice Chair, Arthur Omartian, Mike McKennerney, Christina Boissoneault and Zoning Administrator, Becky Perron

**Absent:** Clerk, B. Thompson, Jeff Jewett and Tom Stanhope

Vice Chair, A. Omartian called the Development Review Board hearing to order at 6:35 p.m. B. Brigham arrived and took over as chair at 6:38 p.m.

**New Business:**

**Application of Northwest Counseling & Support Services and Northwestern Medical Center requesting site plan amendment in accordance with Sections 404, 803 and 804 of the St. Albans Town Unified Development Bylaws. The property is located at 107 Fisher Pond Road in the Mixed Residential/Commercial District within a Designated Growth Center and owned by the Applicants.**

The application was represented by Peter Garceau of Cross Consulting Engineering. The applicant was sworn in by Vice Chair, A. Omartian.

P. Garceau explained an open parking area behind the Northwest Counseling & Support Services (NCSS) building looks like it is shared parking spaces for NCSS and NMC but in reality is NCSS parking. NCSS has been trying to distinguish the property line to delineate NMC's parking and NCSS parking. There is a concern that the current thru traffic is a safety issue for employees and visitors. A more substantial delineation is being proposed by adding two grassed curbed islands with do not enter signs from the Northwestern Medical Center portion of the property while maintaining access to the campus. Two parking spaces will be eliminated to provide room for the grassed curbs. The curbed islands will still provide enough room for emergency vehicles to get through if necessary.

M. McKennerney wondered if the "do not enter" signage would encourage people to do a K-turn and become another safety issue. P. Garceau agreed there would be a learning curve for the people who are used to cutting through the parking area.

B. Brigham asked if anything would physically prevent cars from driving through. P. Garceau stated the signs would be up and nothing but honesty would prevent people from driving through. B. Brigham wondered why Fire Chief, B. Cross, would not allow a gate with a Knox box. P. Garceau stated B. Cross was adamant the road remain free of obstructions.

B. Perron inquired if the grassed islands would include landscaping. P. Garceau stated there would be no landscaping. B. Perron asked if there would be any additional lighting. P. Garceau stated there would be no additional lighting.

A. Omartian questioned if there would be double-sided signage, so traffic on both sides of the island could see it. P. Garceau was unsure but agreed that would be the logical way to do it. B. Perron advised the signs would be directional and therefore would not require a signage permit.

B. Brigham wondered if the parking lot was wide open. P. Garceau stated the lot was continuous and the applicant had tried to use cones, temporary signage and stakes to differentiate the two sides.

A. Omartian asked for confirmation the parking lot has adequate parking, as per the Unified Development Bylaws, even with removing the two spaces. P. Garceau confirmed.

A. Omartian inquired if the hospital was ok with the application. B. Perron stated the hospital had signed off on the application as the land owner.

The DRB had a brief discussion regarding a joint meeting with the Planning Commission to discuss the Sidewalk Master Plan Policy. A date has not yet been determined.

**Deliberative Session**

**MOTION: A. Omartian made a motion to enter deliberative session at 6:45 p.m. C. Boissoneault seconded. All in favor, none opposed, motion carried.**

**MOTION: C. Boissoneault made a motion to come out of deliberative session at 6:50 p.m. seconded. All in favor, none opposed, motion carried.**

**Application of Northwest Counseling & Support Services and Northwestern Medical Center requesting site plan amendment**

**MOTION: B. Brigham made a motion to approve the Application of Northwest Counseling & Support Services and Northwestern Medical Center requesting site plan amendment in accordance with Sections 404, 803 and 804 of the St. Albans Town Unified Development Bylaws. The property is located at 107 Fisher Pond Road in the Mixed Residential/Commercial District within a Designated Growth Center and owned by the Applicants with the following conditions: 1) All existing conditions of approval are still in effect unless otherwise amended by this decision 2) upon completion the project will be certified by a registered engineer and, 3) to accept the amended findings of fact and conclusions of law listed in the Zoning Administrator's amended staff report dated June 1<sup>st</sup>, 2017. A. Omartian seconded the motion. All in favor, none opposed, motion carried.**

**Minutes**

**MOTION: C. Boissoneault made a motion to accept the minutes from the DRB meeting dated April 27<sup>th</sup>, 2017. M. McKennerney seconded. All in favor, none opposed, motion carried.**

**Adjournment**

**MOTION: A. Omartian made a motion to come out of deliberative session and adjourn the DRB meeting at 7:05 p.m. C. Boissoneault seconded. All in favor, none opposed, motion carried.**

**Respectfully Submitted,**

**AJ Johnson, Administrative Assistant**

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Brent Brigham, Chair

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Arthur Omartian, Vice Chair

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Mike McKennerney

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Christina Boissoneault