

**MINUTES**  
**ST. ALBANS CITY DEVELOPMENT REVIEW BOARD**  
**REGULAR MEETING**  
**ST. ALBANS CITY HALL, 100 NORTH MAIN STREET**  
**6:30 PM MONDAY, MAY 1, 2023**

**DRAFT**

**Board Members Present:** Rebecca Pfeiffer, Chair; Dick Thayer; Tanner McCuin (Via Zoom); Becky Manahan

**Board Members Absent:** Emily Biron,

**City Staff Present:** Paul Clapps, Minute Taker; Chip Sawyer, Director of Planning & Development

**Members of the Public:** Caroline Leahy, Carrie Hanely, Thomas Dowhan, David Chenette, Paula Johnson, Rev. Christopher Micaele, Heather Smith

- 1. Open Meeting. R. Pfeiffer begins the meeting at 6:30.**
  - a. Pledge of Allegiance.
  - b. E. Biron was not there, so B. Manahan was an assigned alternate.
  
- 2. Development Review Segment - Public Hearing for Case #2023-003 for Conditional Use Review and Case 2023-004 for Site Plan Review / St. Mary's Parish Charitable Trust / 36 Fairfield St. / Parcel 14031036. To establish a school on the property and related site improvements. This property is located in the Residential 7500 Zoning District.**
  - a. R. Pfeiffer began the report by explaining how the meeting would go and asked if any board members had conflicts of interest. There were none.
  - b. C. Sawyer, T. Dowhan, and other members of the public took the oath.
  - c. C. Sawyer discussed how conditional use can be applied in this case, as well as the details of the proposed school that will be in that building. He discussed what would need to be reviewed in this case. These were highlighted in the Case packet.
  - d. There was a brief discussion on what constitutes a "change" to a reviewed decision, which would need to be reassessed in the future.
  - e. R. Pfeiffer asked the board if there were any questions. There were none.
  - f. R. Pfeiffer moved the case to the applicant (Thomas Dowhan).
  - g. T. Dowhan went over the parameters of the development project. He specified that the building was built in 1978 as a school. The windows, lighting, HVAC system, and other components would need to be changed. But otherwise, nothing else will change.
    - i. He mentioned the buffer (hedges). There would need to be minimal buffer work done.
    - ii. There was an inquiry over whether they can just add stripes to the existing asphalt which seems to be in good shape.
  - h. R. Pfeiffer asked about the school's grade (K-6) and timing (8:30-3). There have been no

plans for busing, as there will only be pick up and drop off, as well as walking children.

- i. C. Leahy joined the conversation by swearing the oath and answering questions. The applicant wasn't focusing on afterschool activities at the moment, so they didn't have any clear after school uses.
- j. B. Manahan asked if there was a plan for a playground. C. Leahy said not right now, but it would be nice to add later on. She clarified that there would be a recess time.
- k. R. Pfeiffer asked if the board would like to vote publicly on it or discuss it more in the deliberative session. They could hear the city's recommendation and then decide on whether they have the information required, or if they should request a site plan.
- l. **Public Comment.** T. Dowhan clarified that there's enough parking spaces from reviewing the satellite image. The capacity is far beyond 25. (They have at least double that). The other public comments unanimously lent support for the school project.
- m. R. Pfeiffer asks for board questions or comments. There are none.
- n. **B. Manahan motioned to close the conditional review. Seconded by D. Thayer. There is no discussion. Motion passes with all in favor.**

**3. Development Review Segment - Public Hearing for Case #2023-004** for Conditional Use Review and Case 2023-004 for Site Plan Review / St. Mary's Parish Charitable Trust / 36 Fairfield St. / Parcel 14031036. To establish a school on the property and related site improvements. This property is located in the Residential 7500 Zoning District.

- a. C. Sawyer began presenting the city's recommendations for Case 2023-004. The only staff recommendation is that any plants or fencing shall be maintained in good appearance or replaced as needed.
- b. R. Pfeiffer asked for clarification on re-stripping the parking lot. The board agrees that this is a minor site plan, for all intents and purposes. There were no questions from the board to the city staff. R. Pfeiffer then asked the applicant to explain the site plan.
- c. T. Dowhan started by asking for clarification on the buffer for the site plan. T. Dowhan mentioned contacting the neighbor to discuss buffer plans for the future.
- d. There were no questions from board members for the applicant.
- e. There were no additional public comments, other than support for the project and thanking board members for their time and consideration.
- f. The next meeting was scheduled for June 5th, 6:30.
- g. **B. Manahan motioned to recess for tonight's meeting and continue the hearing on June 5th, 2023, at 6:30 PM. Seconded by D. Thayer. There was no discussion. The motion passed with all in favor.**
- h. There was a brief discussion on the approval of the conditional use. R. Pfeiffer clarified the process for the members of the public.
- i. The members of the public left the meeting at 7:27.

**4. Other Business.**

- a. Planning & Development Update. C. Sawyer updated the board on the Fonda Site and the next city plan. For the city plan, the PC is still discussing things like "what does safety mean to this community," climate change, etc.
- b. Enforcement Update.

- i. C. Sawyer moved onto updating the board on appeals and violations.
  - c. Approval of Meeting Minutes.
    - i. There was an edit to “pushing the building construction out to summer 2024.”
    - ii. **D. Thayer motioned to approve the minutes from 3/6/23 with the discussed change of clarifying the date of building construction. Seconded by T. McCuin. B. Manahan abstained. There was no additional discussion. The motion passed with all in favor.**
  - d. Confirm Next Meeting Date and Time
    - i. June 5th, 6:30.
  - e. **Withdrawn Case.**
    - i. C. Sawyer clarified that they have lost interest in the property. He also mentioned that a company recently filed a permit for the old USCIS building to use as a warehouse.
- 5. **R. Pfeiffer motioned for a deliberative session. Seconded by D. Thayer. There was no discussion. The motion passed with all in favor at 7:44 PM.**