

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

DRAFT

Board Members Present: Rebecca Pfeiffer, Chair; Tanner McCuin; Emily Biron (Via Zoom)

Board Members Absent: Dick Thayer; Becky Manahan; Matthew Freedom

City Staff Present: Paul Clapps, Minute Taker; Chip Sawyer, Director of Planning & Development; Sara Bennett, Property Services Manager

Members of the Public: Jan Appel; James S. Chase; Denise Chase; Iesha Harris; Cindy Reid; Lauren Marino, Derek Reid, Ed Adrian (Lawyer for the DRB.)

1. R. Pfeiffer began the meeting at 6:30.

- a. Pledge of Allegiance
- b. No assignment of alternates.
- c. The first case will be continued to the October hearing, that's the only change to the agenda.
- d. **T. McCuin Motioned to move the first case to the next meeting. Seconded by E. Biron. Motion approved with all in favor. There was no discussion.**

2. Case 2023-010 for Site Plan Review / Willard Mill Housing, LP – Iesha Harris / 25 Stowell St. / Parcel 26084025. Installation of new playground and smoking area shelter. This property is located in the B1 - Central Business District and the DR2 - Downtown Expansion Design Review District.

- a. R. Pfeiffer began by swearing in I. Harris and S. Bennett. S. Bennett introduced the applicant and the surrounding details. She read through the list of staff recommendations.
- b. R. Pfeiffer asked for clarification on one of the staff recommendations, and there was a brief discussion on what constitutes a minor or major site plan.
- c. I. Harris introduced herself and gave an introduction to the project. She specified that the playground and structure would have engineered wood fiber mulch for proper drainage.
- d. R. Pfeiffer asked if there would be any lighting for either structures. I. Harris specified that there seems to already be enough street lighting. There was another discussion on the shielding of the smoking structure.

e. There was no public comment.

f. E. Biron motioned to close the hearing. Seconded by T. McCuin. Motion passed with all in favor. There was no discussion.

3. Case 2023-011 for ZA Decision Appeal / James Chase / 55 Barlow St. / Parcel 25087070. Appeal of Zoning Administrator Notice of Violation. This property is located in the Residential 9500 Zoning District.

a. R. Pfeiffer moved on to start the review of Case 2023-011 by swearing in J. Chase, his wife, and S. Bennett. S. Bennett went through the staff report.

b. R. Pfeiffer asked for clarification on the parking regulations between 2017-2020. There were no parking changes during that time.

c. The Board discussed permitting and regulations. There was also a quick mention of whether a towing trailer would count as a “motorized vehicle” in this particular case.

d. R. Pfeiffer mentioned that the hearing could continue after the deliberative session if they required more information.

e. J. Chase introduced himself and gave an introduction on his application. He explained why the trailer was parked on the front setback and its uses. He uses the trailer to haul a lawnmower that is used to mow for neighbors, veterans, widows, and other people on the street who have trouble mowing their property for whatever reasons.

f. R. Pfeiffer asked if the trailer was parked there on completion of the new house that was built. This was confirmed.

g. The board asked if there was anything under the gravel, like pavement. J. Chase confirmed there was nothing.

h. There was a discussion again on what constituted a “trailer” in the city ordinances.

i. C. Sawyer, as part of public comment, mentioned that the city staff could look more into the permitting process of driveways. There was more discussion on the definition of “driveway” and whether it required a permit. There was no additional public comment.

j. T. McCuin motioned to continue this hearing at the next board meeting, on October 2nd, 2023 at 6:30PM. Seconded by E. Biron. The motion passed with all in favor. There was no discussion.

k. The Chases left the meeting at 7:28.

4. Case 2023-008 for Sketch Plan Review / City of St. Albans / 15 Lower Newton St./Parcel 22054015. To subdivide parcel into 2 lots. 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.

a. R. Pfeiffer moved onto Case 2023-008 by swearing in C. Sawyer, S. Bennett, C. Reid, L. Marino, and D. Reid. S. Bennett went over the staff report.

b. C. Sawyer gave more information on behalf of the applicants as to why the parcel needed to be subdivided.

c. R. Pfeiffer started a discussion among board members about whether it’s a minor or

major subdivision.

d. There were no additional questions for the applicants.

e. Public Comment. J. Appel asked about what the board was deliberating, in terms of the subdivision vs. the site plan. The board clarified this. There was no other public comment.

f. T. McCuin motioned to close the hearing. Seconded by E. Biron. The motion passed with all in favor. There was no discussion.

g. D. Reid, C. Reid, and L. Marino left the meeting at 7:49.

5. Other Business

a. Planning & Development Update. C. Sawyer mentioned that J. Appel will be a new applicant for the DRB, as well as some other updates about the city's interim bylaw.

b. Enforcement Updates. S. Bennett gave an update on violations and enforcement.

c. T. McCuin motioned to approve the August Minutes. Seconded by R. Pfeiffer. The motion passed with all in favor. There was no discussion.

d. Confirm Next Meeting Date: October 2nd, 2023.

6. Public Comment

a. No public comment.

7. T. McCuin motioned to enter a deliberative session. Seconded by R. Pfeiffer. Motion passed with all in favor. There was no discussion.