

MINUTES
ST. ALBANS CITY DEVELOPMENT REVIEW BOARD
REGULAR MEETING
ST. ALBANS CITY HALL, 100 NORTH MAIN STREET
6:30 PM, MONDAY, NOVEMBER 11, 2023

DRAFT

Members of the Board Present: IN PERSON: Rebecca Pfeiffer, Chair; Tanner McCuin; Rick Coon; Emily Burion VIA ZOOM: Jan Appel

Members of the Board Absent: Becky Manahan, Dick Thayer

Members of City Staff Present: Chip Sawyer, Director of Planning & Development; Katie Haseltine, Minute Taker.

Members of the Public Present: Derick Read (15 Lower Newton); Sam Beall (Duncan Wisniewski); Lauren Marino (22 Cathedral Square); Cindy Reid (22 Cathedral Square); Kevin Smith VIA ZOOM: Timothy Doyle, Paul Martin

A. BEGIN RECORDING AND OPEN MEETING - Called to order at 6:30 PM

1. Pledge of Allegiance
2. Assign Alternates (as necessary)
3. Consider any additions or deletions to agenda.
 1. S. Bennett shares that St. Mary's has requested a recess until December 6th.

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. Requested a recess until December.
 2. T. McCuin motions to approve recessing until the next meeting on December 4th at 6:30 PM.
R. Coon seconds. Motion passes with all in favor.
2. **Continuation: Case 2023-014 for Conditional Use Review and Case 2023-015 for Site Plan Review/ City of St. Albans/ 15 Lower Newton St./ Parcel 22054015.** To create a new multi-family residential development consisting of 33 dwelling units. This property is located in the S-IND - Service-Industrial Zoning District and the MDOD - Multi-Dwelling Overlay Zoning District and the DR3-Residential Design Review District.
 1. R. Pfeiffer opens case 2023-012 and asks if any board members have any experte communication or conflict of interest. No one does. C. Reid takes her oath.
 2. L. Marino shares the pedestrian traffic pattern that is anticipated coming from the new site build. C. Reid shares their excitement for the project was because of its close proximity to the bus stop and being walkable to town. D. Read shares that VTrans did a study in 2022, 5,700. Found that peak hours of travel from this property would be fairly minimal, so it would not be adversely impacting that intersection. R. Pfeiffer thanks D. Read for digging up that information.
 3. S. Beall shares that since they last met with the DRB, they have gone back and changed some of the exterior material that was originally proposed. This is because the cost of construction and material is high, so these changes were aimed at reducing some costs.
 4. R. Pfeiffer asks to clarify the change. S. Beall shares that the recessed area was originally proposed in a green metal siding, that will now be a vinyl siding in a teak color.
 5. S. Bennett shares a memo that was sent by city staff, Chip Sawyer, and reads it in full.

6. R. Pfeiffer reiterates that at the last meeting the main concerns were the scale of traffic and the bigger city plan. Having the summary of updates from the City and the research on pedestrian traffic help in the board's decision.
 7. R. Coon motions to close the hearing for case 2023-004 and Case 2023-005. T. McCuin seconds. Motion passes with all in favor.
3. **Case 2023-016 for Site Plan Review/ Adam Deslauriers / 1A Lemnah Drive/ Parcel 26093000.**
To enlarge parking area and additional fenced zone on paved section. This property is located in the S-IND - Service-Industrial Zoning District.
1. R. Pfeiffer opens the case, but since no one is present for that case, decides that the board will move onto case 2023-017 and see if someone arrives for this case later.
4. **Case 2023-017 for Conditional Use Approval / Paul Martin - M Realty / 66 Bank Street / Parcel 14005066.** Change use into a duplex. This property is located in the R75 - Residential 7500 Zoning District.
1. R. Pfeiffer opens case 2023-017 and asks if any board members have any experte communication or conflict of interest. No one does. S. Bennett, P. Martin, and K. Smith take their oath.
 2. S. Bennett reads the staff report, highlighted portion and other notes of importance.
 3. S. Bennett states that, as the Zoning Admistrator, she does not always do a site visit and often relies on the sketch provided in the permit application. In this case, she did not do a site visit and Hillview notified the City that the calculations were off and the Accessory Dwelling Unit was too large to be an ADU.
 4. P. Martin explains that the new owners of this property would like to take the non-compliant ADU and turn it into a 1-bedroom apartment and occupy the larger portion of the building.
 5. T. McCuin, E. Burion, S. Bennett, and R. Pfeiffer discuss specifications on the layouts of unit 1 and 2, entrances, and parking spaces in relation to the requirements of a duplex.
 6. E. Burion asks where Unit 1's entrance into the home is. S. Bennett clarifies the entrance for each of the units.
 7. K. Smith asks if the owner plans to occupy the property. P. Martin confirms that the buyer plans to reside in Unit 1 of the property and rent out Unit 2 (the ADU).
 8. S. Bennett states that an ADU must be owner occupied, a duplex does not have to be.
 9. K. Smith asks how owner occupied properties are monitored if, for example, the owner moves out in 2 years and starts renting out their space to another tenant. S. Bennett shares that red flags the city often sees are on the owners taxes if they claim 100% of rental revenue and if the owner does not file a homestead application. Aside from those red flags, it can be hard to monitor this unless they are notified by someone.
 10. E. Burion motions to close the hearing. R. Coon seconds. Motion passes with all in favor.
5. **Re-Visit Case 2023-016 for Site Plan Review/ Adam Deslauriers / 1A Lemnah Drive/ Parcel 26093000.**
1. The board returns to this case after closing the hearing for Case 2023-017.
 2. R. Pfeiffer opens case 2023-013 and states that the board will review the case without Adam present. R. Pfeiffer asks if any board members have any experte communication or conflict of interest. No one does. S. Bennett and K. Smith take their oath.
 3. S. Bennett reads the staff report, highlighted portion, and other notes of importance.
 4. R. Pfeiffer asks about the square footage of the parking area since the staff report mentions ample parking. S. Bennett shares that the reflection of ample parking was from the applicants statement of 1 parking space being needed per 5 children attending the daycare, but S. Bennett does not know what the actual enrollment is at the daycare and what the need is for parking. If the board would like to dive deeper into that, S. Bennett can share what she knows or can wait until the applicant (Adam Deslauriers) can attend a meeting.

5. R. Pfeiffer asks if there is any public comment. There is none.
6. R. Pfeiffer asks the board if they feel they have enough information for a decision. S. Bennett summarizes that the request is to convert a green patch from an INF break area into more parking and the space would be 12'x24' with temporary crushed stone, then plans to convert to pavement by Hungerford Paving when they have an opening. The board feels they can make a decision, but have some conditions; the type of fencing used will be determined by the DRB, a dumpster out of compliance should be relocated, and the board would like to set some building and construction deadlines
7. E. Burion motions to close the hearing. T. McCuin seconds. Motion passes with all in favor

C. OTHER BUSINESS

1. Planning & Development update.
 1. S. Bennett shares that C. Sawyer sent an email around changes to parking. S. Bennett did not print the e-mail out for the board and cannot remember the details. R. Pfeiffer finds it and reads off the information to the board.
2. Enforcement update.
 1. S. Bennett shares that they are always following up on parking issues in the city. No other major enforcement updates at the moment.
 2. R. Pfeiffer asks about a decision the board made earlier in the year since she heard it had been appealed. S. Bennett confirms and shares that the client ended up having a boundary survey done and that has been submitted to the clerk's office. The case is still in court.
3. Approval of Meeting Minutes.
 1. R. Pfeiffer shares a couple edits to the September 6th meeting minutes.
 2. T. McCuin motions to approve the September minutes with the noted changes. R. Coon seconds. Motion passes with all in favor.
 3. R. Pfeiffer, T. McCuin, and E. Burion share edits to be made to the October 2nd meeting minutes.
 4. T. McCuin motions to approve the October minutes with the noted changes. R. Coon seconds. Motion passes with all in favor.
4. Confirm next meeting date and time. - Monday, December 4th, 2023.
5. Other.
 1. S. Bennett asks the board to look at the proposed DRB scheduled for 2024. E. Burion mentions that September 2nd is labor day. S. Bennett confirms that meeting will be reconsidered. R. Pfeiffer mentions that March 2nd is the day prior to town meeting day in case that might be a busy time. S. Bennett asks if September 4th could work for the September meeting. R. Pfeiffer also proposes September 9th. S. Bennett will bring those dates back to confirm the room is available.

D. PUBLIC COMMENT - None

E. ENTER DELIBERATIVE SESSION

- A. T. McCuin motions to close the meeting. E. Burion seconds. Motion passes with all in favor.
- B. Meeting ends at 7:56 PM.