

MEETING MINUTES
ST. ALBANS CITY DEVELOPMENT REVIEW BOARD
REGULAR MEETING
ST. ALBANS CITY HALL, 100 NORTH MAIN STREET, ST. ALBANS, VT
6:30 PM MONDAY, FEBRUARY 3, 2020

Board Members: Owen Manahan; Denis LaPointe; Tanner McCuin

Board Members Absent: Dick Thayer, Rebecca Pfeiffer, Vice-Chair

Staff Members Present: Chip Sawyer, Director of Planning & Development; Tammi DiFranco, Property Services Assistant, taking Minutes

Public Present: See Sign-In Sheet

- A. OPEN MEETING O.Manahan opened the meeting at 6:30 PM
1. Pledge of Allegiance – The Pledge was recited
 2. Consider any additions or deletions to agenda
 - i. D.LaPointe nominated O.Manahan to chair the meeting, second by T.McCuin. Approved with all in favor.

B. DEVELOPMENT REVIEW SEGMENT – PUBLIC HEARINGS

1. **Case #2020-001 / Blue Bear, LLC / 90-92 Fairfield Street / Parcel # 14031090**
Applicant seeks approval for a Conditional Use for a Multi-family Dwelling. This property is located in the High Density Residential (HDR) Zoning District.

O.Manahan invited the applicants to come forward and swore in those wishing to submit testimony.

C.Sawyer introduced the application and submitted the staff report for the record. The site plan included in the packet is only for referencing parking spots; it is not being submitted for approval.

The applicant, Mark Williams, introduced his plan being brought before the board for the conditional use of 5 dwelling units where it is currently commercial office space.

O.Manahan asked how many bedrooms each apartment would have. M.Williams stated there would be a 2-bedroom apartment, two 1-bedroom apartments, and two 3-bedroom apartments.

O.Manahan asked if there are plans to designate parking spots. M.Williams stated no. O.Manahan asked if the parking lot is currently lined or striped. M.Williams stated no. O.Manahan asked if there are any landscaping plans. M.Williams stated no, just interior changes. D.LaPointe asked if the parking lot is currently paved. M.Williams Stated yes.

O.Manahan stated that there are currently two curb cuts for the property; will there be an in and out for cars? M.Williams stated no.

O.Manahan asked for public comment.

Mary Swan from 96 Fairfield Street introduced herself. She asked how many apartments and was told 5 apartments have been stated. She prefers offices being at the location since there is less noise. She would like the applicant to put up a white solid fence to separate her backyard from the apartments. M.Williams asked if a hedge would be acceptable. M.Swan would prefer a solid fence. M.Williams wanted clarification that M.Swan was most concerned about her backyard. M.Swan affirmed.

O.Manahan asked if there are lights in the backyard. M.Williams answered that there were only lights on the porches. O.Manahan asked if there are plans for garbage removal. M.Williams stated that he would probably have a dumpster.

B.Farrar from 70 Ferris Street introduced himself. His backyard faces the building. He asked if there would be restrictions on playground equipment and grills. He asked if there would be a hedge or fence on Ferris Street. He also asked where the dumpster would be placed and if the dumpster would be screened off. M.Williams answered that he had not thought about the questions being asked. O.Manahan asked if there are any outbuildings or storage for outdoor equipment. M.Williams stated that there is shared storage for the residents. B.Farrar asked where the entrances to the apartments would be. M.Williams stated that two entrances would be in the rear of the building, the other three entrances would be through the porches. B.Farrar asked if two apartments would be in the yellow building. M.Williams stated yes.

Marty Manahan introduced himself and stated that he is related to board member O.Manahan. He owns property in the neighborhood near 90-92 Fairfield Street. He wanted clarification on who owns the LLC. M.Williams stated it is only himself and possibly his wife. M.Manahan wanted clarification on the 5000 square foot per apartment regulation and how it is being interpreted. Chip Sawyer stated that it is 7500 sq. ft for a single family, 5000 sq ft per unit for multifamily, 2-family and all other uses is 10,000 sq ft. For this project, they need 5,000 square feet for each apartment. M.Manahan stated that Dr. Roberts has done a lot of work in this neighborhood in the past few years bringing homes back to single family use. This proposal would bring more residences into the area and change the character of the neighborhood. M.Manahan is opposed to a hedge row because of the maintenance, he would prefer a fence. . M.Manahan would like a condition that all entrance/exit traffic be maintained to Fairfield Street. No new entrance to Ferris Street. He would like to see a site plan for the dumpster. O.Manahan stated that a site plan will be needed if a dumpster is required; a site plan will require the applicant to come to an additional DRB Hearing. M.Manahan mentioned that Fairfield Street is a gateway street for St. Albans and the property needs to maintain that presence. Having an absentee landlord is also a concern of his. His last request was that the property has the proper number of EU's for water. O.Manahan said that will be included.

O.Manahan asked if the applicant is opposed to putting up a fence. M.Williams stated that he will put one up if it is a condition. B.Farrar stated that he thinks a hedgerow would be more appropriate on Ferris Street. M.Manahan stated that a hedgerow will need

conditions for maintenance. M.Williams suggested a third option of not requiring a fence, but to wait six months to see if there are any complaints. If there are complaints, then he can install a fence or hedgerow.

O.Manahan asked if the applicant understood the dumpster requirement. He explained that the applicant will need site plan approval to have a dumpster. D.LaPointe stated that if a dumpster is required, the applicant can also put the fence on the site plan.

M.Williams stated he is only installing a fence if it is required. If the fence is not required, he will not add it to the site plan.

With no further comments, O.Manahan closed the hearing.

2. **Case #2020-002 / CVOEO / 176 North Main Street / Parcel # 22063176** Applicant seeks approval for a Conditional Use review for a Community House. This property is located in the Business 2 (B2) Zoning District and the Residential (DR-3) Design Review District.

O.Manahan invited the applicants to come forward and swore in those wishing to submit testimony.

C.Sawyer introduced the application and submitted the staff report for the record. The site plan included in the packet is only for referencing parking spots; it is not being submitted for approval.

The applicant, Kris Lukens, introduced herself. CVOEO owns the building. It is an emergency shelter for victims of domestic violence. They currently have 8 beds, plus staff. They would like to take two of the current staff offices and turn them into bedrooms. Since it is an emergency shelter, most people generally do not have vehicles. Currently they have 7 staff in the house; that number will go down to two. The other staff will be relocated to a local office. Since the staff will be at a different location, the amount of day time traffic in and out of the shelter will be greatly reduced.

O.Manahan asked for clarification on the number of beds being requested, 12 or 13. K.Lukens answered that they are requesting 13 beds. O.Manahan stated that there is a current limit on the number of adults, will that be maintained? K.Lukens stated that the number of adults will be flexible. O.Manahan asked if they have a self-imposed number of adults. K.Lukens stated that they would like to request 13 people that could be adults or kids. She explained that the 13th bed has to be kept available for emergencies. The 13th bed is not generally filled, but it has to be available. O.Manahan asked if the staff stays overnight. K.Lukens stated no. Sharron McMahan, an employee at the shelter, stated that the staff lives close by and can respond to emergencies. K.Lukens stated that currently the shelter overflow has to go to a hotel. The demand for their services is going up. There are no other alternatives in St. Albans for their population. Hotels are not ideal because they are separated from the shelter and its services. The organization also has transitional housing for five families throughout the area.

O.Manahan asked what will happen with the staff that is being moved out of the shelter. K.Lukens stated that they will be relocated locally and so will the hotline.

O.Manahan asked C.Sawyer if there had ever been any complaints about the community house. C.Sawyer stated that he could not think of any complaints against them. K/Lukens stated that when they first opened in 2001, the neighbors were concerned. O.Manahan added that when it first decided by the board in 2001 to allow the community house, there was a very deliberate decision on the number of people allowed.

O.Manahan asked for public comment. No public in attendance for this hearing.

With no further comments, O.Manahan closed the hearing.

C. OTHER BUSINESS

1. BFA Connector Project Site Plan Review. D.LaPointe looked through the check list of required items and stated that the site plan appeared to meet all conditions.

Motion by O.Manahan to approve the site plan. Second by D.LaPointe. All in favor.

Discussion pertaining to requirements for applicants bringing materials back for review after a hearing has been closed. Recommended, that in the future, it is possible to keep a hearing open until all materials and site plans are complete.

2. Planning & Development update
Discussion pertaining to recently approved statute relating to height of structures in Service-Industrial areas. Also discussed possibility of different credits for residents who purchase historic homes to refurbish and use as rentals.
3. Enforcement update
There have been a few violations for parking in the front setback.
4. Approval of December 2, 2019 Meeting Minutes – D&V

Motion by D.LaPointe to approve the minutes December 2, 2019, as edited. Second by O.Manahan and approved with all in favor.

5. Election of Chair & Vice-Chair- deferred until next meeting.
6. Updated Board Member List
7. Confirm next meeting date and time. **Monday, March 2 2019 6:30 PM**
8. Other- None

D. PUBLIC COMMENT- None

E. ENTER DELIBERATIVE SESSION – D&V

Motion O.Manahan to move into Deliberative Session. Second by D.LaPointe and approved with all in favor at 7:45 PM.

