

**MINUTES**  
**ST. ALBANS CITY DEVELOPMENT REVIEW BOARD**  
**REGULAR MEETING**  
**ST. ALBANS CITY HALL, 100 NO. MAIN ST.**  
**6:30 PM MONDAY, September 7, 2022**

***APPROVED***

**Board Members Present:** Becky Manahan; Dick Thayer; Tanner McCuin; Emily Biron; Rebecca Pfeiffer

**Board Members Absent:** Matthew Freedom, Denis LaPointe.

**City Staff Present:** Sara Bennett, Property Services Manager; Carl Watkins, Minute Taker.

**Members of the Public Present:** Roger Parent and Lucy Parent

**A. OPEN MEETING – R. Pfeiffer opened the meeting at 6:36 PM.**

1. Pledge of Allegiance – pledge was recited
2. Assignment of Alternate(s) – B. Manahan was appointed alternate.
3. Consider any additions or deletions to agenda - none

**B. DEVELOPMENT REVIEW SEGMENT – PUBLIC HEARINGS**

1. Case #2022-019: Extension of Site Plan Approval / Roger and Lucy Parent/ 239 North Main Street / Parcel 11063239. This property is located in the B2 Business 2 Zoning District and the DR3 Residential Review District.

**R. Pfeiffer opened public hearing at 6:37 PM.**

R. Pfeiffer goes over the order of the public hearing and swears in those testifying.

R. Pfeiffer turns over to S. Bennett for the staff report.

S. Bennett reads the staff report which also detailed the history of the original permit and notes that this is a request for an extension with no changes to the original permit.

S. Bennett read a memo from C. Sawyer regarding the requested approval. The memo detailed the role of DRB in the process of this permit extension.

R. Pfeiffer asks if there are questions from the board for City staff.

B. Manahan asks for clarity regarding a previous one-year extension from August 2021.

S. Bennett noted that one extension is allowed from the zoning administrator, however, any subsequent extensions must go before the board.

E. Biron clarifies that the plan would not change anything that was previously approved.

L. Parent noted that as correct.

R. Pfeiffer turns it over to the applicants to present the project.

L. Parent and R. Parent introduce themselves and L. Parent mentions that the request is for a two-year extension.

L. Parent notes that they had difficulty finding a contractor and that, if only given one year, for might not be enough time for scheduling contractors. She notes that there had only been one complaint by a tenant about a loose screw and no building complaints. It is noted that materials are hard to find. They did use granite for the countertops. It was noted that the infrastructure is completed up to the second lot. The only need would be for it to be permitted and building completed.

L. Parent notes that when paying for the water and sewer fees, they paid for both buildings, an extra \$10k, in 2018. COVID also had an effect on the building of the unit.

R. Parent noted that the natural gas, water, and electric are already there, just need to be slightly extended.

T. McCuin asks for clarity about whether they were asking questions infrastructure only or generally about the project.

S. Bennett noted that, since this is just a request for an extension of the approval, the entire plan is not open for consideration. It was noted that general questions are fine.

T. McCuin asks how much time is needed to complete the project.

L. Parent notes they are looking for the two-year extension because it's hard to find builders and prices are currently high due to the market. She notes she does not have any issue selling the unit.

D. Thayer asked if the first contractor is available that built the first building.

L. and R. Parent note that the contractor is not available now, everyone is booked. That is why they are asking for a two-year extension.

R. Pfeiffer asks the applicants if there was more information they wanted to share

L. Parent noted that they only need to start building the foundation, that most of the work has already been done already.

E. Biron asked about the lot and if it was non-conforming. Wondering if it would be approved if it was a new project.

R. Pfeiffer noted that the original was denied and that the court approved through mediation.

S. Bennett noted that everything was within current City guidelines.

R. Pfeiffer noted that it would likely meet the requirements at this time.

R. Pfeiffer asked if there were any more questions.

**Public comment open at 6:53 PM.**

S. Bennett asked if they could read just the pertinent content of the letters from the public.

The board agreed.

S. Bennett reads the letter from Jeffrey and Wendy Gordon at 112 Messenger Street. They noted in their letter that they did not agree with the original units, however they would like a fence to be built in addition.

S. Bennett noted that she responded and informed them that they can't change a court ordered settled agreement, but it is something they can ask.

The letter from 114 Messenger Street, Kevin and Shelly Morris, was read as well, very similar to first letter, also noted they weren't in agreement, they also want a fence to be built to separate the two properties.

S. Bennett also noted to them that they couldn't change the agreement, but that both members of the public could put a fence themselves.

S. Bennett noted that there was also a phone discussion from 235 N Main Street and those neighbors were not provided proof of replacement trees bordering their property. They are not opposed to the extensions but want proof of replaced trees as a condition to the extension.

Concludes public comment.

R. Pfeiffer asks if any other questions

D. Thayer asked if, in the original plan, was a fence between the properties.

L. and R. Parent noted yes, there is a fence there on the west already in place. It was noted that trees have been replaced at least 3 times when they died. L. Parent asked if they are asking for proof or more trees and S. Bennett noted that they only wanted proof of the species previously planted.

L. Parent mentioned they left the tags on the trees and probably had the receipts for them.

R. Pfeiffer asks to clarify where the trees exactly were. The location was described.

T. McCuin asks if they would be opposed to putting up the requested fence.

L and R Parent said they aren't putting up a fence. It was not in the original Settlement Agreement and they don't want to add. L. Parent talks about how they take care of the property and some of the positive comments that have been made. L. Parent states the neighbors are welcome to put up their own fence, but since it wasn't in the original agreement, they don't want the expense.

E. Biron asked if the permit would follow the property or the owner.

S. Bennett noted that it followed the property.

L. Parent stated they would rather sell than build but if they got the extension they would build.

**Hearing closed at 7:05pm**

C. OTHER BUSINESS

1. Planning & Development update – None.
2. Enforcement update – S. Bennett noted they are working on minor enforcement of cars and setbacks primarily on Federal Street but not a lot.

3. Approval of Meeting Minutes –

December 6, 2021

R. Pfeiffer asked if there were any changes or additions to the minutes.

T. McCuin and D. Thayer note that they look good.

T. McCuin made a motion to approve as is. D. Thayer second.

**Motion approved with all in favor 7:08 PM B. Manahan and E. Biron abstain.**

January 3, 2022

Minutes tabled due to absence of those who attended.

June 6, 2022

R. Pfeiffer asked if there were any changes, additions, or deletions.

B. Manahan made a motion to accept the minutes. T. McCuin second.

**Motion approved with all in favor 7:09 PM R. Pfeiffer and D. Thayer abstain.**

July 6, 2022

R. Pfeiffer asked if there were any changes or additions to the minutes.

D. Thayer noted several corrections for clarity to the minutes.

D. Thayer made a motion to accept the minutes as amended. B. Manahan second

**Motion approved with all in favor 7:12 PM**

4. Confirm next meeting date and time - **Monday, October 3, 2022, 6:30 PM**
5. Other – None.

D. PUBLIC COMMENT – None.

E. ENTER DELIBERATIVE SESSION

T. McCuin made a motion to move to deliberative session. D. Thayer second

**Motion approved with all in favor 7:14 PM**