

MINUTES
ST. ALBANS CITY DEVELOPMENT REVIEW BOARD
REGULAR MEETING
ST. ALBANS CITY HALL, 100 NO. MAIN ST.
6:30 PM MONDAY, FEBRUARY 7, 2022

Approved April 2, 2022

Board Members Present: Rebecca Pfeiffer, Chair (via Zoom); Dick Thayer; Emily Biron (via Zoom).

Board Members Absent: Tanner McCuin; Becky Manahan; Matt Preedom; Denis LaPointe, Alternate.

City Staff Present: Chip Sawyer, Director of Planning and Development; Sara Gabaree, Property Services Manager; Angela Bernard, Minute Taker.

Members of the Public Present: None

A. OPEN MEETING - R. Pfeiffer called the meeting to order at 6:31 PM

1. Pledge of Allegiance - pledge was recited
2. Assignment of Alternate(s) - if necessary - None
3. Consider any additions or deletions to agenda - None

B. ORGANIZATIONAL MEETING -

1. Election of Chair and Vice Chair

R. Pfeiffer requested to table the discussion on electing a chair and vice chair until more board members are present.

D. Thayer made a motion to table the election of chair and vice chair until a later meeting. Second by E. Biron. Motion passed; discussion tabled at 6:33 PM.

2. Adoption of Rules & Procedures - **E. Biron made a motion to adopt rules and regulations. Second by D. Thayer. Motion passed at 6:35 PM.**

C. OTHER BUSINESS

1. Planning & Development update -

i. Proposed amendments to PUD rule -

C. Sawyer introduced the amended Planned Unit Development (PUD) that's going before City Council at their February 2022 meeting. An amendment to the current PUD was approved by the Planning Commission and will be going before City Council for final approval. C. Sawyer explained the background and need for the PUD to the board and

explained how the update to the City's existing PUD will affect the Development Review Board if passed.

C. Sawyer explained that the DRB will use the amended PUD for approving development in the city based on certain criteria (properties that border different districts, development of historic structures, etc.). C. Sawyer went through the new PUD and highlighted points within it where it has been changed and how those changes and updates would apply to the DRB and the types of requests they might get.

C. Sawyer explained that the biggest change is that the DRB can approve structures to be turned into more than just a duplex, allowing for more multiunit structures. R. Pfeiffer asked about the eligibility rule in the PUD that requires only buildings that were constructed prior to 1968 to be considered. She asked why the date was chosen. C. Sawyer said that date is prior to zoning rules. R. Pfeiffer asked if there was a way to include language regarding whether the buildings in question are special or had a special use or are unique in character, rather than just the 1968 date. She requested a few guiding words. C. Sawyer said the way it's written is meant to be less strict and looser but that, in the end, any building coming up before the DRB on this rule is more likely to be special or unique.

R. Pfeiffer asked about the rule the way it was written before. C. Sawyer pulled the existing PUD up on the screen for everyone to review. C. Sawyer explained that the new rule is more reflective of the city's urban setting.

R. Pfeiffer asked about the previous rule regarding green space. C. Sawyer said it's not a useful part of the rule for the city's purposes and so it was removed. R. Pfeiffer asked if there should be a requirement to have some kind of green space rule rather than allowing property to be completely paved over. C. Sawyer said the DRB could take a look at that on a case-by-case basis and look at the character of the neighborhood and the property's surrounding structures. He said there would still be a setback rule that is applicable.

R. Pfeiffer said if it is approved by city council, then they may want to bring it back before the DRB when more members are present so they can all review it.

2. Enforcement update - None
3. Approval of Meeting Minutes - **E. Biron made a motion to postpone approval for the minutes for December 2021 and January 2022 until a later meeting when more board members are present. Second by D. Thayer. Motion passed. Discussion of approval of the minutes tabled at 7:05 PM.**
4. Confirm next meeting date and time. Next meeting March 7, 2022, at 6:30 PM.

3. Other - None

D. PUBLIC COMMENT
None.

E. ADJOURN

E. Biron made a motion to adjourn. Second by D. Thayer. Meeting adjourned at 7:07 PM.