

**MEETING MINUTES**  
**MEETING OF THE ST. ALBANS CITY DEVELOPMENT REVIEW BOARD REGULAR MEETING**  
**6:30 PM, MONDAY, DECEMBER 4, 2017**  
**ST. ALBANS CITY HALL, 100 NO. MAIN STREET ST. ALBANS, VT**

**Approved January 2, 2018.**

**Board Members present:** Chair Megan Manahan Bliss, Vice-Chair Rebecca Pfeiffer, Owen Manahan, Judith Leonard (Alternate)

**Board Members Absent:** Jackie DesLauriers

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

**Public Present:**  
See Sign-in Sheet

- 1) **Call to Order** - Chair called meeting to order at 6:30
  - a) Pledge of Allegiance
  - b) Discuss Additions or Deletions to Agenda
  
- 2) **2. Development Review Segment – Public Hearings:**
  - a) **Case#2017-028 / 23 Upper Welden Street / Parcel # 25087023** - No Board member has any conflict with this Case. D. Southwick reviewed the case including the staff comments and the relevant previous Zoning Actions. The Case has been publicly warned with certified letters to the abutters. Jason and Leah Rochefort were present as owners and applicants. They have been working with Mr. Southwick to get approval for an accessory dwelling on their property. With more people on the property, they will need more parking and would like to add a single lane driveway long enough to fit two cars. Per zoning ordinances, there will be six feet between the side property line and the driveway. They are using a portion of the second floor for the accessory dwelling. Member R. Pfeiffer asked if they were planning on paving? Mr. Rochefort responded that they were planning to just dig it out and place rock. Member O. Manahan asked how long would the total length of the driveway be? It would be a total of thirty-six feet with twenty feet extending beyond the house and will remain a single lane driveway. There were no public comments.
  
- 3) **Other Business**
  - a) **Planning & Development Updates** – Mr. Southwick informed the Board that, as of last week, the City created a consolidated Property Services department which combines zoning, assessing and permitting. It will be one stop for people who are interested in information about their parcel. They are also looking to integrate with rental registry and Public Health and Safety as they can keep track of who has been publicly warned. Mr. Southwick's new title is Property Services Administrator.
  - b) **Enforcement Updates** – No real updates. They are looking at the trees and what will be done in the spring.

- c) **Approval of September 5, 2017 and the November 6, 2017 Meeting Minutes** – Chair M. Manahan Bliss and Member O. Manahan had some additions to the September 5, 2017 minutes. Member O. Manahan made a motion to approve the minutes as amended. Member R. Pfeiffer seconded the motion. It passed unanimously. Member O. Manahan made a motion to approve the November 6, 2017 meeting minutes as presented. Member R. Pfeiffer seconded the motion. It passed unanimously.
- d) Confirm next meeting date and time Tuesday **January 2, 2018 6:30 p.m.**
- e) **Other** –
  - i) Review DRB Meeting calendar for 2018
  - ii) Member R. Pfeiffer brought to Mr. Southwick's attention a property on Upper Welden Street that has cars parking on the lawn. She believes that it is at 25 Upper Welden. It is the pink house. Mr. Southwick said he would investigate.

4) **Public Comment** - None

5) **Enter Deliberative Session** – Member R. Pfeiffer made a motion to enter deliberative session. Member O. Manahan seconded the motion. The motion passed unanimously.

