

**MEETING MINUTES
ST. ALBANS CITY DEVELOPMENT REVIEW BOARD
REGULAR MEETING
COUNCIL CHAMBERS, CITY HALL
6:30 PM MONDAY, AUGUST 2, 2021**

APPROVED

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

Board Members Absent: Matt Preedom, Alternate

Staff Members Present: Dave Southwick, Property Services Administrator; Chip Sawyer, Planning and Development Director and Minute Taker

Public Present: Lise-Anne Cooledge, Scott Cooledge

- A. OPEN MEETING - R.Pfeiffer opened the meeting at 6:31 pm
1. Pledge of Allegiance - the pledge was recited
 2. Assignment of Alternate – None necessary
 3. Consider any additions or deletions to agenda – None.

B. DEVELOPMENT REVIEW SEGMENT – PUBLIC HEARINGS

1. **Case #2021-008 / OuterKnown - Lise-Anne Cooledge / 46 North Main Street / Parcel #23063046** Applicant seeks approval for a Conditional Use - Manufacturing. This property is located in the Business 1 (B1) Zoning District.

R.Pfeiffer introduced the hearing item and went over the procedures for the hearing. No board members stated conflicts of interest. She administered the oath.

D.Southwick introduced the application and summarized the standards for Conditional Use Review.

There were no board questions for City staff.

Lise-Anne Cooledge introduced herself and Scott Cooledge and read what they had submitted into the record.

She shared examples of some of the items to be produced.

T.McCuin asked if it would be an open storefront or closed to the public. L.Cooledge answered that the eventual plan was to have some open days and public demonstrations. Otherwise, the space would be closed for production. Collaboration would occur in the front part of the space.

E.Biron asked how many employees they planned on. L.Cooledge answered that the plan is to have around 10 people hired part time.

R.Pfeiffer noted that the application said that many employees could be working from home. L.Cooledge acknowledged that.

When asked by R.Pfeiffer, S.Cooledge said he thought their hours would be 10 AM to 7-8 PM at the latest.

There was no public comment.

With no further comments, R.Pfeiffer closed the hearing at 6:47 PM.

C. OTHER BUSINESS

1. Planning & Development update
 - i. D.Southwick and C.Sawyer gave a brief update on upcoming changes in the staffing in the P&D department.
 - ii. C.Sawyer gave a presentation on the proposed amendments. Other than some questions and discussion, the DRB has no substantial input on the amendments.
2. Enforcement update - none
3. Approval of July 5, 2021 Meeting Minutes - D&V. Tabled because there was not a quorum of the board that were present at the meeting.
4. Confirm next meeting date and time. **Monday, September 6, 2021 6:30 PM (Labor Day Monday) The DRB changed the September meeting date to 6:30 PM on Wednesday, 9/8.**
5. Other

D. PUBLIC COMMENT There was none.

E. ENTER DELIBERATIVE SESSION – D&V Motion by D.LaPointe. Second by D.Thayer. Approved at 7:37 PM.