

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

Approved May 1, 2023

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

Board Members Absent: Emily Biron, Becky Manahan

City Staff Present: Paul Clapps, Minute Taker; Sara Bennett, Property Services Manager

Members of the Public: Dan Luneau; Sam Ruggiano

A. Open Meeting. R. Pfeiffer begins the meeting at 6:30.

1. Pledge of Allegiance
2. No alternates, there is no need to assign them.
3. There are no additions or deletions to the agenda

B. Development Review Segment

1. **R. Pfeiffer Opens the hearing for Case #2023-001 Conditional Use Review and Case #2023-002 for Site Plan Review / Jesse Robbins, Freeman French Freeman, Inc. Architects / 190 South Main Street / Parcel 260791**

R. Pfeiffer swears everyone in who will give testimony and proceed to hand the testimony over to City Hall.

S. Bennett, S. Ruggiano, and D. Luneau swear their oaths.

S. Bennett begins the staff report.

- a. S. Bennett reads each application. She specifically skims the applications for notes that were highlighted.
- b. S. Bennett concludes the staff report at 6:41.

There are no questions for S. Bennett by the board.

D. Luneau introduces himself and describes the situation. He has owned the property for a number of years. The property will be used for an automotive stand-alone business that fits their lifestyle. S. Ruggiano also introduces himself and describes the “geo-technical” situation with the property. (soil type, foundation construction, etc.)

R. Pfeiffer asks S. Ruggiano if he's seen a lot of settling on the property recently. He says it's been quite difficult to measure.

D. Luneau wants to get the pavement done by Spring of 2024, at least in the front area that can be seen by the public. Then he mentions to complete the rest of the paving in Spring of 2025. D. Luneau wants to push the timeline of the building project out by one year, finishing summer of 2024.

R. Pfeiffer asks if there are any additional questions. There are none.

R. Pfeiffer starts going through the staff notes that S. Bennett brought up earlier.

- c. In terms of the "loading and unloading" notes, R. Pfeiffer makes sure that there will be sufficient parking and space for deliveries so as to not impact traffic.

R. Pfeiffer starts a discussion about buffers. D. Luneau confirms that both properties on either side are residential and the trees will be remaining there to act as a buffer to the rest of the community.

There is discussion on the roofing materials, since a contractor recommended a different manufacturer.

There are no other questions from board members.

R. Pfeiffer closes the hearing for 2023-001 and 2023-002 for So Main Street Parcel #26079190

C. R. Pfeiffer moves onto other business

1. S. Bennett says there is no planning and development update.
2. No new information for the enforcement update.
3. R. Pfeiffer asks about whether or not the board should discuss the Review of Rules and Procedures.
 - a. S. Bennett confirms that Chip Sawyer (Director of Planning & Development) had made no changes to the Rules and Procedures.
The board is willing to approve it.

Motion by T. McCuin to re adopt the existing policy and procedures as written. Seconded by D. Thayer. There is no additional discussion. Motion approved by a vote of all in favor.

4. The board moves onto the approval of January minutes.

Motion by D. Thayer to approve the minutes of 01-11-2023 with only change to

remove Denis LaPointe, who was no longer on the board. Seconded by T. McCuin. Motion approved by a vote of all in favor.

5. The next meeting date is confirmed.

D. There was no public comment.

E. Motion by T. McCuin to end the current session and begin Deliberative Session. Seconded by D. Thayer. Motion approved by a vote of all in favor. Meeting ends at 7:23.