

**MINUTES**  
**ST. ALBANS CITY DEVELOPMENT REVIEW BOARD**  
**REGULAR MEETING**  
**ST. ALBANS CITY HALL, 100 NORTH MAIN STREET**  
**6:30 PM, MONDAY, MAY 6, 2024**

**DRAFT**

**Members of the Board Present:** VIA ZOOM: Tanner McCuin, Chair IN PERSON: Dick Thayer; Rick Coon; Janis Appel, Alternate; Becky Manahan, Alternate

**Members of the Board Absent:** Rebecca Pfeiffer, Chair; Emily Biron

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

**Members of the Public Present:** Esther Lotz; Elizabeth Horne; Spencer Kelley; Jamie Seeholzer, Makayla Beauregard

A. **BEGIN RECORDING AND OPEN MEETING** - T. McCuin called the meeting to order at 6:29 PM.

1. Pledge of Allegiance - R. Coon led the pledge of allegiance.
2. Assign Alternates (as necessary) - S. Bennett states J. Appel and B. Manahan will be assigned to cases tonight since R. Pfeiffer and E. Biron are absent and alternates are needed to make a quorum and vote.
3. Consider any additions or deletions to agenda. - S. Bennett states that Case 2024-012 has requested a recess until the June meeting.

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

1. **Continuation: Case 2024-012 for Conditional Use Review / John Desaro - 15 Upper Welden Street / Parcel 25087015.** Request for change in use from a Single Family Home with Accessory Dwelling Unit into a duplex. This property is located in the R95 - Residential 9500 Zoning District
  1. T. McCuin opens the case. Applicant has requested to recess until the June 3rd meeting. B. Manahan motions to recess until June 3rd. R. Coon seconds. Motion passes with all in favor.
2. **Case 2024-013 for Conditional Use Review / Northwest Chiropractic PLLC / 172 South Main Street / Parcel 26079172.** Request for approval of Conditional Use for a chiropractic office. This property is located in the B2 - Transitional Business District and the DR4 Gateway Design Review District.
  1. T. McCuin opens the case and asks if any board members have any expertise communication or conflict of interest, no one does. S. Bennett, E. Horne, and E. Lotz take their oath.
  2. S. Bennett updates the board saying that for future cases, she will ask applicants if they are okay with absent board members participating in case decisions once they have reviewed meeting minutes and case applications should the case be recessed. S. Bennett then asks the applicant if they are okay with absent board members participating in case decisions if the case is recessed. E. Horne and E. Lotz are. S. Bennett summarizes the staff report.
  3. T. McCuin asks if the board has any questions. T. McCuin asks the applicant to provide a summary of their case. E. Horne shares that she has been doing chiropractic for many years in Jericho now and has always wanted to start her own practice. She lives in Bakersfield and has been communicating with the owner over the last couple months about leasing this space to start a practice here in St. Albans. E. Lotz, E. Horne's real estate broker/consultant, shares that the space is around 800 square feet and no major renovations are planned other than a fresh coat of paint and bringing in some clinic materials.
  4. T. McCuin asks about the applicants expected traffic increase from this business. E. Lotz shares that there is currently a business operating out of this space with minimal traffic increase. R. Coon asks if parking is in the rear of the building. E. Lotz confirms. J. Appel asks

what the hours of operation will be. E. Horne state's the plan currently is to be open 4 hours per day, 5 days per week, either from 8am - 12 pm or 12 pm - 8 am.

5. T. McCuin asks if there is any public comment. S. Bennett reads off public members. S. Kelley, J. Seeholzer, and M. Beauregard think it would be a great addition.

6. R. Coon motions to close the case. D. Thayer seconds. Motion passes with all in favor.

**3. Case 2024-014 for Conditional Use Review / Jamie Seeholzer / 1 Brown Avenue / Parcel 14014001.**

Request for approval of a new use of the garage. This property is located in the R95 - Residential 9500 Zoning District.

1. T. McCuin opens the case and asks if any board members have any expertise communication or conflict of interest. No one does. S. Bennett and J. Seeholzer take their oath.

2. S. Bennett asks the applicant if they are okay with absent board members participating in case decisions if the case is recessed. J. Seeholzer is. S. Bennett summarizes the staff report.

3. T. McCuin asks if the board has any questions for the city. J. Seeholzer shares that they would like to utilize the garage space as a classroom for art classes that provides proper ventilation. B. Manahan asks if any remodeling will be done. J. Seeholzer shares an after the fact permit was issued and the space is currently used for storing art supplies and new flooring has been put in so that it can be used as more classroom space. B. Manahan asks S. Bennett about her recommendation around buffers. S. Bennett clarifies it was around screening and J. Seeholzer states that shrubs have been added and are slowly growing and providing that screening.

4. T. McCuin asks if there are any other questions and then opens up for public comment. S. Kelly states that the students love their art and the school helps them to explore their artistic talents. M. Beauregard piggybacks on S. Kelly's statement adding that the current space has outgrown its use and the students need more room to do their art.

5. D. Thayer motions to close the hearing. R. Coon seconds. Motion passes with all in favor.

**C. OTHER BUSINESS**

1. Planning & Development update. - None

2. Enforcement update. - None

3. Approval of Meeting Minutes.

1. 4/1/2024 Minutes - D. Thayer motions to approve. T. McCuin notes a spelling error. J. Appel seconds. Motion passes with all in favor.

4. Confirm next meeting date and time. - Monday, June 3rd, 2024.

5. Other.

**D. PUBLIC COMMENT - None**

**E. ENTER DELIBERATIVE SESSION**

A. B. Manahan motions to enter deliberative session. R. Coon seconds. Motion passes with all in favor.

B. T. McCuin adjourns the meeting at 7:05 PM and enters deliberative session.