

MINUTES
ST. ALBANS CITY DEVELOPMENT REVIEW BOARD
REGULAR MEETING
ST. ALBANS CITY HALL, 100 NORTH MAIN STREET
6:30 PM, MONDAY, JANUARY 5, 2026

DRAFT

Members of the Board Present: IN PERSON: Rebecca Pfeiffer, Chair; Becky Manahan, Alternate;

Members of the Board Absent: Dick Thayer; Rick Coon; Emily Biron; Jan Appel, Alternate

Members of City Staff Present: IN PERSON: Sara Bennett, Property Services Manager; Chip Sawyer, Director of Planning and Development; Katie Haseltine, Minute Taker

Members of the Public Present: IN PERSON: Mac Broich

A. **BEGIN RECORDING AND OPEN MEETING** - R. Pfeiffer called the meeting to order at 6:30 PM.

1. Pledge of Allegiance - R. Pfeiffer led the pledge of allegiance.
2. Assign Alternates (as necessary) - R. Pfeiffer does not assign any alternates for the night.
3. Consider any additions or deletions to agenda. - None.
 1. S. Bennett notes the request to recess for Case 2025-014.

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

C. **Continuation: Case 2025-014 Conditional Use Review & Case 2025-015 Site Plan Review / Amber & Shaun Sullivan / 20 Locke Terrace / Parcel 26053020.** Conditional Use Review & Site Plan Review for a new storage building. This property is located in the S-IND Service-Industrial Zoning District.

1. R. Pfeiffer opens case 2025-014 and Case 2025-015. S. Bennett shares the applicant has requested to recess until the February meeting. ***Motion by B. Manahan to recess until February 2, 2026. Seconded by D. Thayer. Motion passed with all in favor.***

D. **Case 2026-001 Combined Review / Mac Broich / 37 Bank St. / Parce 14005039.** Request to convert a preexisting barn into a dwelling unit, requiring a Variance for setbacks, Conditional Use Review per Transitional Lot Development, and Site Plan Approval. Property is located in Residential 7500 and the DR-1 Transitional Downtown Design Review District.

1. R. Pfeiffer opens case 2026-001. S. Bennett and M. Broich take their oath. R. Pfeiffer asks if any board members have any ex parte communication or conflict of interest. No one does.
2. S. Bennett summarizes the staff report drawing attention to the highlighted items.
3. D. Thayer asks if part of the barn will remain a barn use. S. Bennet confirms that she understands the housing unit will be on the second floor and the first floor will remain a workshop/barn area.
4. M. Broich introduces himself and thanks S. Bennett for her help in navigating the application process and city regulations. He explains that his plan is to move into this apartment with his wife.
5. M. Broich confirms details on items mentioned in the staff report, explaining that the dumpster will be near the stairs/retaining wall, the primary entrance for the barn apartment will be on the west side of the existing pad, the height of the barn is 32' on the east, and up to 38' feet on the west, and there is roughly 12 parking spots are available without doing any other work. He adds that the project did not include any plans for redirecting stormwater.
6. R. Pfeiffer asks about electricity and gas to the barn. M. Brioch explains that there is a conduit from the pole on the street to the barn, so there is electricity, but there is no heat/gas source right now. M. Brioch explains that a gas line was supposed to be dug this month, but they have to dig up part of the City road and that part of the job is on hold until they get proper approval. He hopes it will happen sometime this spring.

7. R. Pfeiffer reiterates the phases of approval this application needs to go through and first is the variance request for the allowance to convert the garage/barn to a 1-unit dwelling, noting that a 10-foot minimum side setback is required and the Davidson Barn would need to be brought into compliance with that as one of the five criteria for granting a variance. M. Broich shares that in order to do that, it would be a substantial financial hardship versus requesting to purchase part of H. Glazer's property to get into compliance with the 10 foot side setback.
8. M. Broich and the board continue to discuss possible options to meet city regulations such as separating the garage from the barn so the garage could be considered an accessory structure and the barn the additional primary structure. Another thought was if part of the building could be shortened to bring the footprint of the barn within the setback requirements.
9. S. Bennett explains to M. Broich that he always has the option to request a recess so he can do some research in response to the concerns brought forward in the staff report.
10. M. Broich requests to recess this hearing.

11. Motion by D. Thayer to recess and continue this hearing on March 2nd. Seconded by R. Coon. Motion passes with all in favor.

12. For the record, S. Bennett does remind the board that there were public comments submitted and will be included on the minutes. R. Pfeiffer asks that S. Bennett notifies those who made public comment that the hearing has been recessed to March. S. Bennett will make sure to do that.

E. OTHER BUSINESS

1. Annual Election of Officers
 1. S. Bennett reminds that board members can think about the open positions and if anyone has interest in those, noting the open Vice Chair seat from Tanner McCuin vacating.
 2. R. Pfeiffer re-affirms the board procedure and reminds about conflict of interest. They will continue this conversation next month.
2. Planning & Development update
 1. S. Bennett shares a follow up from the board's decision on the DFA/Creamery case, sharing that the DFA has appealed the board's decision. Right now it is in a holding zone, as the appeal is acting as a placeholder while they continue to work with the city. They have approximately 30 more days of that with the city and then if a solution isn't found, it will be heard as a case with the Environmental Court.
3. Enforcement update - None.
4. Approval of Meeting Minutes - 12/1/25
 1. **Motion by R. Coon to approve the minutes as presented. Seconded by D. Thayer. Motion passes with all in favor.**
5. Confirm next meeting date and time. - Monday, February 2nd, 2026.
 1. R. Pfeiffer confirms next meeting.
6. Other.
 1. D. Thayer wishes everyone a happy new year.
 2. R. Pfeiffer takes a moment to acknowledge T. McCuin for his time on the board.

F. PUBLIC COMMENT - None

G. ENTER DELIBERATIVE SESSION - R. Pfeiffer notes that they do not need to enter into deliberative session since the case will be recessed to February.

A. Motion by D. Thayer to adjourn. Seconded by R. Coon. Motion passes with all in favor.

- B. R. Pfeiffer adjourns meeting at 7:50 PM.