

**MINUTES**  
**ST. ALBANS CITY DEVELOPMENT REVIEW BOARD**  
**REGULAR MEETING**  
**ST. ALBANS CITY HALL, 100 NORTH MAIN STREET**  
**6:30 PM MONDAY, JUNE 5, 2023**

*Approved August 8, 2023*

**Board Members Present:** Rebecca Pfeiffer, Chair; Dick Thayer; Becky Manahan, Alternate; Tanner McCuin, Vice-Chair

**Board Members Absent:** Emily Biron;

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

**Members of the Public:** Thomas Dowhan; Shawn Allard; Alan Parent; Sean Gilligan; Marilyn Keller

- 1. R. Pfeiffer began the meeting at 6:30**
  - a. Pledge of Allegiance
  - b. B. Manahan was assigned as an alternate.
  - c. No additions or deletions to agenda.
  
- 2. CONTINUATION OF HEARING: Case # 2023-004 for Site Plan Review / St. Mary's Parish Charitable Trust / 36 Fairfield St. / Parcel 14031036.** Parking line striping, buffers and related site improvements. This property is located in the Residential 7500 Zoning District.
  - a. R. Pfeiffer began by specifying that they will be revisiting the site plan, a staff report, and then they will turn it over to the applicant.
  - b. C. Sawyer mentioned that the city staff can't find the dimensions of the parking lot and the building with the site plan. There was also no notation of stormwater drainage, as C. Sawyer continued to discuss the 15-foot buffer, parking, and other requirements.
  - c. C. Sawyer gave the city's recommendation for the DRB. There were no questions.
  - d. T. Dowhan introduced himself and began with discussing the stormwater plans and the 15-foot buffer. R. Pfeiffer clarified that the regulations are flexible as to what that buffer may be. There was a brief discussion on the height of a fence as a barrier. T. Dowhan also asked for clarification as to what this buffer could be used for (if a dumpster could be placed there or additional parking).

- e. C. Sawyer suggested a recess for the applicant to do more research into their barrier options and then proposing a solution so the DRB has a clear idea of what's needed.
  - f. T. Dowhan agreed and will come up with solutions that are submitted to the DRB on July 12th, which would be the next meeting.
  - g. There was no public comment.
  - h. T. McCuin made a motion to recess Case # 2023-004 until July 12th. Second by D. Thayer. No discussion. The motion passed with all in favor.**
3. **Case #2023-006 for Conditional Use Review / JAKS Properties, LLC / 92 So. Main St. / Parcel 26079092.** To convert an office space into a dwelling unit. This property is located in the B2 Transitional Business District and the DR3 Residential Design Review District.
- a. C. Sawyer, S. Allard, and A. Parent got sworn in. There were no conflicts of interests disclosed.
  - b. C. Sawyer began the staff report on Case #2023-006. The overall request is to turn one of the office spaces into a dwelling unit. He began listing some of the “nonconformities” of the parcel. The grandfathering of this parcel will require DRB review. He gave recommendations for the parcel to be “more conforming” to modern requirements. One problem would be the rounding up of parking spaces with the new property usage.
  - c. C. Sawyer also discussed the history of requests for this property. In 2005, there was a request that was almost identical to this, which was turned down.
  - d. R. Pfeiffer asked for clarification on the boundaries and adjacent zoning of the property.
  - e. There were no other questions.
  - f. S. Allard and A. Parent began their presentation on the application. A. Parent specified that COVID changed things and it's mentioned that there is a clear need for housing whereas there's less of a need for commercial space. There have been other properties in the area that have transferred from commercial to residential.
  - g. There was a discussion on the amount of parking spaces that would be required due to the space provided.
  - h. R. Pfeiffer also clarified what the 2-year approval entails, as well as the ability to reapply. There were no additional questions.
  - i. A. Parent listed a few other points for the DRB to consider before the hearing was closed. (The motion to close the hearing happened later in the meeting, as listed down below)
  - j. There was no public comment.
4. **Case #2023-007 for Review Required by Section 521 / Sean Gilligan and Marilyn**

**Keller / 7 Nason St. / Parcel 26060007.** To build a third accessory structure. This property is located in the R75 Residential 7500 District.

- a. C. Sawyer, S. Gilligan, and M. Keller got sworn in. There were no conflicts of interest.
- b. C. Sawyer began the staff report on Case #2023-007. The site plan had been submitted and the city had no concerns with the application.
- c. S. Gilligan and M. Keller began presenting their application. They specified that this structure would be used as a “hangout” spot during the summer and a shed during the winter.
- d. There were no questions from the DRB or the applicants.
- e. There was no public comment.
- f. **D. Thayer made a motion to close the hearing for Case #2023-007. Second by T. McCuin. No discussion. The motion passed with all in favor.**

**T. McCuin made a motion to close the hearing for Case #2023-006, which was never closed. Second by D. Thayer. No discussion. The motion passed with all in favor.**

## **5. OTHER BUSINESS**

- a. C. Sawyer gave a Planning & Development update. The City would need to make some interim zoning changes to be in compliance with new bill S.100.
- b. C. Sawyer gave an enforcement update. There are some property owners that will need to be told by the city to return some part of their property back to grass or they will be fined.
- c. Approval of Meeting Minutes.
  - i. **T. McCuin made a motion to approve the meeting minutes from 5/1/23, as presented. Second by B. Manahan. No discussion. The motion passed with all in favor.**
- d. Confirm next meeting date and time: July 12th, 6:30.

## **6. PUBLIC COMMENT**

- a. None

## **7. DELIBERATIVE SESSION**

- a. **T. McCuin made a motion to end the public session and begin the Deliberative Session. Second by D. Thayer. No discussion. The motion passed with all in favor.**