

MINUTES
ST. ALBANS CITY DEVELOPMENT REVIEW BOARD
REGULAR MEETING
ST. ALBANS CITY HALL, 100 NORTH MAIN STREET
6:30 PM, MONDAY, AUGUST 5, 2024

APPROVED 09.04.2024

Members of the Board Present: IN PERSON: Rebecca Pfeiffer, Chair; Dick Thayer; Rick Coon VIA ZOOM: Jan Appel, Alternate

Members of the Board Absent: Emily Biron; Tanner McCuin, Vice-Chair; Becky Manahan, Alternate

Members of City Staff Present: Sara Bennett, Property Services Manager; Katie Haseltine, Minute Taker

Members of the Public Present: IN PERSON: Elaine Robtoy; Colby Wood; Kevin Rocheleau; Cynthia Rocheleau; Keith Taruski

A. **BEGIN RECORDING AND OPEN MEETING** - R. Pfeiffer called the meeting to order at 6:33 PM.

1. Pledge of Allegiance - R. Pfeiffer led the pledge of allegiance.
2. Assign Alternates (as necessary)
 1. R. Pfeiffer assigns J. Appel as an alternate for tonight.
3. Consider any additions or deletions to agenda. - None.
 1. S. Bennett does not have any, but the applicant for Case 2024-021 is currently absent.

B. **DEVELOPMENT REVIEW SEGMENT - PUBLIC HEARINGS**

1. **Case 2024-020 for Sketch Plan-Subdivision / Keith Taruski / 88 Walnut Street / Parcel 22088150.**

Request for Sketch Plan Review for subdivision of 1 lot into 4. This property is located in the S-Industrial Service Industrial Zoning District.

1. R. Pfeiffer opens the case and asks if any board members have any ex parte communication or conflict of interest, no one does. S. Bennett and K. Taruski take their oath.
2. S. Bennett summarizes her staff report. R. Pfeiffer asks for confirmation on any waiver requests. S. Bennett confirms there are none.
3. K. Taruski (Americanad LLC) explains that when he purchased the property, he had seen previous plans for subdivision and explains that breaking out the lot would be more advantageous and marketable to buyers over a single 5 acre lot.
4. R. Pfeiffer explains that waivers can be requested for aspects like wastewater, elevation, etc. should the applicant want that. K. Taruski does not need to request waivers at this time.
5. E. Robtoy is curious how many people were notified about the meeting. R. Pfeiffer shares that a public warning was sent along with a certified mailing to all abutters of the parcel. E. Robtoy is worried about the traffic, with a lot of trucks already coming in and out to the businesses there already. R. Pfeiffer explains that traffic considerations will not be had at this hearing since no building is being proposed at this time. There is no requirement to consider traffic impacts until new buildings and development are proposed. E. Robtoy is concerned that buyers won't be afforded the information around the current traffic situation prior to purchasing and that buyers could find difficulty establishing themselves because of that.
6. C. Rocheleau references that the previous owner mentioned this lot was contaminated from the railroad. R. Pfeiffer notes that potential buyers should and would likely do their own due diligence on the property they are seeking to purchase to determine any contamination.
7. C. Rocheleau inquires about the sketch plan and notes that she believes her and her husband own the land up to Walnut Street. R. Pfeiffer explains that any lot line dispute is typically handled between the landowner and suggests that C. Rocheleau discuss the lot lines with K. Taruski. C. Rocheleau plans to locate the court order verifying the lot lines.

8. E. Robtoy asks what happens next. R. Pfeiffer explains that the board has 30 days to issue a finding on whether or not the subdivision is a Major or Minor Subdivision. A second hearing will be had for the actual subdivision hearing and decision by the board to follow. All of this information will be communicated to those in attendance tonight.

2. Case 2024-021 for Conditional Use Review / Richard Than / 257 Lake Street / Parcel 23049257.

Request for converting 1st floor retail into residential. This property is located in the B1 - Central Business District.

1. R. Pfeiffer skips over this case as the applicant is not currently present.
2. R. Pfeiffer returns to this case after reviewing Case 2024-022 and explains that the board can hear the staff report and ask any questions. R. Pfeiffer asks if any board members have any ex parte communications or conflict of interest, no one does. S. Bennett takes her oath.
3. S. Bennett summarizes the staff report. R. Pfeiffer asks if this is in the historical district. S. Bennett confirms it is not. S. Bennett adds that this is the last property on Lake Street that is in the B1 District. S. Bennett also shows the google map imagery.
4. R. Coon notes that there is no parking requirement for this property since it is in the Business District. R. Pfeiffer confirms.
5. R. Pfeiffer makes note that the board may require the applicant to provide a construction timeline as noted in the staff report. S. Bennett adds that if the board does not require that, it will default to 2 years.
6. D. Thayer motions to close the hearing. J. Appel seconds. Motion passes with all in favor. R. Pfeiffer closes case 2024-021.

3. Case 2024-022 for Conditional Use Review / Colby Wood / 295 Lake Street / Parcel 22049295.

Request for changing to a duplex status. This property is located in the R95 - Residential 9500 District.

1. R. Pfeiffer opens the case and asks if any board members have any ex parte communication or conflict of interest, no one does. S. Bennett and C. Wood take their oath.
2. S. Bennett summarizes her staff report. R. Pfeiffer asks if anything is shown on the site plan, S. Bennett confirms that there is not, but explains that is why she noted it in her staff report in case the board may wish to ask the applicant about that.
3. C. Wood introduces himself and explains that he purchased this single family home, but the interior is actually set-up as a duplex. His wish is to convert this to a duplex on paper so that he is no longer required to reside on site and can rent out both apartments. C. Wood notes that this would increase value to buyers if he were to sell as well.
4. R. Pfeiffer asks C. Wood about the parking. C. Wood confirms that the space behind the house and before the property line by the Minor property provides enough room for about six spaces. S. Bennett pulls the google map imagery for reference.
5. R. Pfeiffer closes the hearing for Case 2024-022 and explains that the applicant should receive communication about a decision within 45 days.
6. J. Appel asks about the ADU and where that is. S. Bennett explains that it is in the home.

C. OTHER BUSINESS

1. Planning & Development update.
 1. S. Bennett has none. C. Sawyer was not able to make tonight's meeting and will likely come to the next meeting for an update.
2. Enforcement update.
 1. S. Bennett notes that a couple cases have been dragging on, noting the property on 10 Savage Street has not yet moved their gazebo and is in the process of going to court.
3. Approval of Meeting Minutes.
 1. 7/1/2024 Minutes
 1. D. Thayer notes a few edits needed to the minutes. S. Bennett notices that these minutes are not the most updated draft and will bring the right one to the next meeting.

4. Confirm next meeting date and time. - Monday, September 4th, 2024.

1. R. Pfeiffer notes that Monday is a holiday. S. Bennett notes that she had a spelling error and that September 4th is a Wednesday. After that clarification, R. Pfeiffer confirms next meeting.

5. Other.

D. PUBLIC COMMENT - None

E. ENTER DELIBERATIVE SESSION

- A. R. Coon motions to enter deliberative session. D. Thayer seconds. Motion passes with all in favor.
- B. R. Pfeiffer adjourns the meeting at 7:36 PM and enters deliberative session.

APPROVED