

**ST. ALBANS CITY DEVELOPMENT REVIEW BOARD
REGULAR MEETING
6:30 PM MONDAY, MARCH 04, 2019
ST. ALBANS CITY HALL, 100 NO. MAIN STREET**

Meeting Minutes

Board Members Present: Megan Manahan Bliss, Chair; Rebecca Pfeiffer, Vice-Chair; Dick Thayer; Owen Manahan; Denis LaPointe

Board Members Absent: None

Staff Members Present: David Southwick, Planning & Permitting Administrator; Wendy Coy, Minute Taker

Public Present:
See Sign-in Sheet

1. **Call to Order** – Meeting called to order at 6:35 pm
 - a. **Pledge of Allegiance**
 - b. **Consider any additions or deletions to the agenda** – None
 - c. **Assign Alternates (as necessary)** – No alternates

2. **Development Review Segment– Public Hearings:**
 - a. **Case 2019-006 / Steve & Edna North/ 17 Congress Street / Parcel # 11022017 Request for Conditional Use Approval** - No Board member has any conflict with this case. Mr. Southwick reviewed the case including the staff comments and relevant previous approvals and Zoning changes. The case has been publicly warned with certified letters to the abutters. Mr. Southwick stated that this case had been brought before the Planning Commission and gave the Board an email from Chip Sawyer, Director of Planning and Development. Cindy Adair with Caldwell Banker Hickock and Boardman Realty spoke first for the owners. Ms. Adair discussed the details of the property. The applicants brought the case before the Planning Commission to change the property to a B1 district as the property is too small and too narrow for a single-family home. Mr. North stated that, since his dentist office closed, he has tried to get another dentist into the property but there doesn't seem to be any interest. Chair Manahan Bliss read Mr. Sawyer's email into the record.

William Simmons, Pastor of First Baptist Church - Pastor Simmons stated that they have no problem with the sale of the property or having a business there. He is concerned about the parking situation. He thinks that a curb cut might be helpful to alleviate the parking issues. Chair Manahan Bliss stated that the curb cut was not a part of the current application and that the Board couldn't make a decision on that issue.

3. **Other Business** -
 - a. **42 Federal Street – Review of Decision Conditions** – Mr. Keith Taruski was present as the owner of the property. Mr. Taruski had a question as to whether the southern façade was considered the front or the back of the building. Chair Manahan Bliss asked

for drawings of the building. Mr. Southwick presented the drawings that had been given to the Board in the February meeting. Mr. Taruski stated that he considered the entrance facing Federal Street as the front of the building. Chair Manahan Bliss asked if the residential side of the building was accessible by the business side of the building. Mr. Taruski stated that there was no access between the two sides. Chair Manahan Bliss stated that the Board made a decision in February that the southern elevation needed to comply with the regulations for the front entrance. She explained that he could come back with another drawing of the southern elevation or resubmit an application with compliant drawings.

- b. **Planning and Development Updates** – Mr. Southwick stated that the first four pages of Article 5 have been amended and gave the amendments to the Board.
 - c. **Enforcement Updates** – 211 Lake Street - The violations have been brought to council due to non-compliance.
 - d. **Approval of December 3, 2018 Meeting Minutes** – Member LaPointe made a motion to approve the minutes. Member Thayer seconded the motion. It passed with two abstentions, Member Manahan and Chair Manahan Bliss.
 - e. **Approval of February 4, 2019 Meeting Minutes** – Member Manahan made a motion to approve the minutes as amended. Member LaPointe seconded the motion. It passed with one abstention, Vice-Chair Pfeiffer.
 - f. Confirm next meeting date: **Monday April 1, 2019 6:30 p.m.**
 - g. **Other** – Mr. Southwick asked about the Cadillac Motel. They had a two year extension that expired in November. This is the first time he has had an extension expire. Chair Manahan Bliss stated that the Cadillac needed to start the process over from the beginning.
4. **Public Comment** – None
5. **Enter Deliberative Session** – Vice-Chair Pfeiffer made a motion to enter deliberative session. Member Thayer seconded the motion. It passed unanimously at 7:10.

April 1, 2019: Motion to accept minutes with proposed revisions was made by Rebecca Pfeifer, second by Owen Manahan and it passed unanimously.