

**ST. ALBANS CITY DEVELOPMENT REVIEW BOARD
REGULAR MEETING
VIA REMOTE CONFERENCE
6:30 PM MONDAY, JANUARY 4, 2021**

APPROVED

Board Members Present: Denis LaPointe; Rebecca Pfeiffer, Chair; Dick Thayer, Tanner McCuin, and Emily Biron

Board Member Absent: Matt Freedom, Alternate

Public Present: Scott Patterson

Staff Present: Chip Sawyer, Planning and Development; David Southwick, Zoning Administrator and Minute Taker

A. OPEN MEETING- R.Pfeiffer opened the meeting at 6:30 PM

1. Pledge of Allegiance was recited
2. Introduction and Welcome for Emily Biron
3. Assignment of Alternates - none
4. Consider any additions or deletions to agenda - none

B. DEVELOPMENT REVIEW SEGMENT- PUBLIC HEARINGS

1. **Case #2021-001 / Scott Patterson / 26 Oak Street / Parcel #23064026** Applicant seeks approval for waiver of setback regulations. This property is located in the Low Density Residential (LDR) Zoning District.

R.Pfeiffer invited the applicants to come forward and swore in those wishing to submit testimony.

D.Southwick introduced the application and submitted the staff report for the record.

The applicant, Scott Patterson, property owner, stated that he is requesting a waiver setback that would require about 2 1/2 feet on the south side. He hopes to be able to make the garage 2 car wide or 20' x 40'.

M.Patterson stated that the proposed garage would be a two story garage.

When asked, M.Patterson stated that having the garage be 18 wide would not be desirable. He would like to have a door on the south side and would need extra room.

M.Patterson stated that Mr. Rooney his next door neighbor would not have a problem with him getting the waiver.

M.Patterson stated that the architect had suggested the 20 foot width.

M.Patterson stated that he had no plans to use the side setback for container storage since they are stored closer to the sidewalk. He would not have a problem with a condition that would restrict storage in the side setback.

M.Patterson stated that the second story of the garage would be used to create more room for setting up and displaying collectables.

M.Patterson stated that he would like to add an additional bathroom on that floor.

M.Patterson stated that the second story would have a passageway to connect the main house. He also stated that he would like to have an interior staircase accessing the second floor along with room for a workshop in the rear of the garage.

Public Comment - None

With no further comments, R.Pfeiffer recessed the hearing for continuation until January 7, 2021 at 6:30 PM.

C. OTHER BUSINESS

1. Annual Election of Officers
 - i. Rebecca Pfeiffer was nominated as Chair, seconded and approved unanimously
 - ii. Denis LaPointe was nominated as Vice Chair, seconded and approved unanimously
 - iii. City Staff was nominated as Clerk, seconded and approved unanimously.
2. Review and Adopt Revised Rules of Procedure
 - i. Discussed the roll of the clerk in the absence of the Chair and Vice Chair
 - ii. Corrected a typo where abstentions shall not count wither the majority or minority.
 - iii. Changed that the board may (versus shall) decide to move to deliberation.
 - iv. Discussed allowing board members who have not heard all testimony to still be able to participate in the decision after they have reviewed all materials.
 - v. Discussed allowing board members who have not heard any testimony to still participate in the decision after they have reviewed all materials with consent.
 1. Share link to recording
 2. Draft minutes
 3. Query for approval at the end of each case
 4. Add to the script
 - vi. Motion to accept as present, seconded and approved unanimously
 - vii. Chip Sawyer will make changes and distribute to board members
3. Discussion of Decision Conditions that require return to DRB.
 - i. Suggested that once a decision has been made and the case is closed, that any conditions that require a review should come back to the ZA, versus the DRB, for approval.
 - ii. If it is a desire of the board to see something before they can decide then the hearing would be recessed.
4. Planning & Development update - D.Southwick provided an update on the scanning project and the current state of the restricted access to the permitting office.

5. Enforcement updates
 - i. The snow removal at the Beverage Mart is within the conditions of the DRB Decision letter - we plan to continue to monitor.
6. D.Lapointe made the motion to accept the October 7, 2020 Meeting Minutes, D.Thayer seconded, it passed unanimously.
7. D.Lapointe made the motion to accept the November 2, 2020 Meeting Minutes, D.Thayer seconded, it passed unanimously.
8. D.Lapointe made the motion to accept the November 9, 2020 Meeting Minutes, T.McCuin seconded, it passed unanimously.
9. Confirmed next meeting dates and times.
 - i. Continuation on **Thursday, January 7, 2021 6:30 PM**
 - ii. Regular meeting on **Monday, February 1, 2021 6:30 PM**

D. Public Comment- None

E. No Deliberative Session

Motion to recess the hearing made by T.McCuin, second by D.Thayer with all in favor at 7:46 PM.