

**MINUTES**  
**ST. ALBANS CITY DESIGN ADVISORY BOARD**  
**REGULAR MEETING**  
**ST. ALBANS CITY HALL, 100 NORTH MAIN STREET**  
**6:30 PM, WEDNESDAY, JANUARY 3, 2024**

***Approved 4.1.2024***

**Members of the Board Present:** IN PERSON: Rebecca Pfeiffer, Chair; Tanner McCuin; Rick Coon; Dick Thayer; Emily Biron; Becky Manahan VIA ZOOM: Jan Appel

**Members of the Board Absent:** None.

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

**Members of the Public Present:** Dale Vollmer; VIA ZOOM: Jane Suder

**A. BEGIN RECORDING AND OPEN MEETING - R. Pfeiffer called the meeting to order at 6:32 PM.**

1. Pledge of Allegiance
2. Assign Alternates (as necessary)
3. Consider any additions or deletions to agenda.
  1. S. Bennett shares that Case 2023-004 (St. Mary's Parish Charitable Trust, 36 Fairfield Street) has formally withdrawn their application.
  2. S. Bennett shares that Case 2023-020 (Keely Doe, 248 North Main Street) has requested a recess until the February meeting.
  3. S. Bennett shares that Case 2024-002 (Grant Butterfield, 175 Lake Street) and Case 2024-003 (Grant Butterfield, 18-22 Lasalle Street) have requested a recess until the March meeting.

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

1. **Continuation: Case 2023-004 for Site Plan Review / St. Mary's Parish Charitable Trust / 36 Fairfield St. / Parcel 14031036.** To establish a school on the property and related site improvements. This property is located in the Residential 7500 Zoning District.
  1. R. Pfeiffer opens the case. S. Bennett indicates that the applicant has formally withdrawn their application. No more is needed from the board at this time.
2. **Continuation: Case 2023-018 for Conditional Use Approval / Jane P. Suder / 46 Congress Street / Parcel 11022046.** Change of use into a duplex. This property is located in the Residential 7500 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 J. Suder take their oath.
  2. S. Bennett summarizes the staff report.
  3. R. Pfeiffer asks about the public comment submitted to the City. S. Bennett reads the public comment.
  4. R. Pfeiffer asks for parking clarification from S. Bennett. S. Bennett clarifies and mentions that her and J. Suder have discussed at length the parking options available to her if she chooses to sell Lot 1 in the future.
  5. J. Suder recalls that many years ago, this property was a duplex and she wishes to make that transformation again since it is a large house and she doesn't need all the space.
  6. R. Pfeiffer asks where the trash is currently. J. Suder shares where that is and mentions that her and S. Bennett discussed the public comment submitted and since she is only proposing a duplex, the location of her trash is not of concern. However, J. Suder does have other areas that she can put the trash if needed.

7. E. Biron motions to close the hearing. T. McCuin seconds. Motion passes with all in favor.
3. **Continuation: Case 2023-020 for Appeal of DAB Decision / Keely Doe / 248 North Main St. / Parcel 22063248.** To appeal a Design Advisory Board Decision. This property is located in the B2-Business Transition Zoning District and the DR4-Gateway Design Review District.
  1. R. Pfeiffer opens the case. The applicant informed S. Bennett prior that they wouldn't be able to attend.
  2. S. Bennett shares with the board that in past cases where the applicant has not showed, the board may choose to give a final opportunity to come before the board and if the applicant is still unable to attend, that the case will move on and be opened for public comment, discussion, and decision without the applicant.
  3. D. Thayer motions to recess to the next meeting on February 5, 2024. T. McCuin seconds. Motion passes with all in favor.
4. **Case 2024-001 for Site Plan Review / Dairy Farmers of America / 138 Federal St. / Parcel 22033142.** Demolition of old tanks, installation of new, and associated changes. This property is located in the S-IND 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 D. Vollmer take their oath.
  2. S. Bennett summarizes the staff report.
  3. R. Pfeiffer asks for further information around the Off-Street Parking Requirements since she recalls past silos and bays being considered under the manufacturing district. S. Bennett was not 100% sure what had been done and wanted to allow the board room to make a decision on that if they so choose.
  4. R. Pfeiffer asks D. Vollmer if these proposed changes are a requirement of the state. D. Vollmer is not entirely sure, but it is being required in some way and the owners are negotiating and working that out. D. Vollmer shares a summary of the work and changes to be made. E. Biron asks if there will be any impact on parking and D. Vollmer shares there won't be since the area in front of the new building and tanks is a receiving area and no parking can be there anyway.
  5. T. McCuin asks about any potential sound increase or concern of that matter. D. Vollmer shares that there are some fans and low pressure blowers, some of which will run constantly. Those produce a maximum sound of 75 decibels when next to it, but these machines would be dampened behind further insulation and walls.
  6. R. Pfeiffer asks about the construction sequence. D. Vollmer shares that Phase 1 will be to demolish one of the three tanks to build the stainless steel tank. Phase 2 will be the construction of the other two tanks and the building above, during which time the stainless steel tank will be used as the interim wastewater treatment facility.
  7. R. Pfeiffer asks if there will be any change to loading and unloading for deliveries. D. Vollmer shares that hardly any change will take place. The treatment system will generate a biosolid material that will be stored inside but then emptied approximately every month by truck to local manure pits per DEC rules.
  8. E. Biron motions to close the hearing. T. McCuin seconds. Motion passes with all in favor.
5. **Case 2024-002 for Site Plan Review / Grant Butterfield - Lake & Maple LLC / 175 Lake Street / Parcel 23049167.** Changes to a previous site plan. This property is located in the B1 - Central Business District and the DR2-Downtown Expansion Review District.
  1. R. Pfeiffer opens the case. T. McCuin motions to recess until the meeting on March 4, 2024. E. Biron seconds. Motion passes with all in favor.
6. **Case 2024-003 for Site Plan Review / Grant Butterfield / 18-22 Lasalle Street / Parcel 23049177.** Creation of a 28-unit apartment building. This property is located in the B1-Central Business District and the DR2-Downtown Expansion Review District.

1. R. Pfeiffer opens the case. R. Coon motions to recess until the meeting on March 4, 2024.  
D. Thayer seconds. Motion passes with all in favor.

C. OTHER BUSINESS

1. Planning & Development update.
  1. S. Bennett does not have any.
2. Enforcement update.
  1. S. Bennett does not have any.
3. Approval of Meeting Minutes.
  1. 11/6/2023 Minutes: Many edits are needed and S. Bennett already has it marked up, so she will bring the revised minutes to the next meeting. T. McCuin motions to table 11/6 minutes until the meeting on February 5, 2024. D. Thayer seconds. Motion passes with all in favor.
  2. 12/4/2023 Minutes: D. Thayer motions to approve minutes from December 4, 2024 with revisions stated. T. McCuin seconds. Motion passes with all in favor, except R. Pfeiffer who abstains.
4. Confirm next meeting date and time. - Monday, February 5th, 2024.
5. Other.
  1. R. Pfeiffer discusses the 2024 meeting schedule. S. Bennett shares the September meeting has been changed to September 4th, 2024. E. Biron motions to approve the 2024 Meeting Schedule with changes discussed. R. Coon seconds. Motion passes with all in favor.
  2. R. Pfeiffer mentions a proposal shared with her and S. Bennett by T. McCuin and asks T. McCuin if he would like to discuss. T. McCuin would like to polish up some of the pieces and then share with the board for feedback. The proposal is for a more polished outline of the process and verbage used during board meetings so that in the case of absences, board members have a clear idea of how to run a meeting.
  3. R. Pfeiffer quickly shares and congratulates E. Biron and D. Thayer for being recently appointed to another 3-year term.

D. PUBLIC COMMENT - None

E. ENTER DELIBERATIVE SESSION

- A. D. Thayer motions to enter deliberative session. T. McCuin seconds. Motion passes with all in favor.
- B. R. Pfeiffer adjoins the meeting at 7:41 PM and enters deliberative session.