

Hearing Date: December 29, 2025

Case: Case # 2026-001

Applicant(s): Mac Broich

Subject Parcel: 14005039

Address: 37 Bank Street

Review Requested: *Combined Review Variance Request, Conditional Use Approval, and Site Plan Review.*

I. Description of Request

1. Applicant requests:
 - Variance Request for the allowance to convert a preexisting, non-conforming, detached garage/barn to an additional primary structure with a 1-unit dwelling.
 - Conditional Use approval in the form of Transitional Lot Development to allow more than one principal structure on the parcel.
 - Site Plan Review for associated changes per the prior requests.
2. This property is located in R7500, Residential 7500 Zoning District.
3. Staff's understanding is that this application *involves new construction or enlargement of existing structures and does not modify parking and/or landscaping or other requirements of Section 603 (Minor Site Plan),* as per Section 603.1B.1.
4. The barn on the Site Plan is titled the "Davidson Barn," and shall be referenced so in the below report.

II. Public Notice

The warning of the public hearing and the certified mailings to abutters were completed as per statutory requirements in 24 V.S. A. Chapter 117.

III. Completeness of Application

The applicant has submitted materials with sufficient information for the Development Review Board to make a ruling on the completeness of the application, including possible requirements for supplemental information and evidence before the hearing can be Closed. Staff will advise the applicant of any known deficiencies in the application before the hearing.

IV. Applicable Regulations and Review Standards

The process and standards for Site Plan Review are found in the City of St. Albans Land Development Regulations in Section 603, and there are other applicable standards in the Regulations. Staff has listed and highlighted what we feel are relevant sections below for reference, and it is possible that there are other relevant sections not listed below. Staff recommendations and concerns regarding possible deficiencies in the materials presented are highlighted in yellow.

Section 904 Coordinated Review

- A. In accordance with 24 V.S.A. § 4462, in cases where a proposed project will require more than one type of development review, the Development Review Board may warn and hold a single hearing for the purpose of reviewing and acting on the proposal. The Zoning Administrator shall identify proposed projects appropriate for combined review and assist applicants in preparing and submitting coordinated applications to facilitate combined review.
- B. As applicable, the combined review process shall be conducted in the following order:
 - 1. Access by right-of-way; then
 - 2. **requests for variances; then**
 - 3. subdivision review (sketch plan, preliminary and final); then
 - 4. **conditional use review; then**
 - 5. **site plan review; then**
 - 6. any other type of review.
- C. Notice for a combined review hearing shall be made in accordance with 24 V.S.A. § 4464(a)(1). The hearing notice shall include a statement that the hearing will be a combined review of the proposed project and list each review processes that will be conducted at the hearing.
- D. All hearing and decision requirements, and all deadlines applicable to each review process shall apply. Separate written decisions may be issued for each review conducted as part of the combined review, but shall be coordinated where appropriate.

Section 905 Appeals, Variances

Section 905.1 Appeals

N/A

Section 905.2 Variances

A. The Development Review Board may grant a variance from the provisions of these regulations following application and public hearing if all the following findings of fact are specified in its decision:

1. That there are unique physical circumstances or conditions, including irregularity, narrowness, or shallowness of lot size or shape, or exceptional topographical or other physical conditions peculiar to the particular property, and that unnecessary hardship is due to such conditions; and not the circumstances or conditions generally created by the provisions of the zoning regulation in the neighborhood or district in which the property is located.

Staff note: The Davidson barn does not meet the side setback to the East. Staff does not believe the lot possesses unique physical circumstances or conditions.

2. That because of such physical circumstances or conditions, there is no possibility that the property can be developed in strict conformity with the provisions of the zoning regulation and that the authorization of a variance is therefore necessary to enable the reasonable use of the property;

Staff Note: the principal structure is a 3-dwelling household currently, which staff believes to be in conformity. Staff recommend that Board clarify with the applicant if the Davidson barn could be brought into compliance with City Regulations, primarily the setback on the East side.

3. That the unnecessary hardship has not been created by the appellant;

Staff note: the Davidson barn was built prior to the ownership of the appellant.

4. The variance, if authorized, will not alter the essential character of the neighborhood or district in which the property is located, substantially or permanently impair the appropriate use or development of adjacent property, reduce access to renewable energy resources, nor be detrimental to the public welfare; and

5. That the variance, if authorized, will represent the minimum variance that will afford relief and will represent the least deviation possible from the zoning regulations and the Comprehensive Municipal Plan.

B. Establishment or expansion of a use not permitted with or without conditions by these regulations shall not be allowed by variance. Pursuant to Section 4473 of the Act, the

Development Review Board may not amend, alter, invalidate or affect any of these bylaws or the implementation or enforcement thereof, or allow any use other than those permitted with or without conditions in the applicable district.

Section 413 Transitional Lot Developments

- A. Authority and Purpose. When reviewing a Transitional Lot Development, the Development Review Board is hereby empowered to vary certain requirements and standards found within these Regulations for the purposes of:
1. Encouraging compact, pedestrian-oriented development and redevelopment and promoting a mix of residential uses and nonresidential uses.
 2. Implementing policies of the City Plan, including provisions for affordable housing.
 3. Providing flexibility in site and lot layout, Building design, placement and clustering of Buildings, use of open areas, provision of circulation facilities, including pedestrian facilities and parking, and related site and design considerations that will best achieve the goals for the area as articulated in the municipal plan and these Regulations within the particular character of the site and its surroundings.
 4. Providing for efficient use of public facilities and infrastructure.
 5. Encouraging and preserving opportunities for energy-efficient development and redevelopment.
- B. Eligibility. In order for an application to be eligible for a Transitional Lot Development, at least one of the following must be true:
1. The application is NOT proposed on a Lot that is located, in its entirety, within a Residential District; or
NA
 2. The application is proposed on a Lot that is located within a Residential District, but the majority of the length of at least one boundary of the Lot is immediately adjacent to a zoning district that is not a Residential District; or

Staff Note: Staff believe this requirement to be met. This property is located in the R7500 Zoning District but abuts the B1 Zoning District located on the opposite side of Bank Street. See Zoning map imagery submitted at the end of this report.

The rear West portion of the boundary line also abuts the B1 district, but this is not updated on the Zoning map due to a change in boundary lines after a portion

of land was purchased by the applicant.

3. The application is proposing the redevelopment of a Building built before 1968 that most recently contained institutional, commercial, or mixed uses as of March 13, 2022; or
NA

4. The application is for a Mobile Home Park.
NA

C. Application Requirements. An application for a Transitional Lot Development shall include a description of the request and all of the components required by these regulations for conditional Use Review, plus any other type of review that may be required. See D. Review Process below. When requesting waivers and allowances for a Transitional Lot Development, the applicant must present a justification of how the request is appropriate for the development proposed and will implement the goals of the City Plan and the established purposes under Section 413 A.

D. Review Process. Any application for a Transitional Lot Development shall be reviewed by the Development Review Board as **a conditional use in accordance with Section 602**. This does not exempt the application from also requiring design review, site plan review, subdivision review, or any other form of review, depending on the relevant requirements of these regulations. When reviewing the application in accordance with the standards in Section 602, the DRB may decline to approve certain waivers or allowances requested, grant waivers or allowances that differ from what was requested, and may attach conditions to any waivers or allowances granted. When reviewing a Transitional Lot Development under Section 602.2 B. (character of the area affected), the Development Review Board shall also take into account the context of zoning districts that are adjacent to the application's Lot.

E. Waivers and Allowances that can be granted for Transitional Lot Developments. Notwithstanding the requirements of these Regulations, the Development Review Board (DRB) may allow any of the following allowances as part of the approval of a Transitional Lot Development, upon specific request of the applicant:

1. The DRB may approve more than one Principal Building or Use on a Lot, regardless of the zoning district.

Staff note: applicant is requesting to convert the Davidson barn into a dwelling unit and therefore a second Principal Building.

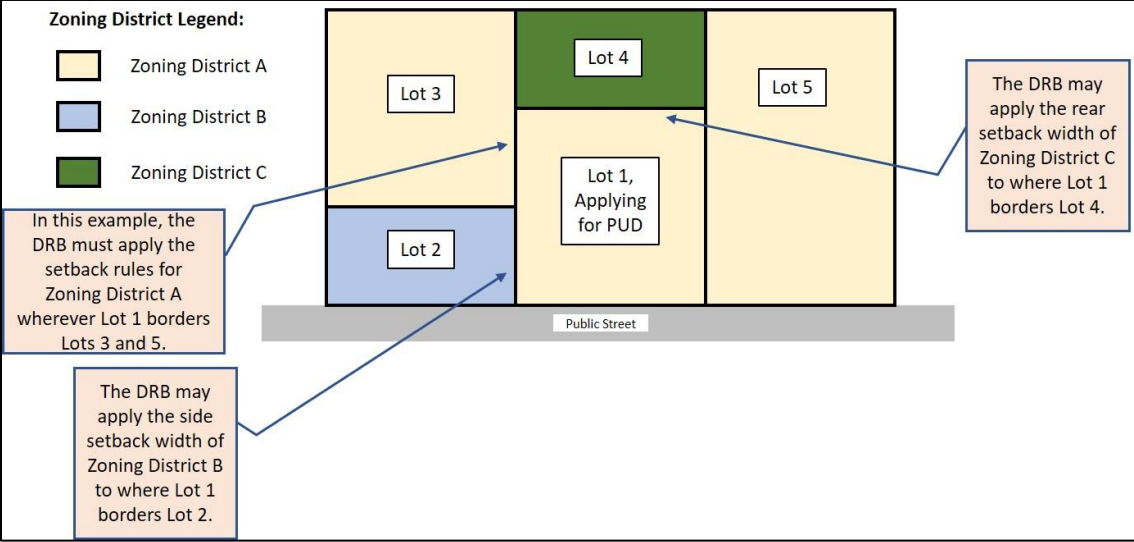
2. The DRB may approve a Multi-Household Dwelling of five or more units in the Residential 8700 District, subject to the applicable Lot Area requirements and the possible density bonus below.
NA

3. The DRB may increase Dwelling Unit density by 25% more Dwelling Units per

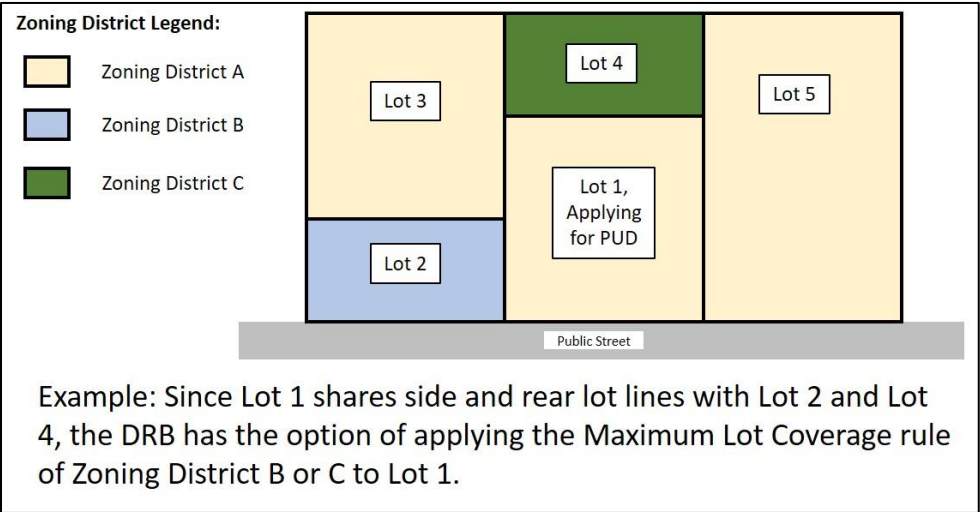
required Minimum Lot Area for any Dwelling Units that contain only one bedroom.

NA

- When reviewing an application for a Mobile Home Park, the DRB must follow the setback standards of Section 406.3. For other applications, for any portion of a side or rear lot line that is immediately adjacent to a different zoning district from the application Lot’s district, the DRB may apply the side or rear setback requirements of said different zoning district (see figure below).



- When any portion of a side or rear lot line is adjacent to a different zoning district from the application Lot’s district, the DRB may approve the maximum lot coverage of said different zoning district to the application Lot (see figure below).



- The DRB may approve required minimum Off-Street Parking as low as 1 parking space per studio or single-bedroom Dwelling Unit.

7. The DRB may approve shared facilities between Lots, including the development of an access drive in the setback and of Accessory Structures on either Lot or both Lots to act as Accessory Structures for both Lots.
- F. Standards and Restrictions. In approving a Transitional Lot Development, the Development Review Board is bound by the following:
1. Except for any allowances specifically enabled by subsection E. above, the DRB may only approve Uses allowed in the application Lot's zoning district as specified in Section 303.
 2. For applications for multiple Principal Uses, the Development Review Board must ensure that the Lot is large enough for the cumulative minimum lot area required for each instance of use in Section 303 and elsewhere in these regulations. For example, the Development Review Board cannot approve four instances of Principal Use that each require 10,000 square feet of minimum lot area if the Lot is only 30,000 square feet in size, because the cumulative minimum lot area requirement would be 40,000 square feet, which is more than what the Lot has.

Section 602 Conditional Uses

A use designated as a conditional use in any district may be permitted upon decision of the Development Review Board, subject to the requirements of 24 V.S.A., Section 4414(3).

Section 602.1 Procedure; Action by Development Review Board

The Development Review Board may grant a conditional use permit after public notice in accordance with Section 908 of these bylaws and a public hearing, according to the following procedures:

- A. An application for a conditional use permit shall be filed in the office of the Zoning Administrator, who shall refer the application to the Development Review Board.
- B. The Development Review Board may specify additional information for consideration of the application, including, but not limited to, data, traffic impact studies, site plans and elevations.
- C. The Development Review Board shall review the proposed use for compliance with all applicable criteria as contained in these regulations. This review shall specifically include consideration of the stated purpose of the district in which the proposed use is to be located.
- D. The Development Review Board shall act to approve or disapprove a requested conditional use within 45 days after the adjournment of the final public hearing held

under this section, and failure to so act shall be deemed approval.

Section 602.2 Approval Criteria

The Development Review Board shall determine that the proposed use shall not have an undue adverse effect on:

- A. The capacity of existing or planned municipal facilities;

Staff Note: Staff is unaware of any conflicts or capacity issues associated with planned or existing municipal facilities.

- B. The character of the area affected, as defined by the purposes of the zoning district within which the project is located, and specifically stated policies and standards of the municipal plan, however, an application that would result in a total of four or fewer Dwelling Units and no other Principal Uses on a lot may not be denied solely due to an undue adverse effect on the character of the area affected;
- C. Traffic on roads and highways in the vicinity;
- D. Bylaws then in effect; or
- E. Utilization of renewable energy resources.

Section 602.3 Approval Conditions

In permitting a conditional use, the Development Review Board may impose specific conditions it deems necessary to achieve the goals of the Municipal Plan, and to protect the best interests of the surrounding property, the neighborhood, or the municipality as a whole. These conditions may include the following:

- A. **Minimum Lot Size**
The Development Review Board may specify an increase in the minimum lot size requirement to allow for adequate screening or buffering, to accommodate an increase in density or intensity of use that may result from development.
- B. **Adjacent Uses**
The Development Review Board may require the applicant to arrange uses on the site to place more compatible uses closer to nearby properties with less intensive uses.
- C. **Land Use Performance Standards**
The Development Review Board may impose conditions relating to, dust, smoke, noise, odor, glare or vibration beyond those expected from permitted uses in the district in accordance with Section 519, other relevant sections of these bylaws and other applicable City ordinances.

Staff note: As with most applications, staff recommends that any DRB approval contain a condition that operation of the proposed use shall comply with Section 519 Performance Standards.

D. Off-Street Parking and Loading

The Development Review Board may require an increase in the number of required off-street parking or loading spaces to assure vehicles can be accommodated on-site.

Staff note: Parking dimensions and spaces are not located on the submitted documents. Per Section 515.7, Table of Off-Street Parking Requirements, 1 parking space per dwelling unit is required. Staff believe that there is adequate parking available but it is not depicted on the plan.

E. Landscaping, Buffering and Screening

The Development Review Board may require landscaping, screening or buffering on the periphery of the development to improve compatibility with abutting or nearby uses.

F. Design and Location of Structures

The Development Review Board may impose requirements to assure the proposed use is compatible with adjoining or nearby development. These requirements may include, but not be limited to, requirements to increase minimum setback distances, limiting building coverage or the height of buildings.

G. Size, Location and Design of Signs

The Development Review Board may limit the size, number and location of signs beyond that required in Section 516 in order to maintain the character of the district in which the proposed use is located.

H. Access and Circulation

The Development Review Board may require alterations to vehicular movement and parking areas, internal streets and drives, traffic signals and turning lanes on abutting streets. In the event that the development may be expected to cause a significant drop in the level of service, the Development Review Board may require a contribution proportionate to the share of excess traffic. Such contribution may include the installation of acceleration or deceleration lanes, turn lanes or other road or intersection improvements.

The following uses must be located on or have vehicular access to a collector or arterial street, as defined by the City's 1991 Comprehensive Highway Transportation Analysis:

- a. School
- b. Emergency Service
- c. Place of Worship
- d. Funeral Home
- e. Hospital

I. Construction Time Limit

The Development Review Board may specify a time limit for construction, alteration or enlargement of the proposed use.

J. Performance and Operation

The Development Review Board may specify and restrict the hours of operation and other factors related to the performance of the proposed use.

K. Specific Limitations

The Development Review Board may not impose conditions that specifically prohibit Development allowed under Sections 409 or 501A of these Regulations.

Section 602.4 Changes to a Conditional Use

A. Any enlargement or alteration of a conditional use shall be reviewed as a conditional use by the Development Review Board.

B. A change in use, expansion or contraction of land, area, or alteration of structures which are designated as a conditional use, shall conform to all regulations contained herein pertaining to conditional uses. Such changes shall not be commenced until a conditional use permit is issued by the Development Review Board for such change, expansion, construction or alteration under this section.

Section 602.5 Period of Validity of Approval

The period of validity of a Conditional Use approval shall be in accordance with Section 903.

Staff Note: A new principal structure would need to meet the current standards, setbacks, etc. of the Zoning District in which it is located.

Section 303 Zoning District Standards

This section establishes the purpose, allowed uses, and general dimensional standards of each Zoning District. Any use defined in Section 202 Defined Terms that is not specifically listed as a Permitted or Conditional Use for a Zoning District is not allowed within that district.

B. Residential 7500 District – R75

1. The purpose of this district is to provide an area within the City for moderately dense residential development and growth, while maintaining a safe and healthy atmosphere for the district's residents. Single-household dwellings shall be permitted uses within this district, along with accessory uses. A variety of other residential uses, along with selected non-residential uses may be allowed as conditional uses, provided they meet all applicable standards and can be shown to be compatible with the district's objectives.

2. Permitted Uses, to be reviewed in accordance with Section 601 and all other applicable standards and requirements.
 - a. Child Care Home, Large in accordance with Section 405.
 - b. Child Care Home, Small in accordance with Section 405.
 - c. Dwelling, Single-Household
 - d. Dwelling, Two-Household,
 - e. Dwelling, Multi-Household of up to four Dwelling Units.
 - f. One Dwelling Unit included with one or more other properly permitted uses that are not Dwelling Units.
 - g. Home occupation in accordance with Section 403.
 - h. Recovery Residence or Residential Care Home for which 24 V.S.A. Sec. 4412(1)(G), as amended, is applicable.
 - i. Stormwater Treatment, Accessory or Municipal (see Sec. 411).

3. Conditional Uses, to be reviewed in accordance with Section 602 and all other applicable standards and requirements.
 - a. Bed & Breakfast.
 - b. Cemetery.
 - c. Community Center.
 - d. Community House.
 - e. Child Care Facility in accordance with Section 405.
 - f. Multi-Household Dwelling of five or more Dwelling Units.
 - g. Two or more Dwelling Units included with one or more other properly permitted uses that are not Dwelling Units.
 - h. Home Industry in accordance with Section 404.
 - i. Lodging House.
 - j. Medical Office/Clinic.
 - k. Mobile home park in accordance with Section 406.
 - l. Place of Worship.
 - m. School, Certified/Licensed.
 - n. School, Commercial.

4. Allowed Number of Principal Uses: Only one Principal Use is allowed on a property in this Zoning District, unless approval for more than one Principal Use is granted via Section 413 Transitional Lot Developments. This provision does not prohibit the approval of a Home Occupation or Home Industry as an Accessory Use.

5. Allowed Number of Principal Buildings: Only one Principal Building is allowed on a property in this Zoning District, unless approval for more than one Principal Building is granted via Section 413 Transitional Lot Developments.

6. Minimum Lot Area Required Per Use:

Dwelling, Single- or Two-Household:	7,500 square feet.
Dwelling, Multi-Household of up to four Dwelling Units:	7,500 square feet.

Dwelling, Multi-Household of five or more Dwelling Units:	5,000 square feet per Dwelling Unit.
Dwelling Units included with other Principal Uses that are not Dwelling Units:	7,500 square feet per Dwelling Unit.
All other uses:	10,000 square feet.

Lot size, per Site plan submitted, = .70 acres = 30,280 SF.

7. Minimum Lot Width: 75 feet.

Requirement achieved.

8. Minimum Front Setback:

Public Interest Markers (Section 517.4):	5 feet.
All other development:	The average existing setback of all buildings within 200 feet of side lot lines. If there are no buildings within 200 feet, then the front setback shall be 10 feet.

Requirement achieved.

9. Minimum Side Setbacks:

Single- or Two-Household Dwelling, or Multi-Household Dwelling of up to four Dwelling Units:	10 feet.
Dog house, child's play house, or tree house accessory to a residential use:	2 feet.
Temporary seasonal pool (Section 407):	2 feet.
Shed or similar structure with a floor area of not more than 96 square feet and a height of not more than 10 feet:	2 feet.
All other Accessory Structures:	5 feet.
All other Uses:	15 feet.

Staff concern: The Davidson barn does not meet the 10' required setback.

10. Minimum Rear Setback:

Dog house, child's play house, or tree house accessory to a residential use:	2 feet.
Temporary seasonal pool (Section 407):	2 feet.
Shed or similar structure with a floor area of not more than 96 square feet and a height of not more than 10 feet:	2 feet.
All other Accessory Structures:	5 feet.
All other Uses:	20 feet or the average setback of all existing buildings within 200 ft of the side property lines, whichever is smaller.

Requirement achieved.

11. Note on Setbacks: Sections 516 and 523 may also apply and supersede the setback standards in this section.
12. Maximum Building Height: 28 feet. See also Section 513.

Staff note: Staff cannot locate the height of the Davidson barn and the Board may wish for clarification from the applicant.

13. Maximum Lot Coverage: 50%

Staff note: Coverage achieved per submission, 35.6%

Section 603 Site Plan Review

Section 603.1 Purpose and Applicability

A. Purpose

The purpose and intent of site plan review is to protect the public health, safety and general welfare; to promote orderly growth and development; to ensure new development is harmonious with existing development and the environment; and to encourage the objectives of the City of St. Albans Comprehensive Municipal Plan.

B. General Requirements

1. Site plan approval shall be required, pursuant to Section 4416 of the Act for the following:
 - a) A site plan that involves no new construction or enlargement of any structure but does modify the arrangement of parking, landscaping or other requirements of Section 603 (Minor Site Plan), or
 - b) A site plan that involves new construction or enlargement of existing structures and does not modify parking and/or landscaping or other requirements of Section 603 (Minor Site Plan) or**
 - c) A site plan that involves new construction or enlargement of any structure that changes off-street parking, landscaping or other requirements of Section 603 (Major Site Plan).

4. A written recommendation from the Design Advisory Board is required by applicants whose projects are either in the Design Review District or on the National Register of Historic Places prior to the public hearing for site plan approval.

Section 603.2 Application Requirements

B. The site plan review application shall include the following information:

1. For Minor Site Plans:

- a) The name and address of the applicant, and other planners, engineers, architects, surveyors and/or other professionals engaged by the applicant in preparing the site plan application.
-Verified by Staff
- b) Name and address of the owner of record; or if a corporation, name and address of representative and evidence of registration to do business in Vermont.
-Verified by Staff
- c) The block and lot and zoning district of the site.
-Verified by Staff
- d) The location and dimensions of all existing structures, existing and proposed driveways, parking areas, landscaping and signs.
-Staff could not locate dimensions of parking areas.
- e) The location and dimensions of the lot and all setback lines as required by these regulations.
-Verified by Staff
- f) Proposed stormwater drainage.
-The Board may wish for the applicant to clarify if there is any new stormwater drainage proposed.
- g) Construction sequence and schedule for the completion of each phase for parking and landscaped areas.
-Verified by Staff
- h) The location of perennial and intermittent streams and delineation of the Stream Corridor Area and Riparian Buffer Area, per Section 523.
-Verified to the best of Staff's knowledge of this area.

Section 603.4 General Criteria and Standards

The following criteria and standards shall be used by the Development Review Board in reviewing applications for site plan approval. They are intended to provide a framework within which the applicant may exercise creativity, invention and innovation.

A. Harmonious relationship between proposed uses and existing adjacent uses.

- B. Traffic Access, Circulation and Parking** with regard to optimum safety of vehicular circulation between the site and street, and optimum safety within the site.
1. Proposed roadway access points and streets shall be adequate but not excessive in number, adequate in width, paving, grading, alignment and visibility; and located away from street corners or points of public assembly.
 2. Necessary traffic signalization, signs, dividers, and other safety controls, devices and facilities shall be given proper consideration and provided wherever appropriate or warranted.
 3. Off-street parking shall be provided in accordance with the specifications in Article 5.

C. Pedestrian and Bicycle Safety and Access

Safe, adequate and convenient pedestrian and bicycle access and circulation shall be provided both within the site and to adjacent streets, with particular attention to all intersections with vehicular traffic. Removal of snow from vehicle, pedestrian and bicycle storage areas is required.

- D. Screening, landscaping, signs, performance standards and lighting** shall be in accordance with Article 5.

E. Natural Features and Environmental Quality

Reasonable efforts shall be undertaken to preserve and protect significant natural features and other areas of scenic, ecological or historic value.

F. Structures in Design Review Districts

Structures in a Design Review District requiring site plan approval must receive a recommendation from the Design Advisory Board, favorable or unfavorable, before receiving a final site plan determination by the Development Review Board.

G. Drainage

All projects shall be designed to include good stormwater management practices. Stormwater runoff shall be directed to existing storm drainage facilities where they exist. New swales, catch basins, and storm drains shall be incorporated into the site design, where necessary, to prevent any significant runoff from reaching adjacent properties or causing unsafe conditions on the project site.

For new projects with impervious areas greater than 1 acre of pavement, onsite stormwater detention may be required by the Development Review Board. If required, the detention pond shall be designed to discharge runoff at a rate equal to or less than the pre-development rate for a 10 year storm frequency.

H. Wastewater Disposal and Water Supply

The required permits must be obtained from the City of St. Albans.

I. Utilities

The installation of electric, telephone and similar utilities shall be consistent with those servicing abutting properties.

Section 604 Waivers...

No waivers are being requested at this time.

Section 513 Height Regulations

A. The Development Review Board may, as part of a site plan review, approve an increase in the maximum height of a structure up to seventy-two (72) feet in the B-1 District if it determines that by doing so the proposed structure will:

1. More efficiently utilize the site; and
2. Be compatible with existing and proposed structures in the area.

C. An increase in the setback requirements may be a condition of the approval of height limit increase under Section 513. In such case the setback increase shall not be greater than two (2) feet for every one (1) foot increase above the basic maximum height limit listed in Section 306.

Section 515 Off-Street Parking and Loading

Section 515.1 General Requirements

C. Parking shall be to the side and rear of the principal building or in the driveway with uses other than those in existence prior to adoption of these regulations, or those otherwise exempt by these regulations, however parking is allowed in front of the Principal Building in the Service-Industrial District. When parking is provided on the side for uses other than those in existence prior to adoption of these regulations or other circumstances exempt by these regulations, the distance between the parking area and the front setback must be ten feet further than the distance between the front-most portion of the principal building and the front setback.

D. All parking spaces for other than a single or two-family dwelling shall be so designed and maintained that no parking or maneuvering incidental to parking shall be on any public street or walk, and so that any vehicle may be parked and removed without moving another.

H. Parking spaces for persons with disabilities shall be provided for all commercial uses. The size, number and location of spaces shall comply with State regulations and the requirements of the Americans with Disabilities Act.

Section 515.2 Location and Access

Access to parking areas and maneuvering areas shall be designed to assure, so much as possible, the safety of vehicles and pedestrians, and so as to not obstruct the free flow of traffic on public streets.

Section 515.3 Parking Design Standard

- A. Parking spaces are dimensioned to reflect adequate parking area for standard sized cars and small trucks and shall be maintained as such. If parking spaces are required for large vehicles, these shall be designated separately and will be in addition to those required for cars.
- B. The minimum size of a parking space shall be a rectangle measuring 9 feet x 18 feet, except that for full-time employee parking such space may be reduced to 8.5 feet x 18 feet.

Staff note: parking size requirements are not depicted on the submitted plan.

- C. The width of all aisles providing direct access to individual parking spaces shall be in accordance with the requirements specified below. Unless the parking angle is 90 degrees, only one way traffic shall be permitted in aisles serving a single row of parking.

Minimum aisle width shall be twelve feet. Aisle width for angled parking shall be provided according to the following table:

Parking Angle (degrees)	Aisle Width (feet)
30	12
45	13
60	18
90	20

- D. In all districts, where more than eight parking spaces are required under these regulations, the entire parking area, including parking spaces and maneuvering lanes shall be surfaced with asphalt or concrete paving and shall be striped to delineate parking spaces and lanes.
- E. If any driveway, parking area, or off-street loading area is located within 100 feet of a residential district, and it is not required under these regulations to be paved, it shall be stabilized or otherwise treated to prevent dust. Before site plan approval is granted, the applicant shall present a management plan to be followed in this regard.
- F. Off-street parking areas shall be drained so as to dispose of all surface water accumulated in the parking area in such a manner as to preclude drainage of water onto adjacent properties or toward buildings.
- G. All lighting used to illuminate any off-street parking area shall be so installed as to be

confined within and directed onto the parking area only.

Staff note: Proposed lighting is not depicted. The Board may wish for the applicant to clarify if there is new lighting being added.

Section 515.4 Landscaping and Screening

Landscaping for accessory off-street parking lots shall serve as an aid in controlling pedestrian circulation, enhancing environmental and aesthetic conditions, reducing storm water runoff in paved areas, and the glare of automobile lights.

For all accessory off-street parking lots of nine (9) spaces or more the following provisions apply.

- A.** When a lot is located adjacent to a public right-of-way, provisions should be considered to reduce the visual impact of the lot, including, but not limited to, landscape setbacks, grade changes, landscape berms or the preservation of existing vegetation.
- B.** Along the perimeter of the parking lot, provisions to reduce the visual impact and noise to neighboring properties shall be provided. These provisions may include a landscaped strip around the lot to be planted with shade trees and low shrubs.
- C.** For the interior of the lot, a suitable area may be provided for the purpose of planting shade trees or other appropriate vegetation.
- D.** Landscaping shall be provided so as to not interfere with site distances at adjacent street intersections or parking lot access points.
- E.** Interior area lighting is encouraged. Luminaries shall not cause glare to adjoining properties.

Section 515.8 Driveways and Curb Cuts

- A.** The construction, extension, or alteration of a driveway requires a permit.

- D.** If the Zoning Administrator or Development Review Board finds that the addition or expansion of an access driveway would endanger vehicular or pedestrian safety, the use of an existing on-site or off-site access may be required.
- E.** Properties zoned within a Design Review District shall conform to the regulations in this section as well as to those in Section 706 (E)(6)(f) of these regulations. If regulations are in conflict the more restrictive regulation shall apply.

Staff note: there are no proposed changes to driveways and curb cuts.

Regulation of curb cuts is also pursuant to Title 15 of the City of St. Albans Revised Ordinances as amended.

Section 516 Landscaping, Buffering, Setbacks and Grading

A. Planting Requirements

The Development Review Board, in determining the amount of planting to be required, shall take into account the following:

1. Existing trees, shrubs, evergreens, and other vegetation to be preserved on the site.
2. Visibility of incompatible or unsightly areas from street and adjoining properties.
3. The need to screen effectively all trash/garbage areas from view of street and adjoining properties.
4. The need to screen effectively all parking areas from streets and adjoining properties.

B. Performance Bond

See Section 525 for any application that may include public improvements.

C. Buffers

Properties in non-residential land use districts will provide buffer areas along where they abut residential districts, regardless of the use of the abutting property. And non-residential uses will provide buffer areas along where they abut residential uses within the same land use district. Buffers will be installed and maintained according to the following rules:

1. Buffer areas shall consist of a strip of land with a width as specified in section 516D, below. Buffers shall include hedges and/or solid fencing and/or natural or man-made landforms. The hedges, fencing or landforms shall have a minimum height of five feet and shall provide adequate privacy to the surrounding residential land use. Plantings will consist of dense evergreens or other suitable plantings and shall be of a size and shape approved by the Development Review Board. The area of the buffer not used for plantings and/or fencing shall be planted with grass and/or landscaped and maintained in good appearance.
2. Within a buffer area, there shall be no storage areas, service areas, parking or loading facilities, with the exception of access drive(s) and sidewalks into the property.
3. It shall be the responsibility of the owner of the property upon which the buffer is required to maintain and replace, when necessary, such plantings, fences and/or land forms.

D. Buffer Widths:

The width of buffer areas shall be as specified below:

1. Where any land use in a business or MI district abuts land in any residential district, side and/or rear yard setbacks of at least 10 feet in width shall be maintained as a buffer in the yard which adjoins the residential district.

E. Off-street Parking Areas:

Off-street parking areas shall be screened from view of the public right-of-way by a strip equal to the front yard setback and shall be landscaped as described in Section 516C. Landscaping and/or screening shall be installed in a manner consistent with the safety of pedestrian and vehicular traffic. All new off-street parking areas shall be suitably buffered to screen out all outdoor lighting from the view of the ground floor of adjacent residential buildings.

F. Districts Separated by a Public Right-Of-Way:

N/A

G. Setback Areas, Parking

1. All required setback areas of R87, R75, BNT, MI, B1, B2 and RP Districts shall be maintained with grass, ground cover, garden, shrubs and/or trees, and there shall be no storage areas, service areas, or parking or loading facilities, with the exception of access drives and sidewalks into the property or parking areas approved under item # 2 or item #3 below.
2. Parking in the side setback is allowed on residential properties only if all of the following conditions apply:
 - a. The use of the property at the time of application is either permitted or legal nonconforming.
 - b. The property does not currently have adequate space to accommodate two (2) parking spaces for a Single-Household Dwelling or four (4) spaces for a Two-Household Dwelling.
 - c. The application does not propose any more total resulting parking than two (2) parking spaces for a Single-Household Dwelling or four (4) spaces for a Two-Household Dwelling.
 - d. There is not room on the lot to install a new driveway in compliance with the Regulations, not including within the front setback, that would avoid the side setback without the full or partial demolition of any structure that was in existence on or before August 29, 2016.
 - e. A current driveway cannot be otherwise expanded in compliance with the Regulations, not including within the front setback, without the full or partial demolition of any structure that was in existence on or before August 29, 2016.
 - f. The resulting amount of total parking spaces on the property cannot equal more than two (2) if the property was a Single-Household Dwelling on or after August 29, 2016.
3. Parking in the front setback is allowed on Single- and Two-Household Dwellings only if all of the following conditions apply:

- a. The use of the property at the time of application is either permitted or legal nonconforming
 - b. The property does not currently have adequate space to accommodate two (2) parking spaces for a Single-Household Dwelling or four (4) spaces for a Two-Household Dwelling.
 - c. The application does not propose any more total resulting parking than two (2) parking spaces for a Single-Household Dwelling or four (4) spaces for a Two-Household Dwelling.
 - d. There is not room on the lot to install a new driveway in the in compliance with the Regulations, including within the side setback, that would avoid the front setback without the full or partial demolition of any structure that was in existence on or before August 29, 2016.
 - e. A current driveway cannot be otherwise expanded in compliance with the Regulations, including within the side setback without the full or partial demolition of any structure that was in existence on or before August 29, 2016.
 - f. The resulting amount of total parking spaces on the property cannot equal more than two (2) if the property was a Single-Household Dwelling on or after August 29, 2016.
4. Where access drives and sidewalks encroach into the side or rear yard setback areas, fencing and/or additional landscaping may be required to protect adjoining properties under site plan review (see Section 603) for other than Single- or Two-Household Dwellings.
5. The location of accessory structures shall be governed by the Table of Dimensional Standards in Section 303.

H. Street Tree Planting

N/A

I. Screening of Service Areas

In any district, all areas designated, used or intended to be used as service areas for any building or land use, other than one family and two family dwelling units, shall be screened from view with a wall, a solid fence or a hedge to the height of at least five (5) feet above grade level.

In Service Industrial Districts all outdoor storage of materials and equipment, including waste storage facilities, shall be stored located away from the view of abutting residential districts and screened from view from adjacent streets.

Staff note: Staff cannot locate where trash areas are located. The Board may wish for clarification.

J. Grading

N/A

Section 518 Lighting

All exterior lighting, whether for the purpose of security, safety, advertising or otherwise, shall be subject to this section. Exterior lighting shall be kept to a minimum consistent with the requirements for pedestrian and vehicular safety and the character of the neighborhood.

A. Prohibition

No person shall place or maintain any light device or indirect lighting so as to cause undue glare, unnecessary illumination, and annoyance to residents, pedestrians or drivers of vehicles. The following types of exterior lighting are prohibited:

1. Unshielded area lights (wall packs and yard lights)
2. Exposed fluorescent
3. Metal Halide, high-pressure sodium, or low pressure sodium
4. Neon (except low level/accent)
5. Any light fixture on a pole exceeding 20 feet
6. Upward-directed lighting, unless in compliance with section 518 (B).

Section 522 Front Entrances in Residential Districts

- A. All principal buildings in Residential Districts shall provide a prominent front entrance directly toward the public street, if one is adjacent to the property. Such an entrance shall be signified by at least one doorway into the building, and its prominence shall be signified through architectural means including such items as a stoop, a porch, the amount and symmetry of glazing on the façade, one or more gables or dormers in the roof, the use of differentiated materials and colors, and/or other means as accepted by the Zoning Administrator or Development Review Board.
- B. On lots bordered by more than one street, the Zoning Administrator or Development Review Board shall determine which street frontage shall be provided with a prominent front entrance. This determination shall take into account the historical interaction of the property and neighboring lots, especially other nearby corner lots, with the adjacent streets. The selected building entrance does not necessarily need to face the same street that contains the property's curb cut. The building may also provide an entrance to more than one street.
- C. Accessory structures and those that accommodate vehicles shall not detract from the prominence of the entrance to the building.
- D. The inclusion of a paved, brick, stone or gravel walkway connecting a front entrance to a driveway, City sidewalk and/or street is encouraged.

Staff Note: If approved, the Davidson Barn would become a principal building and therefore need to meet the above requirements. Staff suggest the plans be updated to reflect proof of a prominent front entrance.

Section 606 Limits on Conditions of Development Review Board Decisions

- A. A decision rendered by the Development Review Board for a housing development or the housing portion of a mixed-use development shall not:
1. require a larger lot size than the minimum as determined in the Regulations;
 2. require more parking spaces than the minimum as determined in the Regulations;
 3. limit the building size to less than that allowed in the Regulations, including reducing the building footprint or height;
 4. limit the density of Dwelling Units to below that allowed in the Regulations; and
 5. otherwise disallow a development to abide by the minimum or maximum applicable standards in the Regulations.
- B. However, a decision may require adjustments to the applicable standards of the Regulations if the Development Review Board issues or orders a written finding stating:
1. why the modification is necessary to comply with a prerequisite State or federal permit, City permit, or a nondiscretionary standard in the Regulations or another City ordinance, including requirements related to wetlands, setbacks, and flood hazard areas and river corridors; and
 2. how the identified restrictions do not result in an unequal treatment of housing or an unreasonable exclusion of housing development otherwise allowed by the Regulations.

V. Supplemental Staff Analysis and Recommendations

1. Parking dimensions are not depicted on the Site Plan. Staff believe that there is enough room to accommodate 4 parking spaces but that these spaces need to be noted on the plan. If it is found there isn't adequate parking and the parking plan changes, the Site Plan category would change from a Minor Site Plan to a Major Site Plan.
2. As with most applications, staff recommend that any DRB approval contain a condition that operation of the proposed use shall comply with Section 519 Performance Standards.
3. Proper procedure for combined review stipulates that the order of cases be reviewed and approved, if applicable, in the following order:
 - Variance Request
 - Conditional Use Review (Transitional Lot Development)
 - Site Plan Review

VI. Other Relevant Information

Relevant Previous Zoning Actions for Subject Parcel

1. September, 2024 – Permit issued for new roof, siding, and widows on Davidson barn.
2. September, 2018 – Permit issued for removal of side driveway. Installation of new driveway on West side. New curb cut due to City sidewalk project.
3. November 2017 – Certificate of Compliance issued.
4. April, 1972 – Permit issued for new windows and siding.

Google Map Imagery

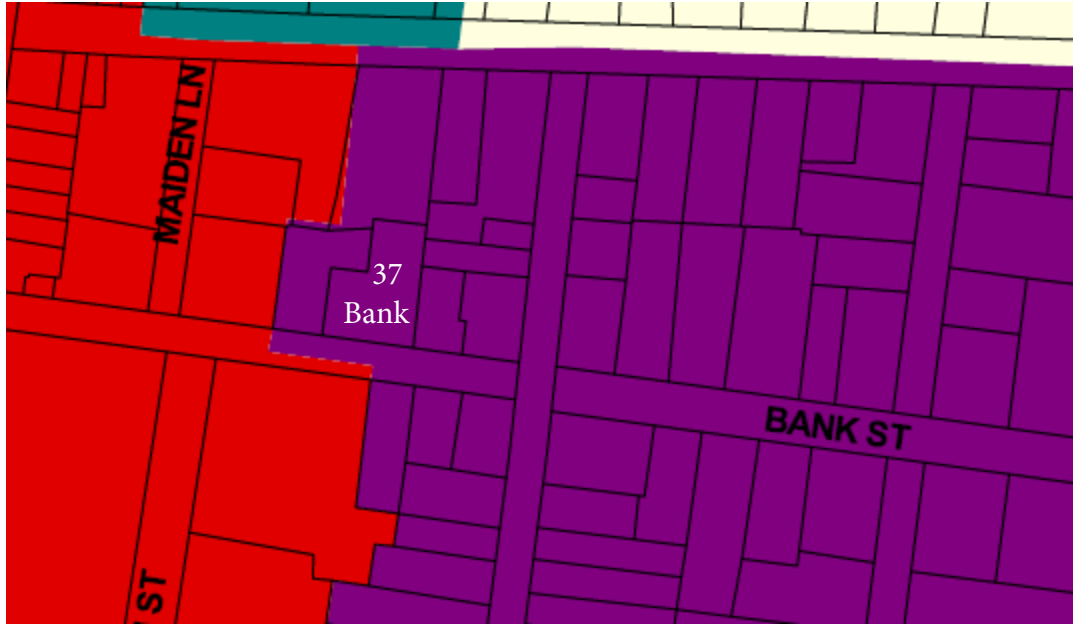


Respectfully Submitted,

Sara Bennett

Sara Bennett
Property Services Administrator

Purple = R7500 Zoning District
Red = B1, Central Business District



*Boundary Lines are approximations and may not be accurately reflected or up to date per any new surveys completed.

Case Number: 2026-001



SAINT ALBANS Vermont

APPLICATION for a PUBLIC HEARING and/or DESIGN REVIEW under the CITY OF SAINT ALBANS LAND DEVELOPMENT REGULATIONS

Applicant(s) Mac Broich Daytime Phone 802-829-0678
 Landowner(s) Mac Broich Daytime Phone _____
 Mailing Address 588 Harbor View Drive St Albans VT 05478 Parcel ID # 14005039
 Parcel Address 37 Bank Street St Albans VT 05478 Zoning District R75
 Design Review Dist. DR1
 Email gmgarrel@icloud.com

Description of Proposed Activity (attach additional pages as needed)

Convert the second floor of the barn into a two bedroom apartment with a balcony on the west side. A porch entry is to be made at the existing slab that will match the style color and character of the existing structure. The current barn door is to be redone to improve weather tightness.

Print Name of Owner: Mac Broich
 Signature of Owner: [Signature] Date: 12/10/25
 Print Name of Applicant: Mac Broich
 Signature of Applicant: [Signature] Date: 12/10/25

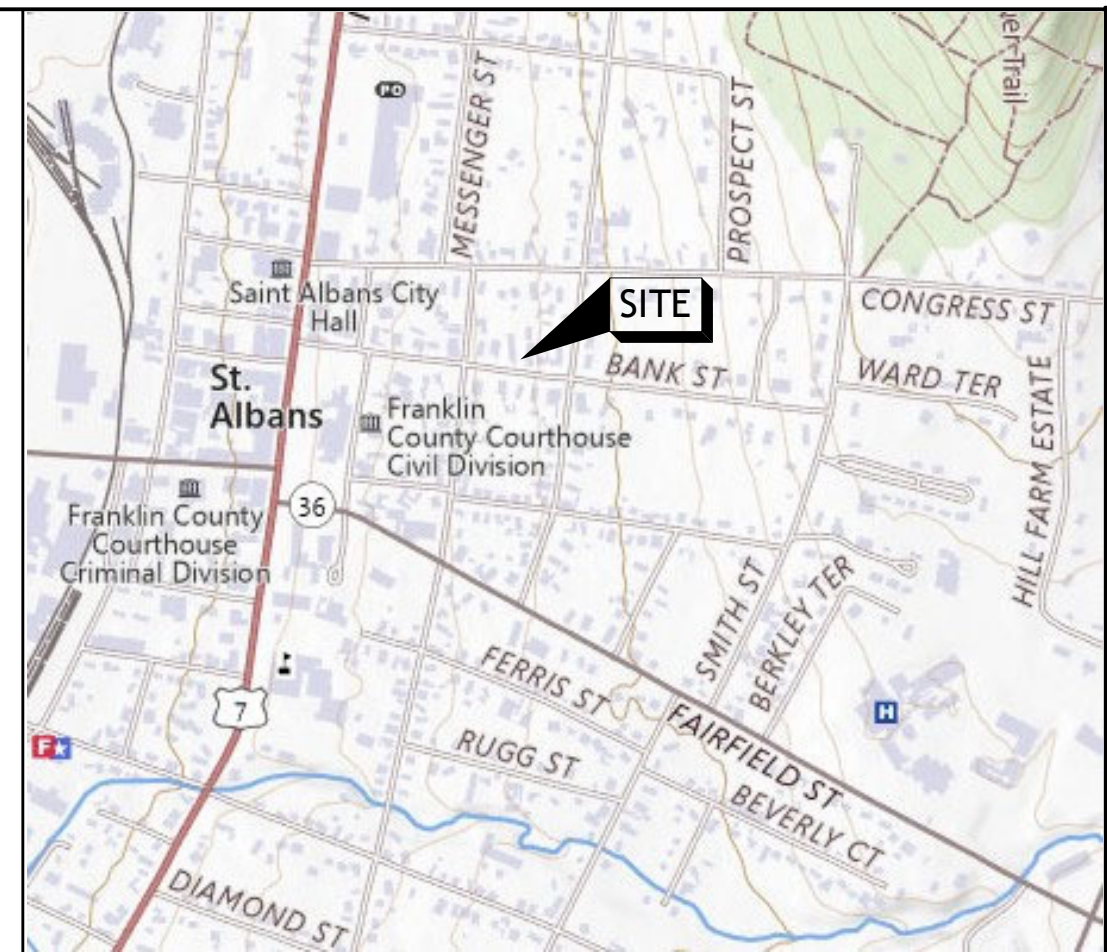
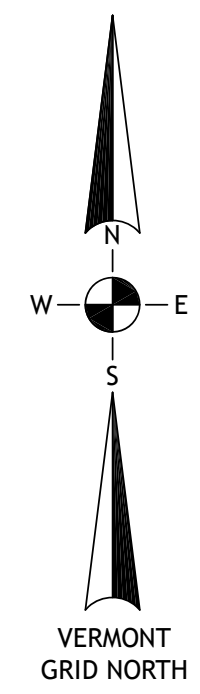
Required Reviews and Fees – To be completed by Staff	
Design Advisory Board¹	Development Review Board^{2,3}
Design Review - \$15 / \$45 ⁴	(Some combined reviews are \$50 each. See below.)
Site Plan Review - \$15 / \$45⁴	Design Review - \$90 / \$140⁴
	<u>Conditional Use Review - \$90</u> / \$140 ⁴ \$ 90
	Site Plan Review - \$90 / \$140⁴ \$ 50
	Subdivision (per lot) - \$90 / \$140 ⁴ #lots
	ZA Decision Appeal - \$90 / \$140 ⁴
	<u>Variance Request - \$100</u> \$ 100
	Abutters Notice \$7 x <u>9</u> (# abutters) (DRB ONLY) \$ 63
	Records Management Fee - \$12 (DAB & DRB) \$ 12
	City Clerk Fee (DRB ONLY)- \$15 \$ 15
	Amount Remitted: _____
	Check # _____ or Cash Date: _____

Warning Posting Dates:
 _____ to _____

TOTAL DUE \$ 330-

(PLEASE TURN OVER FOR ADDITIONAL INFORMATION)

¹ For any DAB review, the applicant will not be placed on the required meeting agenda until all fees are paid. Failure to pay fees on time could delay your review by at least one month.
² For any DRB review, the applicant will not be placed on a warning and will not receive the required hearing notice to post on site until all fees are paid. Keep in mind that all applications must be warned and posted AT LEAST 15 days before the hearing. Failure to pay fees on time could delay your review by at least one month.
³ When a warned hearing is combined for design review, conditional use, site plan, and/or subdivision, the first request is \$90 and each subsequent request is \$50. This does not include combining with a variance.
⁴ After the fact.



LOCUS MAP
NOT TO SCALE

SITE PLAN NOTES:

- OWNERS OF RECORD: MAC BROICH
- DEED REFERENCE: VOLUME 279 PAGE 70 & VOLUME 306 PAGE 113 ("BARN LOT")
- KEY DEED REFERENCES: VOLUME 1 PAGE 225, VOLUME 42 PAGE 175(OTR), VOLUME 19 PAGE 123, VOLUME 4 PAGE 106 ("BARN LOT")
- THE PARCEL OF LAND WHICH IS THE SUBJECT OF THIS SURVEY IS KNOWN AS PARCEL ID: 14005039.
- NORTH ORIENTATION IS BASED ON VERMONT GRID ZONE 4400 COMPUTED FROM RTK GNSS OBSERVATIONS MADE ON 10/14/2025 WITH DIFFERENTIAL CORRECTIONS FROM THE VERMONT CORS VRS. THE RESULTANT DATUM IS NAD83 (2011), EPOCH 2010.0, NAVD88 (GEOID18).
- BOUNDARY LINES SHOWN HEREON ARE BASED ON A PLAT ENTITLED "BOUNDARY RETRACEMENT SURVEY - PARCEL ID: 14005039 - PREPARED FOR - MAC - BROICH - 41 BANK ST. - CITY OF ST. ALBANS, VERMONT" DATED 10/31/2025 BY THIS OFFICE.
- ONLY READILY OBSERVABLE SURFACE AND ABOVE GRADE FACILITIES AND STRUCTURES ARE SHOWN HEREON. BURIED FACILITIES AND STRUCTURES WERE NOT SEARCHED FOR UNLESS SPECIFICALLY INSTRUCTED TO DO SO. IF UNDERGROUND UTILITIES SHOWN HEREON, THEY ARE NOT CERTIFIED TO.

ZONING NOTES:

THIS PARCEL IS LOCATED IN THE RESIDENTIAL7500 DISTRICT (R75)
THIS PARCEL IS ALSO LOCATED IN DESIGN REVIEW DISTRICT - DR1 - TRADITIONAL DOWNTOWN

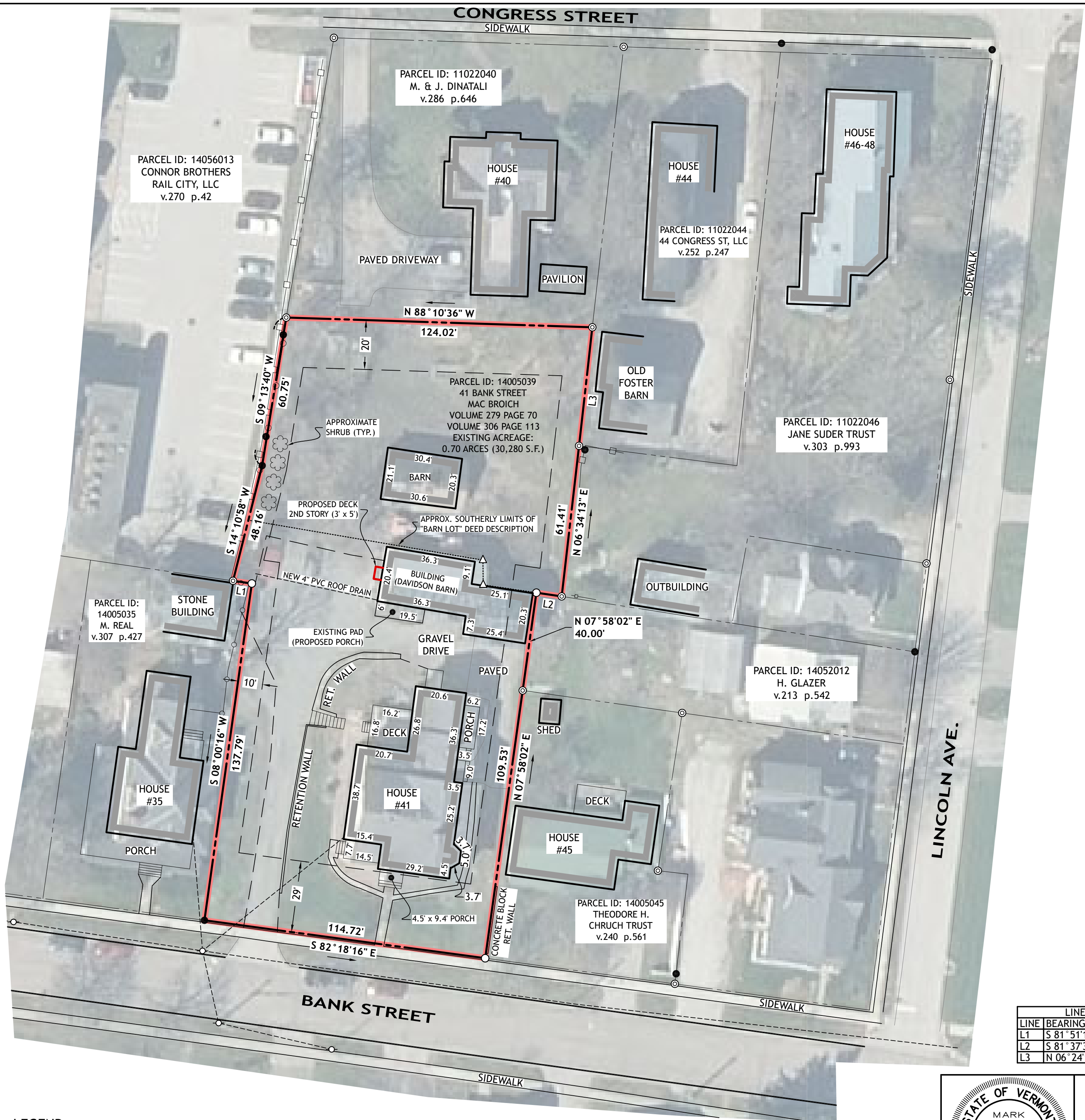
MIN. LOT SIZE:	5,000, 7,000, OR 10,000 SQ. FT. DEPENDING ON USE
MIN. LOT WIDTH:	75'
FRONT SETBACK:	AVG. OF ALL BUILDINGS WITHIN 200' OF SIDE LOT LINES (29')
REAR SETBACK:	20'
SIDE SETBACK:	10' FOR DWELLINGS; VARIABLE FOR OTHER USES AND STRUCTURES
MAX BUILDING HEIGHT:	28'
LOT COVERAGE:	50% (CURRENT COVERAGE = 35.5% (10,746 SQ. FT.))

CONSTRUCTION TIMELINE AND NOTES:

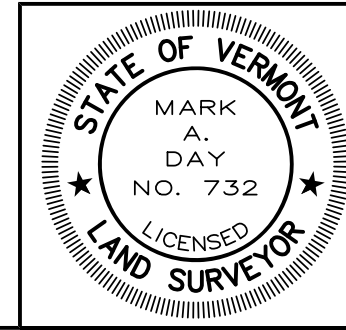
- JANUARY 2026 - GAS MAIN AND INTERIOR WORK (VERMONT GAS IS WORKING ON A TRENCH DESIGN FOR THE GAS LINE)
- FEBRUARY AND MARCH 2026 - INTERIOR STRUCTURE AND SLAB
- APRIL 2026 - FINAL INTERIOR WORK AND TRIM
- MAY 2026 - EXTERIOR PORCH AND DECK
- NO BUSHES OR SHRUBS ARE PLANNING ON BE ADDED OR REMOVED

APPROVED BY RESOLUTION OF THE DEVELOPMENT REVIEW BOARD
OF THE CITY OF ST. ALBANS VT. ON _____ 20____,
SUBJECT TO THE REQUIREMENTS AND CONDITIONS OF SAID RESOLUTION.
SIGNED: _____ 20____,
BY: _____ DRB CHAIRPERSON

LINE	BEARING	DISTANCE
L1	S 81° 51' 17" E	7.68'
L2	S 81° 37' 30" E	10.37'
L3	N 06° 24' 13" E	48.32'



LEGEND	
●	IRON PIPE (FOUND)
⊙	REBAR (FOUND)
○	#6 REBAR SET WITH DAY LAND SURVEYING
○	ALUMINUM CAP
△	CALCULATED POINT
○	UTILITY POLE
---	EXISTING BOUNDARY LINE
---	OUTLINE OF PARCEL BOUNDARY
---	DEED LINE
---	APPROXIMATE BOUNDARY LINE
---	CHAIN LINK FENCE
---	STOCKADE FENCE
---	UTILITY LINE
---	EDGE OF GRAVEL
---	EDGE OF PAVEMENT
---	EDGE OF CONCRETE

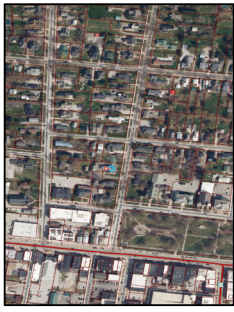


272 N MAIN ST, ST. ALBANS, VT 05478
300 RYAN'S WAY, FLETCHER, VT 05448
802-849-6516
www.daylandsurveying.com

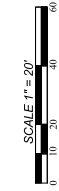
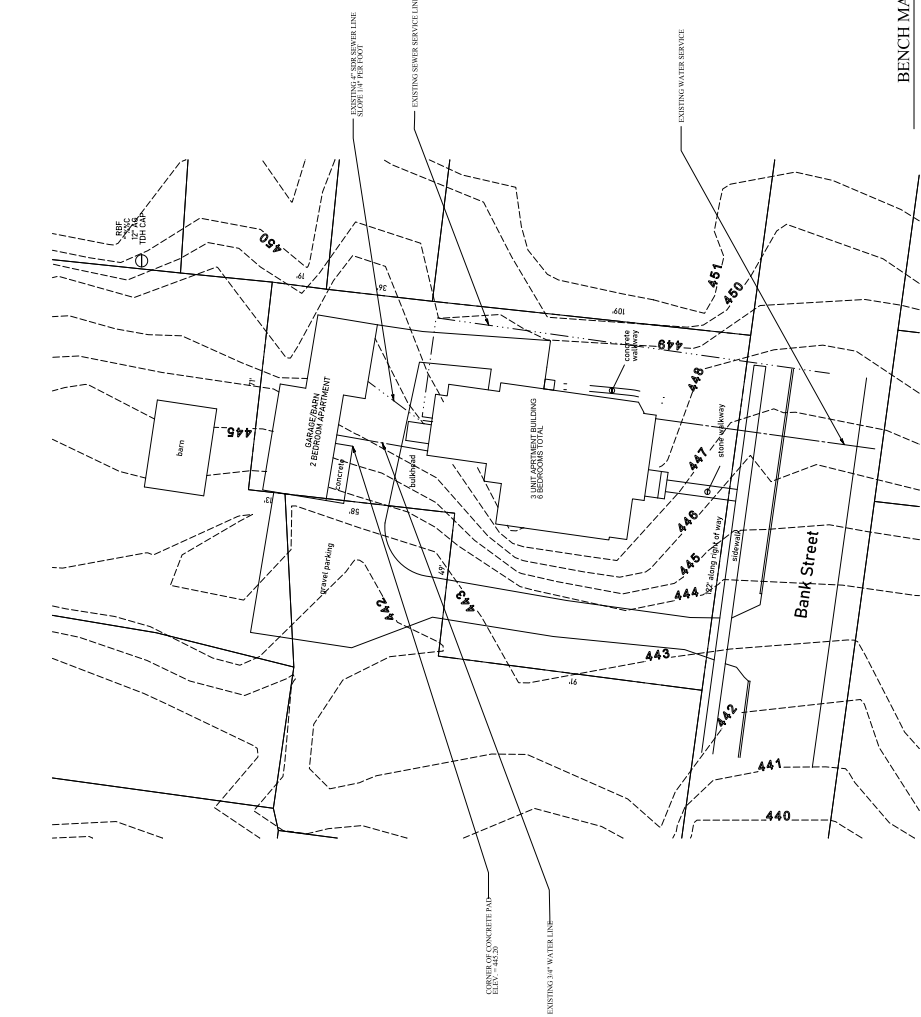
SITE PLAN
PARCEL ID: 14005039
Prepared For
MAC BROICH
41 BANK ST.
CITY OF ST. ALBANS, VERMONT

SCALE:	1"=30'
DATE:	11/179/2025
JOB NUMBER:	25144
DRAWING:	25144 SITE PLAN
CRD FILE:	25144
SURVEY BY:	DBM
DRAWN BY:	DBM

THIS IS AN ORIGINAL PIGMENT INK ON STABLE BASE POLYESTER FILM



Locus Map



BENCH MARK ELEVATIONS
 CORNER OF CONCRETE PAD -445.20

SURVEY NOTE

APPROXIMATE BOUNDARIES ARE REFLECTED PER CITY OF ST. ALBANS PARCEL MAPS. THIS IS SUBJECT TO PROVISIONS OF VERMONT STATE & LOCAL PERMITTING TO VERIFY BOUNDARIES. A LICENSED LAND SURVEYOR AS NECESSARY TO VERIFY BOUNDARIES.



WATERS & MASTER WATERS DESIGNS
 TORONTO, ONTARIO, CANADA
 HIGH KNOB
 DESIGN ASSOCIATES LLC
 ST. ALBANS, VERMONT
 PROJECT NO. 1029-0225

SITE PLAN
BROICH
41 BANK STREET
ST. ALBANS, VERMONT

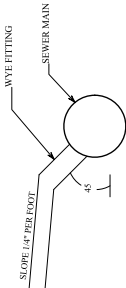


THIS DESIGN IS PROVIDED AS A SERVICE AND IS NOT TO BE USED FOR ANY OTHER PROJECT WITHOUT THE WRITTEN CONSENT OF THE DESIGNER. THE DESIGNER ASSUMES NO LIABILITY FOR ANY DAMAGE OR INJURY TO PERSONS OR PROPERTY ARISING FROM THE USE OF THIS DESIGN.

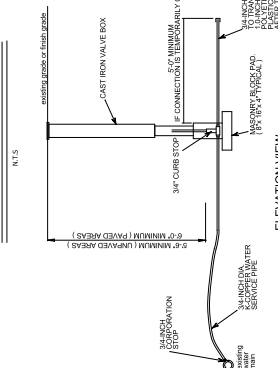
DATE	DESCRIPTION	BY
10/26/23	REVISE WATER LINES	JK

Minimum Isolation Distances
 From Leachfield
 Water main 50 Feet
 Water service line 25 Feet
 Sewer main 60 Feet (25 Feet Downslope)
 Storm/Lake 50 Feet
 Foundations 35 Feet (25 Feet Downslope)
 Property Line 25 Feet

Basis of Design Wastewater
 Existing 1 Unit Apartment Building = 3 x 210 gpd = 630 gpd
 Existing 2 Unit Apartment Building = 210 gpd
 Total = 840 gpd
 Basis of Design Water
 Existing 3 Unit Apartment Building = 3 x 280 gpd = 840 gpd
 Proposed 1 + 2 Bedroom = 200 gpd



SANITARY SEWER CONNECTION DETAIL



- NOTES:**
1. REFER TO APPROPRIATE DETAIL FOR BEDDING
 2. MUNICIPAL WATER SERVICE CONNECTION TO BE MADE IN ACCORDANCE WITH THE CITY OF ST. ALBANS WATER SERVICE DEPARTMENT'S WATER SERVICE CONNECTION REQUIREMENTS.
 3. IN ALL CONNECTIONS WITH THE MUNICIPAL WATER SERVICE DEPARTMENT, THE SERVICE LINE SHALL BE INSTALLED TO THE CURB STOP AND THE WATER SERVICE SHALL BE INSTALLED TO THE CURB STOP AND THE WATER SERVICE SHALL BE INSTALLED TO THE CURB STOP.
 4. SERVICE LINE SHALL BE INSTALLED TO THE CURB STOP AND THE WATER SERVICE SHALL BE INSTALLED TO THE CURB STOP.

WATER SERVICE CONNECTION DETAIL

NOT TO SCALE