

MEETING MINUTES
ST. ALBANS CITY DEVELOPMENT REVIEW BOARD
REGULAR MEETING
COUNCIL CHAMBERS, CITY HALL AND VIA ZOOM
6:30 PM WEDNESDAY, SEPTEMBER 8, 2021

Approved October 4, 2021.

Board Members Present: Rebecca Pfeiffer, Chair (Zoom); Dick Thayer, Denis LaPointe, Vice-Chair; Tanner McCuin (Zoom), 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, Sara Gabaree, Property Services Manager

Public Present: See Attendance Sign-in Sheet

- 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 – Dave Southwick stated that 21 Huntington had asked for a postponement of their item to the October meeting

B. DEVELOPMENT REVIEW SEGMENT – PUBLIC HEARINGS

1. **Case #2021-009 / Jane Suder / 46 Congress Street / Parcel #11022046** Applicant seeks approval for a Sketch Plan Review for a Sub-Division. This property is located in the High Density Residential (HRD) Zoning District.

Pfeiffer read the title of the hearing item.

There were no conflicts of interest stated by board members.

Pfeiffer administered the oath.

Southwick introduced the application and entered the staff report into the record.

There were no questions from the Board for staff.

Stephen Tetreault represented the applicant. He summarized Suder’s request. He stated that the subdivision had been prepared to be in compliance road frontage, setbacks, etc.

Denis mentioned the irregular shape of the proposed new lot and the proposed parking easement. He asked what the intended use was.

Tetreault stated that the easement was meant to provide parking access for one lot while also providing the road frontage for the other lot.

Thayer asked if there were any plans for the garage. The answer was No.

Thayer asked about the neighbor driveway that overlaps with Suder's lot. Tetreault's response was that there were no immediate plans to address that either.

Pfeiffer asked about the 50% lot coverage. Tetreault said he had not calculated the existing lot coverages. Pfeiffer said that she would like to see that in the next iteration of the plan.

There were no other questions from the board.

Pfeiffer opened the floor to public comment.

Cheryl Ledoux stated that she was a neighbor on the Lincoln Avenue side. She said that there may be a misunderstanding about the lot lines, and that the proposed plan would eliminate any off-street parking for 10 Lincoln Ave. in her opinion, because the City does not allow parking in front of buildings. Mark Ledoux stated that granting a permanent easement might help.

Pfeiffer responded that she did not think the DRB could require the granting of an easement for parking, and she advised the Ledoux's to seek that solution with Suder.

Chip Sawyer mentioned that the DRB might want to specify that any future use of the garage on the new lot would have to be an allowed use in the zoning district.

Cheryl Ledoux asked that the possible use of the lot could be. Southwick explained some of the possibilities, based on the size of the lot, lot coverage, etc.

Cheryl Ledoux asked if the lot would be viable. Pfeiffer answered that would be part of the consideration of the DRB.

Mark Ledoux asked about the size of the garage, and Tetreault answered 40 x 20.

Thayer asked about adverse possession laws, and the answer was that would be a civil matter.

There were no other questions from the Board.

Tetreault submitted a written request for a waiver to provide the contour lines.

Pfeiffer requested that the lot coverages and dimensions of the garage be included in the plan.

With no further comments, R.Pfeiffer closed the hearing.

2. **Case #2021-010 / Heather Gonyeau / 21 Huntington Street / Parcel #22046021**
Applicant seeks to appeal the Zoning Administrator decision to dis-allow a parking space in the front setback. This property is locate in the Low Density Residential (LDR) Zoning District

Pfeiffer opened the Hearing for Gonyeau.

Pfeiffer recessed the hearing until the next DRB meeting on October 4, 2021.

3. **Case #2021-011 / Northwestern Medical Center / 133 Fairfield Street / Parcel #1403131** Applicant seeks approval for a Site Plan Review for the expansion of the existing Emergency Department. This property is locate in the Medical Institution (MI) Zoning District

Pfeiffer opened the hearing for NMC and read the title.

There were no ex parte communications or conflicts of interest stated by Board members.

Pfeiffer administered the oath.

Southwick introduced the case and entered the staff report into the record.

Denis asked about the enforcement record and whether everything had been resolved. Southwick and Sawyer explained the process for enforcement that that all of the complaints had either been resolved or the issues did not exist long enough to seek fines through the courts.

Pfeiffer asked for an explanation of the pictures that were part of the application. Southwick described them.

Peter Garceau and Tyson Moulton described the application on behalf of the applicant. Garceau clarified that it was a 2,400 sq.ft. expansion being proposed. He also made special note of the “Healing Garden” or “patio area” also included in the proposal, which would be some added impervious and also incorporated into the stormwater permit.

Moulton gave some of the reason for the proposal, which has a lot to do with the needs for expansion of the emergency dept. and improvements for staff/patient safety. The expansion would provide for more mental health beds and airborne isolation rooms. He stated that the hospital had done what it could to be responsive to neighbor noise complaints. He stated the hospital was working on its plowing contracts to require quieter practices and operation within certain hours. He said that there were times when contractors operated outside hours, and there were meetings with neighbors to discuss the situation. The hospital had also changed its landscaping times to be with certain hours. He stated that the hospital had also contacted their garbage hauler to keep operations within certain hours as well.

Pfeiffer asked if the board agreed that this site plan would require a minor review. Denis, Tanner and Dick stated agreement with that.

Denis asked if there were any noise mitigation efforts planned as part of the proposal. Moulton stated that a barrier was planned for the air handler. Final equipment had not been selected, but the hospital would use noise as a factor in any final decisions.

Pfeiffer asked Southwick to read Chris Dermody's letter into the record. He did so.

Denis asked if the hospital could address Dermody's concerns.

Moulton said that the hospital already had larger air handlers operating on that side of the hospital which were already very quiet. Any new equipment would be selected to be equally or more quiet. Any barriers installed would be additive to that. He stated that the cooling tower would be designed to be well below the Regulatory decibel levels.

There was a discussion clarifying the noise rules in the LDRs and the issue of "receiving properties."

Pfeiffer opened the meeting up to public comment.

Megan Manahan Bliss stated that she was representing properties "B, SS, and C" in the plans. She stated an ongoing frustration with the City's response to noise complaints over multiple years and the fact that the hospital cited vendor issues with many of them. She asked about the possibility of moving the Cobblestone dumpster farther away from neighboring properties, and she asked the DRB could consider rescinding previous conditions that allow the hospital to plow outside otherwise allowed hours.

When asked Moulton said that the hospital's typical plowing hours were 5:00 AM to 10:00 PM, and that the hospital could consider moving the dumpster farther away.

There were no further questions from DRB members.

Pfeiffer closed the hearing.

C. OTHER BUSINESS

1. Planning & Development update
 - i. Sawyer introduced Sara Gabaree as the new Property Services Manager and stated that the City would also be hiring a Planning & Development Assistant.
 - ii. Pfeiffer thanked Dave Southwick for his service over 5 years.
2. Enforcement update - none
 - i. **Motion by Denis to approve the minutes of July 5, 2021, as presented. Second by Dick. Approved with all in favor.**
 - ii. **Motion by Denis to approve the minutes of August 2, 2021, as presented. Second by Dick. Approved with all in favor.**
3. Confirm next meeting date and time. **Monday, October 4, 2021 6:30 PM**
4. Other - None

D. PUBLIC COMMENT There was none.

E. ENTER DELIBERATIVE SESSION – D&V Motion by D.LaPointe. Second by E.Biron. Approved at 8:09 PM.