

MEETING MINUTES
ST. ALBANS CITY DEVELOPMENT REVIEW BOARD
REGULAR MEETING
ST. ALBANS CITY HALL, 100 NO. MAIN ST.
COUNCIL CHAMBERS, CITY HALL AND VIA ZOOM
6:30 PM MONDAY, NOVEMBER 1, 2021

Approved December 6, 2021

Board Members Present: Rebecca Pfeiffer, Chair (Zoom); Emily Biron; Dick Thayer; Tanner McCuin (Zoom); Matthew Freedom (Alternate via Zoom).

Board Members Absent: Denis LaPointe, Vice-Chair.

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

Members of the Public Present: Todd Minor; Luke Willey; Jes Stumph.

- A. OPEN MEETING - **R. Pfeiffer opened the meeting at 6:31 PM.**
1. Pledge of Allegiance - the pledge was recited.
 2. Assignment of Alternate(s) - M. Freedom was assigned as alternate via Zoom.
 3. Consider any additions or deletions to agenda - None.

B. DEVELOPMENT REVIEW SEGMENT – PUBLIC HEARINGS

1. **Case #2021-014 / Todd Minor / 172 North Main Street / Parcel # 22063172.**
Applicant seeks Site Plan Review. This property is located in the B-2 Transitional Business Zoning District and the DR-2 Downtown Expansion Design Review District.

R. Pfeiffer opened the hearing for T. Minor at 6:33 PM.

R. Pfeiffer introduced the case and asked if there were any conflicts of interest from the board. None were noted.

R. Pfeiffer administered the oath.

S. Gabaree introduced the application and entered the staff report into the record.

During questions from the board for city staff, R. Pfeiffer brought up a Google maps image of the area and noted where cars are parked on the site where the garage is set to be constructed. She asked whether this area is officially designated as parking, or if someone just happened to park there when the image was taken. S. Gabaree said she was unsure but could see on the map the spot she was discussing and suggested that members of the public who were present in the room might be able to address the existing parking situation during public comment later in the meeting.

R. Pfeiffer turned hearing over to applicant. L. Willey testified on behalf of T. Minor.

L. Willey demonstrated the plan on a paper hard copy held on an easel and pointed out where the new structure would be. He said the area is parking, but that parking is currently all over the place and not in one designated area. He used the drawing of the plan to illustrate where the required 18 spaces of parking will be located once the garage is built and showed the board how the planned garage would not impede on the necessary parking required.

L. Willey also showed the board where water and sewer would run to the new garage and explained that the building's primary use would be as a storage and maintenance area for the residential units on site, with one bathroom for use inside the garage.

L. Willey pointed to the exterior of the planned garage to explain to the board that a single wall-mounted light is planned for the front of the building, and that the design of the light fixture means the lighting would be contained to the approximate boundaries of the parking area.

L. Willey then addressed storm water and runoff from the site and explained that, currently, nearly all water flows towards Federal Street. He proposed a new design and grading on the property to allow runoff to flow in the same direction, but with a little more directed north and less towards the condo complex near the property.

L. Willey opened to questions. R. Pfeiffer asked the board if they have questions. M. Freedom asked about the plan directing storm water northerly rather than west. L. Willey showed on the plans how they plan to get storm water redirected north.

R. Pfeiffer asked about main use of the building. Would it be for tenants or for T. Minor. L. Willey said it is not intended for use of tenants, just T. Minor. R. Pfeiffer then asked if new garage would impact where T. Minor stores removed snow and, if so, what is the plan for snow storage once the garage is there. T. Minor said there are plenty of places on the property to put the snow even with the garage.

R. Pfeiffer then asked the board to consider if they were all in agreement with the determination of city staff that this plan is a "minor site plan," rather than a major. E. Biron asked if there are any trees or vegetation being removed for construction. L. Willey said no. R. Pfeiffer suggested the board could determine whether it is a minor or major site plan during deliberative session. C. Sawyer recommended the board decide before the hearing is closed and not in deliberative session, so that the applicant would know if any changes were necessary before leaving. A straw poll vote was taken and voted with all in favor to continue considering it a minor site plan.

C. Sawyer explained that the applicant included verbal clarification on a portion of the plan during testimony and asked if there will be follow-up with written clarification. R. Pfeiffer said if there's approval, they could require it to be written in the final plans. The

clarification needed included the plan to use the garage for the property owner and not tenants.

R. Pfeiffer turned the hearing over to public comment.

S. Gabaree introduced J. Stumph for comment, speaking on behalf of the Cherry Tree Home Condo Homeowner Association. J. Stumpf explained that she is a homeowner at the condo complex near the property and said that a few of her questions were answered during testimony. J. Stumph explained that the Cherry Tree condos had experienced more stormwater runoff than usual in recent months, including flooded basements, ever since trees were removed from the property where the garage is planned. She explained that homeowners at the property are concerned about where the drainage for the new garage will be directed, and whether there are trees or shrubs planned for the property to help with excessive runoff.

R. Pfeiffer asked if there had been any discussion for replanting along the boundary line. L. Willey said there are no replanting plans but indicated on the plans where the proposed contours are planned to slope down more steeply to the north and west. R. Pfeiffer asked T. Minor if he would be willing to plant vegetation to help ease the runoff. T. Minor said the trees were removed and that new vegetation quickly grew in its place, achieving the same slowing process. He recommended drainage should go around the condos and said he does not want to increase the problem for the condo owners and is willing to redirect as much water as possible.

With no further comments, R. Pfeiffer closed the hearing at 7:26 PM.

C. OTHER BUSINESS

1. Planning & Development update - None
2. Enforcement update - None
3. Approval of Meeting Minutes -
Motion by M. Freedom to approve the minutes of October 4, 2021, as presented. Second by T. McCuin. Voted in favor with E. Biron and D. Thayer abstaining. Minutes approved at 7:29 PM.
4. Confirm next meeting date and time. **Monday, December 6, 2021 at 6:30 PM**
5. Other - None

D. PUBLIC COMMENT

None

- E. ENTER DELIBERATIVE SESSION – **Motion by T. McCuin to enter deliberative session. Second by D. Thayer. Approved at 7:31 PM.**