

MINUTES
ST. ALBANS CITY DEVELOPMENT REVIEW BOARD
REGULAR MEETING
ST. ALBANS CITY HALL, 100 NO. MAIN ST.
6:30 PM MONDAY, APRIL 4, 2022

Approved May 2, 2022

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

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

Members of the Public Present: Carl Watkins; Clarence Johnson; Wendy Morrill; Dan Luneau; Lindsay Baden; Adam Mullen; Sam Ruggiano (via Zoom).

A. OPEN MEETING - R. Pfeiffer called the meeting to order at 6:31 PM.

1. Pledge of Allegiance - pledge was recited
2. Assignment of Alternate(s) - not necessary
3. Consider any additions or deletions to agenda - C. Sawyer requested a picture of the full board for a feature in the newspaper.

B. DEVELOPMENT REVIEW SEGMENT – PUBLIC HEARINGS

R. Pfeiffer opened the public hearings section of the meeting.

1. Case #2022-005 / Wendy Morrill / 203 North Main Steet / Parcel 11063203,b.

Applicant Seeks a Variance Request. This property is located in the LDR Low Density Residential District.

R. Pfeiffer introduced the case and opened the hearing. There were no conflicts of interest among the board. The oath was administered.

S. Gabaree presented the City staff report, including staff notes on the application and pictures of the property.

R. Pfeiffer asked if anyone from the board had questions for the City staff on the report. R. Pfeiffer asked S. Gabaree if the city knows the dimensions of the lot where the garage sits. The garage measures 26.5' x 18' and the garage takes up the entire lot. R. Pfeiffer asked if the garage was a different size would there be any space for development there - does it have its own setbacks. C. Sawyer said it doesn't have frontage. The city could assign frontage, but it would be subjective. C. Sawyer said this might be the only property in the city that is designed like this, where the parcel is divided into two sections. C. Sawyer said he's never seen a case like this before and that this is an ideal case for a variance. C. Sawyer sad it's nearly impossible to develop this lot for primary

use and keep in with zoning regulations and that there would not be room for the required parking spaces.

W. Morrill testified on her own behalf. She explained to the board that she would like to demolish the existing garage and replace it with a new one. There are no plans yet because she can't get a contractor without a variance.

D. Thayer asked if the plans would involve an exact replacement of the existing garage in the same dimensions. W. Morrill answered yes, the new structure would be the same idea, just updated and in better condition. R. Pfeiffer asked W. Morrill if she had considered a different dimension garage and why she plans for an exact replica replacement. W. Morrill said the existing size works for them and they would like to replace it.

R. Pfeiffer asked if anyone in the public has comment. None.

M. Freedom made a motion to close hearing for case #2022-005. Second by D. Thayer. Hearing closed at 6:54 PM.

2. Case #2022-006 / Clarence Johnson / 320 Lake Street / Parcel 22049320.

Applicant seeks Conditional Use Review. This property is located in the LDR Low Density Residential District.

R. Pfeiffer introduced the case and opened the hearing. There were no conflicts of interest. The oath was administered.

S. Gabaree presented the City staff report, including staff notes on the application and images.

R. Pfeiffer asked if anyone from the board had questions for the City staff. E. Biron asked if the property is still in use as a taxi service. S. Gabaree said yes.

C. Johnson testified on his own behalf. He explained that he would like to grow organic produce in a greenhouse that already exists on the property. He will not be increasing water usage because he plans to use rainwater.

R. Pfeiffer asked if there would be any additional equipment brought in for the operation. C. Johnson said no. R. Pfeiffer asked if there would be any employees. C. Johnson said no. M. Freedom asked if there are plans to sell produce from the property. C. Johnson said he has been selling produce for 10 years, and the only difference now would be that all of the produce will be organic.

R. Pfeiffer asked for public comment. None.

T. McCuin made motion to close the hearing for case #2022-006. Second by M. Freedom. Hearing closed at 7:03 PM.

3. Combined Review: Case #2022-007 for Conditional Use Review and Case 2022-008 for Site Plan Review / Jesse Robbins, Freeman French Freeman, Inc. Architects / 190 South Main Street / Parcel 26079190. This property is located in the B2 Transitional Business Zoning District and the DR-4 Gateway Design Review District.

R. Pfeiffer introduced the cases / combined review and opened the hearing. There were no conflicts of interest from the board. The oath was administered.

R. Pfeiffer asked if the Board wants to hear both staff reports back-to-back or individually. It was determined to present both reports back-to-back together. S. Gabaree presented the City staff reports on case #2022-007 and case # 2022-008, including staff notes and images. The City DAB issued a favorable ruling on aspects of design of the project on March 28, 2022.

R. Pfeiffer asked if anyone from the Board had any questions for the City staff. R. Pfeiffer asked if the documents that were included with the application came from the City or the applicant. S. Gabaree said they were submitted by the applicant.

R. Pfeiffer asked the board to confirm if they agree with the City that this is a major site plan rather than a minor site plan. The board all agreed that it is a major site plan.

D. Luneau testified as one of the property's principal owners and S. Ruggiano testified as the civil engineer of the project. S. Ruggiano presented the board with a brief overview of the planned project. He explained that the site was once a convenience store and gas station but has been vacant for some time. The gas pumps and tanks have been removed. The site behind the gas station was used by the city to dump materials from the city sidewalk project. The applicant has installed gravel on top of it to stabilize the area. S. Ruggiano explained that they are maintaining existing water lines and entrances to the property. S. Ruggiano said the City requires 63 parking spaces, but the property plans include 64 spaces. Lighting and landscaping are included in the plans.

R. Pfeiffer asked if the board had any questions for the applicant or S. Ruggiano. M. Preedom asked about surface for the parking area and would it be gravel or paved. S. Ruggiano said parts of the site are not settled and are currently about 13 feet deep. That soil will settle eventually, and they would like two years for it to settle more before adding pavement to the top of it. D. Luneau said they would prepare to put blacktop on it. The part of the lot closest to the street will be paved immediately, but the back part of the lot they would like a two-year extension to pave it in order to let the fill settle. M. Preedom asked if there are plans for stormwater treatment. S. Ruggiano said the plan would be to let it flow into the wooded area.

R. Pfeiffer said it looks like there are no existing catch basins. R. Pfeiffer asked about the wells where the gas tanks had been and asked if there is a maintenance plan for the area. S. Ruggiano said they will continue to monitor the groundwater. R. Pfeiffer asked about snow storage plans and if there's a dedicated area for snow storage and about lighting for

the area. S. Ruggiano said there will be downfacing LED lights, similar to the ones that currently exist on the property. S. Ruggiano said the plan will be to push the snow off the back of the lot where there is a drop off. R. Pfeiffer asked about landscaping. S. Ruggiano explained there are two new trees in the front of the property and that the DAB asked them to make a planned flower bed larger.

R. Pfeiffer asked for public comment. None.

R. Pfeiffer asked the board if they feel like they have everything they need to make a decision. E. Biron asked if things that are missing from the application (setback lines, etc.) that the board wanted to see should be requested as a condition on the ruling, or whether the applicant would have to bring them in before they made a ruling. R. Pfeiffer said it could be either. She asked the board if they would like to see the revised plan before considering the case or if they have enough to consider it now. D. Thayer said he feels they have enough to make a ruling, provided the applicant returns the requested information to the City. R. Pfeiffer said she feels comfortable and that they have enough information to make a decision.

D. Thayer made a motion to close the hearing cases #2022-007 and #2022-008. Second by M. Freedom. Hearing closed at 7:53 PM.

C. OTHER BUSINESS

1. Planning & Development update - C. Sawyer told the board that the new PUD rules were approved by City Council and went into effect on April 4, 2022. He told the board there may be an application on it coming soon. R. Pfeiffer asked if City Council had any questions or comments on it. C. Sawyer said no.

T. McCuin made a motion to consider board elections at this point. Second by E. Biron. Motion passed at 7:56 PM.

M. Freedom made a motion to nominate R. Pfeiffer to continue as Chair. Second by T. McCuin. R. Pfeiffer was reelected as Chair at 7:57 PM.

T. McCuin nominated himself as Vice Chair. Second by D. Thayer. T. McCuin was elected Vice Chair at 7:59 PM.

2. Enforcement update - None.

3. Approval of Meeting Minutes - **E. Biron made a motion to approve minutes from the meeting of February 7, 2022. Second by D. Thayer. Minutes approved at 8:00 PM.**

4. Confirm next meeting date and time. **Monday, May 2, 2022, at 6:30 PM**

5. Other - D. LaPointe asked about the approval for the meeting minutes of December 2021 and January 2022. S. Gabaree said she didn't include those minutes in the packet but will for the next meeting in May.

C. Sawyer took a picture of the entire board together for an article in the *St. Albans Messenger*.

D. PUBLIC COMMENT

None.

E. ENTER DELIBERATIVE SESSION

T. McCuin made a motion to enter deliberative session. Second by M. Freedom. Deliberative session entered at 8:05 PM.