

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, JULY 5, 2021

APPROVED

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

Board Members Absent: Rebecca Pfeiffer, Chair; Tanner McCuin, Emily Biron

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

Public Present: See Sign-In Sheet

- A. OPEN MEETING- D.LaPointe opened the meeting at 6:30 PM
1. Pledge of Allegiance – The Pledge was recited
 2. Assignment of Alternate- M.Preedom assigned as alternate
 3. Consider any additions or deletions to agenda – None

B. DEVELOPMENT REVIEW SEGMENT – PUBLIC HEARINGS

1. **Case #2021-007 / Ashley Murphy / 62 Bank Street / Parcel #14005062** Applicant seeks approval for a Conditional Use - Home Industry. This property is located in the High Density Residential (HDR) Zoning District.

D.LaPointe invited the applicant to come forward and swore in those wishing to submit testimony.

D.Southwick introduced the application and submitted the staff report for the record. A letter of support from Jordan Weinstein was read into record.

The applicant, Ashley Murphy, presented her case. For the past 10 years, the applicant has been involved in a local community of businesses through sourcing local agricultural products for market. She wants to start a business in her home to support the community and her family. A grain based business will help to increase the production and use of those products in our local community. She thinks that her business will add value to the community and the neighborhood.

D.Thayer asked if she would need to do any alterations to her home. He also asked if she would be using her own over or a commercial oven. The applicant stated that she will not be doing any alterations to the home and would be using home ovens. She asked the

board if she would need to come back to the board for review if she did need to adjust the equipment needed to bake. D.LaPointe stated that she would not need to come before the board to get new equipment.

D.LaPointe asked if the business would create any additional traffic. A.Murphy stated that she would be doing the deliveries herself. There will also be no product deliveries at this time. She will be baking roughly 7 loaves of bread a day.

There was no public comment.

With no further comments, D.LaPointe closed the hearing.

C. OTHER BUSINESS

1. Planning & Development update

- i. Last meeting for T.DiFranco taking minutes. She will be leaving her position at the city at the beginning of August.
- ii. D.Southwick will be retiring September 30th. The position has been posted and Chip Sawyer has been receiving the applications. D.Southwick will overlap with new Property Services Administrator. It is possible that a member of the DRB will be asked to be a part of the interview process.

2. Enforcement update

- i. The new Citizen Serve software continues to be a great tool in tracking DRB decision conditions that need to be completed. It has also helped to track conditions that need to be maintained on a regular basis.

3. Approval of June 7, 2021 Meeting Minutes – D&V

Motion by M.Preedom to approve the minutes from June 7, 2021. Second by D.Thayer and approved with all in favor.

4. Confirm next meeting date and time. **Monday, August 2, 2021 6:30 PM**

5. Other- Nothing to report

D. PUBLIC COMMENT- None

E. ENTER DELIBERATIVE SESSION – D&V

Motion by M.Preedom to move into Deliberative Session. Second by D.Thayer and approved with all in favor at 6:52 PM.