



## Development Review Board Application Staff Report

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**Hearing Date:** January 26, 2026  
**Case:** Case # 2026-002  
**Applicant(s):** Briana McCrillis  
**Subject Parcel:** #14031109  
**Address:** 109 Fairfield Street  
**Review Requested:** Conditional Use Review

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### I. Description of Request

1. The Applicant requests approval of a Home Industry – Dog grooming service.
2. This property is located in the R-87 Residential 8700 Zoning District.
3. The applicant has supplied a detailed narrative for their operation at this location.

### 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 an application for Conditional Use Review 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 approval for Conditional Use Review are found in the City of St. Albans Land Development Regulations in Sections 404 and 602, respectively, 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.

**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.

**A. Residential 8700 District – R87**

1. The purpose of this district is to maintain within the City a pleasant and uncrowded residential area, and to encourage appropriate development and/or redevelopment that will complement the existing residential land use. This area shall be primarily for Single-Household Dwellings, 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:

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g. Home Occupation in accordance with Section 403.

3. Conditional Uses, to be reviewed in accordance with Section 602 and all other applicable standards and requirements:

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c. Home Industry in accordance with Section 404.

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.

*Staff note: The proposed use would be 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: | 8,700 square feet. |
|-------------------------------------|--------------------|

|                                                                                |                                      |
|--------------------------------------------------------------------------------|--------------------------------------|
| Dwelling, Multi-Household of up to four Dwelling Units:                        | 8,700 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: | 8,700 square feet per Dwelling Unit. |
| All other uses:                                                                | 12,000 square feet.                  |

**Staff note: The lot is approximately 6,786 SF but staff believes an accessory use of a pre-existing Residential building is allowed.**

7. Minimum Lot Width:

|                                                                                                                    |           |
|--------------------------------------------------------------------------------------------------------------------|-----------|
| If Principal Use is a Single- or Two-Household Dwelling, or Multi-Household Dwelling of up to four Dwelling Units: | 75 feet.  |
| All other uses:                                                                                                    | 100 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 20 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 note: The principal structure does not meet the side setback on the East. Staff believe that if the proposed use is not located within the portion of the building that does not meet the setback, then the accessory use can be allowed. The Board may wish to clarify this with the applicant.**

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. |

**Staff note: this parcel is a corner lot and does not have a rear setback, but does have two side setbacks. See previous note about the side setback.**

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.  
**Requirement achieved**

13. Maximum Lot Coverage: 40%  
**Requirement achieved**

**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: The applicant is responsible for acquiring any necessary water/wastewater allocations with the City Water/Sewer Department.***

- 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.

**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.

**Section 515.7 Table of Off-Street Parking Requirements**

| USE                                                                                                                                                | PARKING SPACE REQUIREMENT                                                                                                                                                       |
|----------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>RESIDENTIAL</b>                                                                                                                                 |                                                                                                                                                                                 |
| A property <b>outside</b> a quarter mile of street/sidewalk travel distance to Public Parking with adequate space for development on the property. | 1.5 parking spaces per dwelling unit or 1.5 parking spaces per Single-Household Dwelling with an Accessory Dwelling Unit, in both cases rounded up to the nearest whole number. |
| <b>COMMERCIAL</b>                                                                                                                                  |                                                                                                                                                                                 |
| Any use not specifically mentioned below.                                                                                                          | As determined by the Development Review Board, with a preference for using the requirement for any use below that closely resembles the proposed use.                           |
| Personal Service                                                                                                                                   | 1 per 200 gross square feet                                                                                                                                                     |
| Professional Occupation                                                                                                                            | 1 per 250 gross square feet                                                                                                                                                     |
|                                                                                                                                                    |                                                                                                                                                                                 |

***Staff concern: Staff cannot verify how many parking spaces are currently available at the location. The Board may wish for clarification and to determine how many spaces are required.***

**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.

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**Section 602.5 Period of Validity of Approval**

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

**V. Supplemental Staff Analysis and Recommendations**

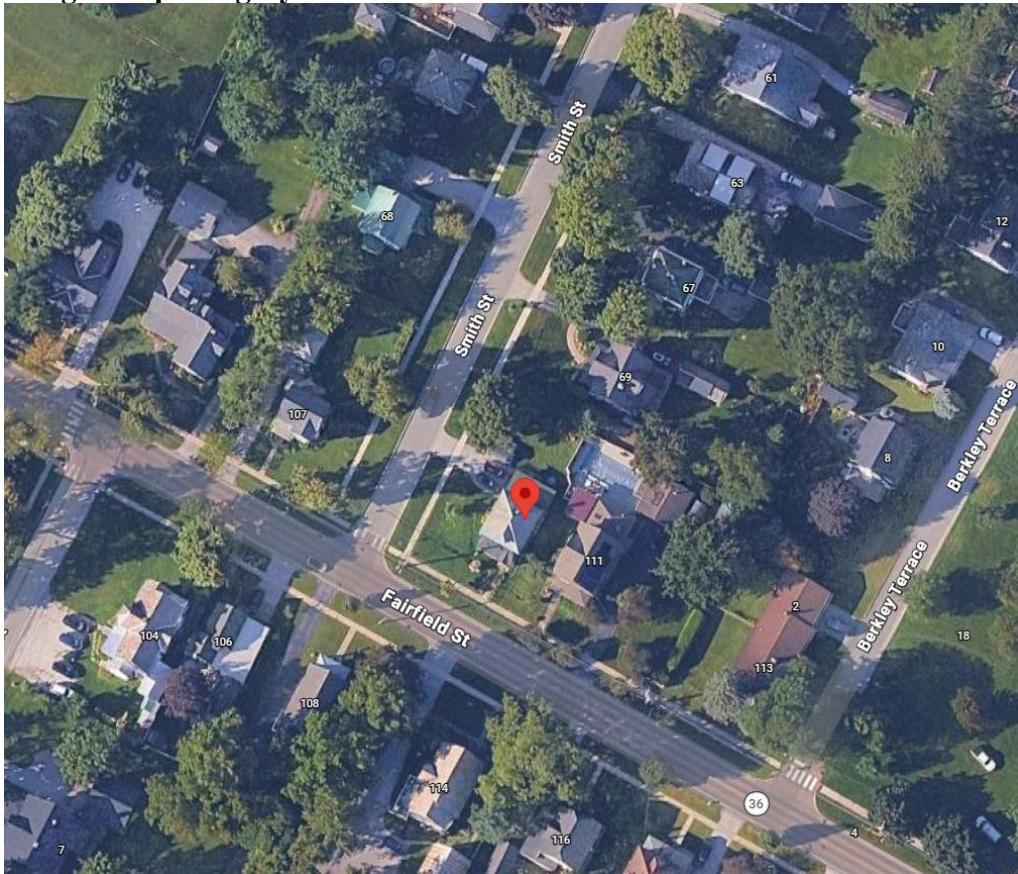
1. Staff recommend that any DRB approvals contain the following conditions:
  - A parking plan to be submitted depicting the parking space dimensions and locations as decided by the Board.
  - The proposed use only be located in a portion of the house that is outside of all required setbacks.
  - A condition that operation of the proposed use shall comply with Section 519 Performance Standards.

## VI. Other Relevant Information

### Previous Relevant Zoning Actions for Subject Parcel

- 2021 – Certificate of Compliance issued.
- 2000 – Permit issued for new curb cut on Smith Street.
- 1971 – Permit issued for a new room/addition.
- 1999-2003 – Various permits issued for new back decks, house renovations, and new windows.

### Google Map Imagery



Respectfully Submitted,

*Sara Bennett*

Sara Bennett  
Property Services Administrator

Case Number: DRB 2026-002



**SAINT ALBANS**  
*Vermont*

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

Applicant(s) Briana McCrillis Daytime Phone 970-342-6653  
 Landowner(s) Nathan DaCosta, Briana McCrillis Daytime Phone 774-433-0349  
 Mailing Address 109 Fairfield St, St Albans VT 05478 Parcel ID # 14031109 SPAN 549-173-10300  
 Parcel Address 109 Fairfield St, St Albans VT 05478 Zoning District Residential 8700  
 Design Review Dist. \_\_\_\_\_  
 Email groomsbybriana@gmail.com , nathan.a.dacosta@gmail.com

**Description of Proposed Activity** (attach additional pages as needed)

|                                                              |
|--------------------------------------------------------------|
| Please review the attached description of proposed activity. |
|                                                              |
|                                                              |
|                                                              |

Print Name of Owner: Nathan DaCosta, Briana McCrillis  
 Signature of Owner: Nathan DaCosta Briana McCrillis Date: Jan 13, 2026  
 Print Name of Applicant: Briana McCrillis  
 Signature of Applicant: Briana McCrillis Date: Jan 13, 2026

| Required Reviews and Fees – To be completed by Staff |                                                                    |
|------------------------------------------------------|--------------------------------------------------------------------|
| <b>Design Advisory Board<sup>1</sup></b>             | <b>Development Review Board<sup>2,3</sup></b>                      |
| Design Review - \$15 / \$45 <sup>4</sup>             | (Some combined reviews are \$50 each. See below.)                  |
| Site Plan Review - \$15 / \$45 <sup>4</sup>          | Design Review - \$90 / \$140 <sup>4</sup>                          |
|                                                      | Conditional Use Review - \$90 / \$140 <sup>4</sup> <b>\$90</b>     |
|                                                      | Site Plan Review - \$90 / \$140 <sup>4</sup>                       |
|                                                      | Subdivision (per lot) - \$90 / \$140 <sup>4</sup> #lots            |
|                                                      | ZA Decision Appeal - \$90 / \$140 <sup>4</sup>                     |
|                                                      | Variance Request - \$100                                           |
|                                                      | Abutters Notice \$7 x <u>6</u> (# abutters) (DRB ONLY) <b>\$42</b> |
|                                                      | Records Management Fee - \$12 (DAB & DRB) <b>\$12</b>              |
|                                                      | City Clerk Fee (DRB ONLY)- \$15 <b>\$15</b>                        |
|                                                      | Amount Remitted: <b>\$159</b>                                      |
|                                                      | Check # _____ or Cash Date: _____                                  |

**Warning Posting Dates:**

1/16/26 to 2/1/26

**(PLEASE TURN OVER FOR ADDITIONAL INFORMATION)**

<sup>1</sup> 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.  
<sup>2</sup> 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.  
<sup>3</sup> 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.  
<sup>4</sup> After the fact.

# Description of Proposed Home-Based Dog Grooming Activity

**Property:** 109 Fairfield Street, St. Albans, VT 05478

**Parcel ID:** 14031109

**SPAN:** 549-173-10300

## Description

The proposed use is a small-scale, appointment-only, single-operator dog grooming service operated within the existing single-family residence located at 109 Fairfield Street, SPAN 549-173-10300. The activity is intended to function as a low-impact home-based service that does not change the residential character of the neighborhood.

Services are limited to routine dog bathing, drying, brushing, nail trimming, and coat trimming. No boarding, overnight stays, outdoor kenneling, retail sales, training, or group activities will occur. All dogs are present only during their scheduled grooming appointment and leave immediately after service is completed.

All appointments are scheduled so that only one client arrives at a time. There is no waiting area, no customer overlap, and no queuing of vehicles.

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## Hours of Operation

Appointments will occur only during daytime hours, generally between **9:00 AM and 4:00 PM**. No business activity will occur during early morning, evening, or nighttime hours.

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## Parking and Traffic

All client parking occurs within the existing residential driveway at 109 Fairfield Street. Because appointments are scheduled one at a time, there is no more than one customer vehicle on the property at any time. This level of traffic is comparable to ordinary residential visitor activity and does not impede any neighboring homes, or local foot traffic.

There are no employees, no commercial vehicles, and no delivery or freight traffic associated with the business.

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## **Noise**

All grooming activity takes place indoors. Noise is limited to ordinary household-type sounds such as running water and a small pet dryer, similar to a vacuum cleaner or bathroom fan. These sounds are not audible beyond the building. There is no amplified sound, no outdoor activity, and no continuous mechanical noise.

Dogs are not boarded, kenneled, or kept on site outside of their appointment time.

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## **Wastewater and Utilities**

All water used for bathing is discharged through the existing municipal sewer system serving 109 Fairfield Street. No on-site wastewater or septic system is used or proposed. Cleaning products are standard pet-safe grooming products.

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## **Signage**

No exterior signage, window signs, flags, or advertising displays will be installed. The property will maintain its normal residential appearance.

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## **Exterior Appearance**

There will be no exterior alterations to the building, no added entrances, no outdoor equipment, and no exterior business activity. The residence will continue to appear and function as a single-family home.

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## **Scale and Neighborhood Compatibility**

The business is intentionally limited in size and intensity to ensure it remains compatible with the surrounding residential neighborhood. The operation is appointment-only, one-on-one ratio, indoors, short-duration, and generates minimal traffic and noise. It does not produce odors, lighting, visual changes, or activity that would distinguish the property from any other residence on Fairfield Street.

**Vermont Parcel Viewer**

The Vermont Parcel Viewer is maintained by the Vermont Center for Geographic Information (VCGI) as part of the [Parcel Program](#). VCGI coordinates the collection of the best available digital parcel data from municipalities and publishes them in a uniform GIS format joined with the annual Grand List from the Vermont Department of Taxes.

[Release Notes](#) | [User Guide](#)

**Parcels - Active**



Find Address, SPAN, Parcel ID, Town

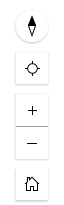


**SPAN: 549-173-10300**

Zoom to

The property at 109 FAIRFIELD ST in SAINT ALBANS CITY is owned by DACOSTA NATHAN A and MCCRILLIS BRIANA. There is no record of a property transfer for this parcel since the current statewide Grand List (2024). Parcel geometry was last updated in 2025.

|                                            |                                                                                                                                                                                                                                     |
|--------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Emergency 911 Address                      | 109 FAIRFIELD ST                                                                                                                                                                                                                    |
| Town                                       | SAINT ALBANS CITY                                                                                                                                                                                                                   |
| Ownership (Annual Grand List)              | DACOSTA NATHAN A,<br>MCCRILLIS BRIANA<br>109 FAIRFIELD STREET<br>ST ALBANS, VT, 05478-1725                                                                                                                                          |
| Property Description                       | LT1FAM HSE                                                                                                                                                                                                                          |
| Total Acreage                              | Annual Grand List Acres: 0.15<br>GIS Acres: 0.17<br>12.1% Difference                                                                                                                                                                |
| Property Type                              | PARCEL                                                                                                                                                                                                                              |
| Parcel ID                                  | 14031109                                                                                                                                                                                                                            |
| Category (Real Estate only)                | R1                                                                                                                                                                                                                                  |
| Resident Ownership Code (Keyed)            | T (Grand List owner is a Town Resident)                                                                                                                                                                                             |
| GIS Year                                   | 2025                                                                                                                                                                                                                                |
| Grand List Year                            | 2024                                                                                                                                                                                                                                |
| Listed Real Value (Full)                   | 165,000                                                                                                                                                                                                                             |
| Listed Value of Land                       | 47,500                                                                                                                                                                                                                              |
| Listed Value of Improvements               | 117,500                                                                                                                                                                                                                             |
| Homestead Declared (Y/N)                   | Y                                                                                                                                                                                                                                   |
| Last GIS Edit Date                         | UNKNOWN                                                                                                                                                                                                                             |
| GIS Editor                                 | NEMRC                                                                                                                                                                                                                               |
| GIS Note                                   |                                                                                                                                                                                                                                     |
| Property Transfers since 2019              | Closing Date: 2019-09-18<br>Seller: MARGARET BROSSEAU<br>Buyer: MARGARET BROSSEAU FAMILY TRUST                                                                                                                                      |
| Property Transfers since Annual Grand List | Closing Date: 2021-08-20<br>Seller: MARGARET BROSSEAU<br>Buyer: NATHAN DACOSTA                                                                                                                                                      |
| Survey Information (if available)          | There is no record of a property transfer for this parcel since the current statewide Grand List (2024).<br><br>Unable to find survey(s) associated with this parcel. Toggle on the Surveys layer to verify whether any surveys are |



20 ft