

MEETING MINUTES
ST. ALBANS CITY DEVELOPMENT REVIEW BOARD
REGULAR MEETING
ST. ALBANS CITY HALL, 100 NORTH MAIN STREET, ST. ALBANS, VT
6:30 PM MONDAY, JUNE 7, 2021

Board Members: Rebecca Pfeiffer, Chair; Denis LaPointe, Vice-Chair; Dick Thayer, Matt Preedom

Board Members Absent: Emily Biron, Tanner McCuin

Staff Members Present: David Southwick, Planning & Permitting Administrator; Tammi DiFranco, Property Services Assistant, taking Minutes

Public Present: None

- A. OPEN MEETING R.Pfeiffer opened the meeting at 6:32 PM
1. Pledge of Allegiance – The Pledge was recited
 2. Assignment of Alternate- Matt Preedom assigned to hearing.
 3. Consider any additions or deletions to agenda –
 - i. **Motion by D.LaPointe to go over Other Business before the hearing to give the applicant time to appear. Second by M.Preedom and approved with all in favor.**
- B. OTHER BUSINESS
1. Planning & Development update
 - i. Citizen Serve computer program has been helpful in managing the conditions of DRB decisions. Staff has retroactively put older cases into the system and marked them for intermittent reminders to check that conditions are being met. It has helped to ensure that older decisions are being followed up on and current decisions are being met.
 - ii. Staff is currently working on a filing board decisions with the Clerk's office. This is something that has not been done in the past and will be done moving forward. Staff will be retroactively filing the last few years.
 2. Enforcement update
 - i. Hometown Beverage had a complaint from a neighbor that they had yet to complete all the conditions of their hearing. They will be installing fencing when it becomes available.
 3. Approval of May 3, 2021 Meeting Minutes – D&V

Motion by D.LaPointe to approve the as presented. Second by D.Thayer and approved with all in favor.

C. DEVELOPMENT REVIEW SEGMENT – PUBLIC HEARINGS

1. **Case #2021-002 / Evelyn Martin / 195 North Main Street / Parcel #11063195**

Applicant seeks approval for a second Conditional Use - Home Industry. This property is located in the Business 2 (B2) Zoning District

R.Pfeiffer swore in those wishing to submit testimony. Applicant not present.

D.Southwick introduced the application and submitted the staff report for the record.

D.LaPointe asked for clarification on the case number. D.Southwick stated that it was mistyped in the staff report and should be Case #2021-002. The case is numbered -002 because the applicant had originally submitted her application in January and withdrew her request until she was ready to move forward. The case retained the original case number since it had already been assigned.

M.Preedom asked if the applicant has been complying with all previous board conditions. D.Southwick stated that he is not sure, but there have been no complaints from anyone that give any indications that they have not been meeting all the conditions.

R.Pfeiffer stated that she assumes that the site plan for the year 2000 decision is still on record. The current case would not call for a site plan or any changes.

R.Pfeiffer asked the board if they felt that they had all the information they needed to proceed with closing the hearing without the applicant being present to answer questions. D.Thayer stated that he thought there was enough information to close the hearing and the rest of the board affirmed.

Motion D.Thayer to close the hearing for Case #2021-002. Second by D.LaPointe and approved with all in favor.

With no further comments, R.Pfeiffer closed the hearing.

D. OTHER BUSINESS CONTINUED

1. Confirm next meeting date and time. **Monday, July 5, 2021 6:30 PM**

- i. July 5 is a public holiday; D.Southwick will contact board members to see if there will be a quorum available. If not, meeting date will be changed.

2. Other

- i. D.Thayer asked if boards are now permitted to meet in person. D.Southwick stated that City Hall is now open for business and meetings can be in person if the attendance numbers are low enough to maintain 6-foot social distancing. R.Pfeiffer suggested that staff find out what the City Council has decided on for public meetings.

E. PUBLIC COMMENT- none

F. ENTER DELIBERATIVE SESSION – D&V

Motion by D.LaPointe to move into Deliberative Session. Second by M.Predom and approved with all in favor at 6:56 PM.

FINAL