

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: Tanner McCuin; Rick Coon; Dick Thayer VIA ZOOM: Jan Appel

Members of the Board Absent: Becky Manahan, Rebecca Pfeiffer, Chair; Emily Burion

Members of City Staff Present: Sara Bennett, Property Services Manager; Katie Haseltine, Minute Taker.
VIA ZOOM: Chip Sawyer, Director of Planning & Development

Members of the Public Present: Victoria Wilson; David Patterson; Michael Gawne VIA ZOOM: Duane Owen, Courtney Owen, Timothy Doyle

A. **BEGIN RECORDING AND OPEN MEETING** - T. McCuin called the meeting to order at 6:37 PM.

1. Pledge of Allegiance
2. Assign Alternates (as necessary)
 1. There is a quorum, but J. Appel can be assigned as “board status” for this meeting. T. McCuin motions to assign J. Appel as “board status”, D. Thayer seconds. Motion passes with all in favor.
3. Consider any additions or deletions to agenda.

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. S. Bennett indicates that the applicant will not be in attendance, so no discussion will be had.
 2. R. Coon motions to recess until next meeting. D. Thayer seconds. Motion passes with all in favor.
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. T. McCuin returns to the case at 7:10 pm and asks if the board has thoughts on recessing or discussing the case. J. Appel motions to recess until the next meeting. R. Coon seconds. Motion passes with all in favor.
3. **Case 2023-019 for Subdivision / St. Albans Cemetery Association / 145 South Main St. / Parcel 25079145.** To subdivide parcel into 9 lots. This portion of the property is located in the Residential 9500 Zoning District.
 1. T. McCuin opens case 2023-019 and asks if any board members have an expert communication or conflict of interest. No one does. S. Bennett, M. Gawne, D. Thayer, R. Coon, and J. Appel take their oath.
 2. T. McCuin asks S. Bennett to give her staff report. S. Bennett reads off the staff report.
 3. M. Gawne explains that the Cemetery Association has decided to sell some lots to generate some revenue to keep the cemetery sustained and operational moving forward. Currently the property is a vacant field.
 4. R. Coon asks to verify that there are 7 buildable lots being proposed. T. McCuin and M. Gawne confirm that. M. Gawne mentions that buyers of the property may choose to

separate into duplex lots which would be a different requirement and the buyer would need to come

5. T. McCuin opens to public comment. V. Wilson asks how much each of the lots are selling for. M. Gawne is not sure on individual lots, but the property in its entirety is being listed between \$600,000 and \$700,000. V. Wilson also asks if these lots would pose potential opportunity for subsidized housing. M. Gawne isn't sure but shares that would be something that buyers of the property could consider.
 6. D. Patterson has lived there for 12 years, and is concerned with the street being filled up by more residences thus increasing traffic, people, etc. M. Gawne responds by saying that the current proposal would not allow an apartment complex in that space. D. Owen asks in the Zoom chat how it may affect their property as there is a chunk of land that runs along then wood line on the back of their home. T. McCuin responds saying that he doesn't believe it would be affected.
 7. C. Sawyer explains that this proposal could be a great opportunity to address the housing crisis in the region and the city is excited for that.
 8. D. Thayer motions to close the hearing. R. Coon seconds. Motion passes with all in favor.
4. **Case 2023-020 for Appeal of DAB Decision / Keely Doe / 248 North Main Street / 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. S. Bennett indicates that the applicant will not be in attendance, so no discussion will be had.
 2. D. Thayer motions to recess until next meeting. R. Coon 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 informs that a previous case (20 High Street) that went through the DRB and then to Environmental Court has finalized. The owners have moved the fence and are now in compliance.
3. Approval of Meeting Minutes.
 1. T. McCuin states there are not enough board members to approve so it will need to be tabled until the next meeting.
4. Confirm next meeting date and time. - Monday, January 3rd, 2024.
5. Other.
 1. T. McCuin mentions the 2024 meeting schedule. S. Bennett shares a conflict of the September 2nd, 2024 meeting since it is Labor Day. T. McCuin suggests the following Wednesday September 4th, 2024. All board members seem to think that works, but will keep this in draft status until the next meeting when more board members are present.

D. PUBLIC COMMENT - None

E. ENTER DELIBERATIVE SESSION

- A. D. Thayer motions to end the meeting and enter deliberative session. R. Coon seconds. Motion passes with all in favor.
- B. Meeting ends at 7:18 PM.