

**Town of St. Albans
Development Review Board Meeting Minutes
Thursday, July 14th, 2022
6:30 p.m.**

On Thursday, July 14th, 2022 at 6:30 p.m., the Town of St. Albans Development Review Board met at Town Hall for hearings.

Present: Chair, Brent Brigham, Clerk, Mike McKennerney, Ellen Baker, Christina Boissoneault, Allison Hickey, Tom Stanhope, Zoning Administrator, Megan Sherlund, Administrative Assistant, AJ Johnson
Absent: Vice Chair, Arthur Omartian, Allison Hickey

Chair, B. Brigham called the Development Review Board hearing to order at 6:30 p.m.

New Business

Application of Holiday House requesting Conditional Use and Planned Unit Development Approval to convert an assisted living facility into 23 affordable housing units in accordance with Sections 405, 802 & 804 of the St. Albans Town Unified Development Bylaws. The property is located at 642 Sheldon Rd. in the Mixed Residential/Commercial District and is owned by the Applicant

The Application was represented by Jeramiah LaCross, Amy Burleson and Boone Burleson. There were no Interested Parties. The Applicants were sworn in by Clerk, M. McKennerney.

The Applicants are proposing to purchase the property from the owner and turn the existing 42 room assisted living facility into 23 affordable housing units. The building is currently set up in a way that can easily convert to housing units; a couple of walls need to be added to create bedrooms, but existing walls do not need to be removed. J. LaCross stated the project is exempt from ACT250 permitting. The Applicants are familiar with the local police and fire departments, and have a good relationship with both.

B. Brigham asked if the Applicants have seen the impact letter from the Fire Department. M. Sherlund explained there are three additional exhibits that the Applicants have not seen yet, including the fire department letter. She read the letter out loud. The State Fire Marshal has concerns with the existing fire alarm and sprinkler systems. St. Albans Fire Chief Cross is requesting an on-site visit to discuss with the Applicants. The Applicants are aware of his concerns and are already working on solutions. The architects' renderings need to be complete before the Applicants can determine which solution will fix the concerns.

A. Burleson explained that B. Burleson will perform all of the construction.

M. Sherlund stated the trip generator showed a decrease in vehicle trips with the changed use. The assisted living use is estimated at 166 trips per day whereas affordable housing units are estimated at 104 trips per day.

B. Brigham inquired if there is adequate parking on site. A. Burleson explained the current owner had between 40 and 50 employees. They typically find one space per bedrooms is adequate plus some parking for visitors. There is a parking area in the front of the building as well as the rear of the building.

B. Brigham asked about the bedroom count. Unless the architect renderings change, the Applicant is proposing 23 units; Twelve 1-bedroom, 9 studio apartments, and two 2-bedrooms.

B. Brigham inquired if the septic system is adequate. The building is on City water and sewer. J. LaCross explained they have invited the State electrical, fire, and plumbing inspectors to the building to see if they foresee any hurdles. A. Burleson stated the water usage may decrease since the assisted living facility had a commercial kitchen and laundry facility on site. The Applicant is not proposing on-site laundry at this time.

B. Brigham asked how large the land is. The Applicants are proposing a Boundary Line Adjustment which will result in 3.19 acres. This is the amount needed to obtain 23 units after a density bonus adjustment.

B. Brigham questioned what the perimeter of the land looks like. It is currently pretty open, with farm land and another assisted living facility near by. There is a triplex on the abutting property which is also being purchased by the Applicants. B. Brigham asked if there is adequate space around the perimeter of the property should the DRB wish to install a 25-foot PUD buffer requirement. There is enough space.

M. McKennerney asked if the rest of the land will remain open. The land will look the same after the boundary line adjustment; the only requested changes are to the interior of the building.

B. Brigham questioned when the project will be completed. The Applicants hope to start construction shortly after closing, and ideally have units available six months later.

Deliberative Session

MOTION: C. Boissoneault made a motion to enter deliberative session at 6:49 p.m. M. McKennerney seconded. All in favor, none opposed, motion carried.

MOTION: B. Brigham made a motion to come out of deliberative session at 7:12 p.m. T. Stanhope seconded. All in favor, none opposed, motion carried.

Application of Holiday House requesting Conditional Use and Planned Unit Development

MOTION: B. Brigham made a motion to approve the Application of Holiday House requesting Conditional Use and Planned Unit Development Approval to convert an assisted living facility into 23 affordable housing units in accordance with Sections 405, 802 & 804 of the St. Albans Town Unified Development Bylaws. The property is located at 642 Sheldon Rd. in the Mixed Residential/Commercial District and is owned by the Applicant with the following conditions: 1) The Applicant will establish a PUD buffer of 25 feet around the sides and rear of the parcel and 30 feet in the front of the parcel. No structures shall be built within the buffer, 2) All recommendations from the Fire Marshal shall be followed, 3) A mylar must be filed within 180 days of the Boundary Line Adjustment approval, 4) The Applicant shall agree to and comply with all findings of fact and conclusions of law listed in the staff report, as well as all conditions of approval, 5) All previous conditions shall remain in effect unless otherwise amended by this decision, 6) All State and Federal Permits are the Applicants responsibility and a copy shall be given to the Zoning Administrator for the file, and 7) the Board accepts the amended findings of facts and conclusions of law as provided in the Zoning Administrators staff report dated July 7th, 2022. T. Stanhope seconded the motion. All in favor, none opposed, motion carried.

Minutes

MOTION: T. Stanhope made a motion to approve the minutes from the meeting of June 23rd, 2022. M. McKennerney seconded. All in favor, none opposed, motion carried.

Adjournment

MOTION: C. Boissoneault made a motion to adjourn the DRB meeting at 7:20 p.m. M. McKennerney seconded. All in favor, none opposed, motion carried.

**Respectfully Submitted,
AJ Johnson, Administrative Assistant**