

MINUTES
ST. ALBANS CITY DEVELOPMENT REVIEW BOARD
REGULAR MEETING
ST. ALBANS CITY HALL, 100 NORTH MAIN STREET
6:30 PM, MONDAY, JUNE 3, 2024

DRAFT

Members of the Board Present: IN PERSON: Rebecca Pfeiffer, Chair; Dick Thayer; Becky Manahanm Alternate; Janis Appel, Alternate

Members of the Board Absent: Tanner McCuin, Chair; Emily Biron

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

Members of the Public Present: IN PERSON: Ryan Wells; Mark Gosselin; Nicole Gosselin; Jill White; Cristin Jablenski; Keri Poquette; Gillian Ireland VIA ZOOM: Michelle Bushey; Alexis Brown

A. **BEGIN RECORDING AND OPEN MEETING** - R. Pfeiffer called the meeting to order at 6:30 PM.

1. Pledge of Allegiance - R. Pfeiffer led the pledge of allegiance.
2. Assign Alternates (as necessary)
 1. R. Pfeiffer assigns B. Manahan and J. Appel as alternates to ensure a quorum is met and voting can be done for the cases in the meeting this evening.
3. Consider any additions or deletions to agenda.
 1. S. Bennett shares a written withdrawal of Case 2024-012.

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 approval to change and ADU to a duplex. This property is located in the R95 - Residential 9500 Zoning District.
 1. R. Pfeiffer skips over this case since they have withdrawn their request.
2. **Case 2024-015 for Conditional Use Review / Franklin South / 23 Ferris Street / Parcel 25034023.** Request for approval to build a duplex on a vacant lot. This property is located in the R75 - Residential 7500 District.
 1. R. Pfeiffer opens the case and asks if any board members have any expertise communication or conflict of interest, no one does. S. Bennett and A. Brown take their oath.
 2. S. Bennett summarizes her staff report. S. Bennett notes that the google map image for reference is not updated as the house has since been demolished. R. Pfeiffer asks about the site plans given that part of it has been crossed out. S. Bennett informs the board that the applicant is working on a similar project with three side by side matching unit. They are using the same plan on this property, but will only have 2 of the matching units, explaining why part of the plan is crossed out.
 3. A. Brown notes that all requirements of the set-back has been achieved and the plan is to create condos for sale, not rentals.
 4. D. Thayer asks about parking and if the 5 spaces will be fulfilled. A. Brown confirms. R. Pfeiffer asks about parking location. A. Brown shares they plan to have space on the side of the building as well as two spaces in the garage.
 5. R. Pfeiffer asks about an approximate time schedule. A. Brown notes they are hoping to start construction in the fall and finish in the beginning of 2025.
 6. R. Pfeiffer asks about height allowance. S. Bennett confirms the height allowance is 28 feet and the site plan shows a maximum height of 27.5 feet, which meets the requirement.

7. B. Manahan inquires about the applicants plan on the sheds being proposed. A. Brown does not have any information on that. S. Bennett shares that the two sheds in the proposal are allowable and would be permitted, but if anything wanted to be added in the future, the owner would have to come back before the board for Conditional Use Review on any additional accessory units.
 8. R. Pfeiffer asks if there is any public comment. No one does.
 9. B. Manahan motions to close the hearing. D. Thayer seconds. Motion passes with all in favor.
3. **Case 2024-016 for Subdivision / Michelle Bushey / 143 Congress Street / Parcel 11022137.** Request for final approval for subdividing 1 lot into 3. This property is located in the R95 - Residential 9500 Zoning District.
1. R. Pfeiffer opens the case and asks if any board members have any expertise communication or conflict of interest. No one does. S. Bennett, M. Bushey, and R. Wells take their oath.
 2. S. Bennett summarizes her staff report. S. Bennett notes that the google map image for reference is not updated as the barn has since been demolished.
 3. R. Pfeiffer asks if any written requests for waivers have been received. S. Bennett did not receive any.
 4. R. Pfeiffer asks about the March 4th hearing for this property that had requested a boundary line adjustment with 141 Congress Street and if it has been done. S. Bennett may have received it, and suggests checking with the applicant.
 5. R. Pfeiffer also asks if any discussion was had around the property being on the City/Town line. S. Bennett explains that detailed discussion was had prior to coming before the DRB on March 4th, but it was determined that the applicant has no plans to build on the portion of land that falls on the Town side, so further discussion on that matter was not needed.
 6. B. Manahan asks about the markers not verified. S. Bennett explains that she is unable to verify those in her position, and that is up to the engineering team of the applicant to do.
 7. R. Wells explains the 3-lot subdivision will be broken out into one 2-bedroom residence (the structure already in place) and 2 vacant lots to be put up for future sale, noting they will not be doing the construction. Jarvis is doing the assessment of markers and they are awaiting final approval of those before finalizing the sketch plan.
 8. R. Pfeiffer asks about the missing addresses. R. Wells thought they had provided that. S. Bennett clarifies that a list was provided, but that the board may request that information to be included on the sketch plans. R. Wells can make that change to the sketch plans.
 9. R. Pfeiffer asks about sign off on the survey R. Wells can be sure all information needed is on the final submission of sketch plans.
 10. R. Pfeiffer asks if the board has any questions. None one does. R. Pfeiffer shifts to public comment and S. Bennett reads off the list.
 11. J. White lives next door (137 Congress Street) and is concerned that her property is going to be destroyed. In a neighborhood that has been very well kept, she is concerned that 2 more houses being added.. J. White asks about access to lot 2 and the need for a tree to be cut down in order to gain that access. Her main concern is that that tree absorbs a lot of runoff water and without it, her basement could become more prone to flooding. and wonders about assessment of water. R. Pfeiffer explains that this application is to subdivide the lot, but not for actual construction. Given that information, no building is being permitted at this time and J. White would want to bring this before the new owners of the land when they are making plans for new construction.
 12. K. Poquette (141 Congress Street) also has concerns around the water runoff, wondering what the plan would be for water runoff. R. Pfeiffer explains that right now a decision is being made for how the subdivision is going to be broken up. The sketch plan is showing

conceptual ideas on what could happen. R. Pfeiffer explains that when someone comes in to propose building, there would need to be a separate hearing for new construction on the property. It would be at that hearing that J. White and K. Poquette would want to bring their concerns.

13.S. Bennet explains that a single family home would not have to come back to the DRB.

14.K. Poquette asks for clarification regarding the sketch plan and that the 4-bedroom proposed building is not set in stone, but what could be. K. Poquette adds that boundary lines are not quite visible. R. Pfeiffer explains that some of those markers have been confirmed, and R. Wells shares they have preliminary markers set for the boundaries and they will be finalized once approval is granted from the DRB. C. Jablenski, employed by Barnard & Gervais, explains that he is very familiar with how the specific information about the marker assessment is finalized after preliminary approval.

15.J. Ireland also very concerned about the water runoff. J. Ireland asks how many houses are being proposed. K. Poquette confirms 2 additional houses are being proposed. J. Ireland also asks if the buildings will block off the access she uses to go on the Hard'Ack trails. R. Pfeiffer notes that the plans don't show any intent to take down greenery. R. Pfeiffer also reiterates that buildings in the plan are just conceptual and no proposed changes to the landscaping are being discussed at this time.

16.D. Thayer motions to close the hearing. J. Appel seconds. Motion passes with all in favor. R. Pfeiffer notes for the record that anyone who made public comment tonight will be copied on the decision made by the DRB.

4. Case 2024-017 for Site Plan Review / Mark & Nicole Gosselin / 151 Pearl Street / Parcel 22067151.

Request for Site Plan Approval of a triplex. This property is located in the R95 - Residential 9500 zoning district.

1. R. Pfeiffer opens the case and asks if any board members have any expertise communication or conflict of interest. No one does. S. Bennett, C. Jablenski, M. Gosselin, and N. Gosselin take their oath.
2. S. Bennett summarizes her staff report. R. Pfeiffer asks if the board has any questions for S. Bennett. No one does. R. Pfeiffer notes that the site plan has been updated and is new. The plat is what the DRB reviewed in April.
3. C. Jablenski received S. Bennett's staff report and has prepared responses to those items. R. Pfeiffer explains that the three main themes are parking, screening/landscaping/lighting, and grading. C. Jablenski notes that they have added all the recommendations given on the Conditional Use Approval from their previous case. In addition, C. Jablenski asks if the board would consider a revised schedule to completion since there are many unknowns with contractors and getting the work finished. C. Jablenski notes that N. Gosselin has gotten quotes about cedar screening for that space and will be planting those shortly.
4. C. Jablenski explains that the parking spaces and dimensions have been added to meet the 9' x 18' requirement, which is to scale and can be shown on the new map he has. R. Pfeiffer thanks him for that and notes that the board will take his testimony as factual and if the plan were to be approved, the board would ask for those updated site plans at that time.
5. C. Jablenski shares that they do have allocations from the city and the blank title block section on the site plan is reserved for the engineer, Garceau, who can review and sign off on a 4-unit project. C. Jablenski's license does not cover this project.
6. C. Jablenski adds that the property is fairly flat and there aren't many contour lines. R. Pfeiffer adds that sometimes proposed contour lines are added when construction of a new building is being done. C. Jablenski notes that the plan is to dig for the addition of a foundation and then grade it back out to what it currently is. No proposed grade changes at this time.

7. S. Bennett asks what the height of the building would be. C. Jablenski said the applicant plans to build a single-story dwelling which would fall under the 28 feet height requirement.
8. S. Bennett adds that the city requires new dwellings have an entrance facing the main road.
9. R. Pfeiffer asks if the board has any other questions. No one does.
- 10.B. Manahan motions to close the hearing. D. Thayer second. Motion passes with all in favor.

C. OTHER BUSINESS

1. Planning & Development update. - None
2. Enforcement update. - None
 1. Parking has been a hot topic with warmer weather, more people out, and more people parking where they aren't supposed to. A couple fencing problems are going on right now. There are also some tree disputes happening. With the recent wind storms, residents are concerned around
 2. R. Pfeiffer wonders if C. Sawyer might be able to come to a future meeting when there are less cases for review to discuss changes from the legislature. S. Bennett can mention that to C. Sawyer and look at what future meeting might work for that.
3. Approval of Meeting Minutes.
 1. 5/6/2024 Minutes - J. Appel motions to approve the minutes as presented. D. Thayer seconds. Motion passes with all in favor, R. Pfeiffer abstains since she was not present.
4. Confirm next meeting date and time. - Monday, July 1st, 2024.
 1. J. Appel will not be there. R. Pfeiffer may not be, but isn't sure yet. R. Pfeiffer suggests doing a survey closer to the meeting to ensure there will be enough people in attendance.
5. Other.

D. PUBLIC COMMENT - None

E. ENTER DELIBERATIVE SESSION

- A. B. Manahan motions to enter deliberative session. J. Appel seconds. Motion passes with all in favor.
- B. R. Pfeiffer adjourns the meeting at 8:07 PM and enters deliberative session.