

**Town of St. Albans
Development Review Board Meeting Minutes
Thursday, February 11th, 2021
6:30 p.m.**

On Thursday, February 11th, 2021 at 6:30 p.m., the Town of St. Albans Development Review Board met at Town Hall and via Zoom for hearings.

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

Zoom ID: 814 0895 7093

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

New Business:

Application of Town of St. Albans and J & G Brown Properties for Conditional Use and Site Plan Approval for a municipal building of approximately 12,000 square feet, in accordance with Sections 401, 802, and 803 of the St. Albans Town Unified Development Bylaws. The property is located at 576 next to Georgia Shore Road in the Lakeshore District and owned by the Applicant.

The Application was represented by Carrie Johnson, Town Manager, Sam Ruggiano of Ruggiano Engineering, and Jesse Robbins, Project Manager. Steve Ellerin of 158 Wharf Street requested Interested Party Status.

MOTION: B. Thompson made a motion to grant S. Ellerin Interested Party Status as an abutting land owner. A. Omartian seconded. All in favor, none opposed, motion carried.

Clerk, B. Thompson swore in the Applicants and the Interested Party.

S. Ruggiano explained the Town is proposing a new Town Hall to be located next to 576 Georgia Shore Road. If approved, the project would utilize approximately half of the currently vacant 5.8-acre parcel. The Town is proposing an approximately 13,280 square foot, 1-story building with 26 parking spaces. Access to the parcel will be granted with 2 curb cuts off Georgia Shore Road. The building will be serviced by a drilled well, a wastewater disposal mound, and propane gas.

S. Ruggiano pointed out various features of the proposal including handicap parking, the stormwater catch area, curbing, the dumpster and a location for a future generator. The site must be serviced by a fire-suppression system (sprinkler). Landscaping is proposed around the parking area and the signage.

B. Brigham asked what the stormwater implications are. S. Ruggiano explained the impervious surface will be way below one acre, and therefore a permit is not necessary. The stormwater from the parking lot will be discharging to the north of the parcel along a tree line where it will eventually discharge into the lake.

S. Ellerin asked to see the plans. He explained the existing stormwater currently flows in the direction of the swale that runs through a drainage ditch, and ultimately ends up in a culvert under Wharf Street. S. Ruggiano confirmed where the existing water flows. He explained the existing swale will be on the South side of the building. J. Robbins showed plan C2 on the screen. S. Ruggiano explained the new stormwater will be drained to the north. The existing flow that goes into the ditch will be reduced.

S. Ellerin inquired if the mound system will be south of the swale. S. Ruggiano confirmed. The swale area is represented by the dashed line that almost cuts the property in half.

S. Ellerin asked if a subdivision has been done to separate the strip of land along Wharf Street. S. Ruggiano confirmed; the remaining strip of land is approximately 953' x 70'. S. Ellerin inquired if land owner, J. Brown, has indicated what she intends to do with the remaining land. S. Ruggiano can not confirm.

S. Ellerin questioned what the Town paid for the land. C. Johnson explained the Town and J. Brown have a purchase and sales agreement for the amount of \$200,000.

A. Omartian asked what the square footage of the existing Town Hall is. C. Johnson explained the existing building is under 10,000 square feet. A. Omartian inquired if the vault in the vital records area will have concrete walls. C. Johnson confirmed. The walls and door will have a four-hour fire resistance rate.

B. Brigham assumed, based on the proposed parking lot size, that Town Meeting Day will not be held at the proposed Town Hall. C. Johnson explained that decision has not been made. There will be an overflow parking area at the old DPW site and a sidewalk may be constructed for easy access between the two locations.

B. Brigham wondered what the hashed area to the north of the proposed building is. S. Ruggiano stated that area is for future expansion, if needed.

S. Ellerin questioned how the wetland area near the entrance to Wharf Street on the north will be handled. It's pretty swampy, he explained. He questioned if the drainage will flow through that location and into the lake. S. Ruggiano confirmed, and explained that is the natural flow of the water. S. Ellerin wondered if there are any issues with filling that area in. S. Ruggiano stated they are being cautious of the wet area as there is some standing water there. He explained the proposed construction will be kept as far away from the wet areas possible, while also maintaining a 50' buffer from the ditch. B. Brigham asked if it is a designated wetland. It is not.

B. Brigham questioned if there is a hedge row of natural trees along the proposed lot and Wharf Street. S. Ruggiano confirmed.

S. Ellerin asked where the water storage will be located for the fire suppression system. S. Ruggiano pointed out the square tank. The tank will hold around 12,000 gallons and be buried. A jockey pump will be utilized to keep the water level consistent. In the event of a very dry summer, the tank may need to be refilled.

S. Ruggiano has spoken with Fire Chief Cross regarding the project, but that the time of the hearing an impact letter had not been provided.

There were no other questions.

Application of Westview Condominium Development, LLC for Conditional Use, Site Plan Amendment and Planned Unit Development Amendment for a 12 unit condominium project in accordance with Sections 405, 802, 803 and 804 of the St. Albans Town Unified Development Bylaws. The property is located at 324 next to South Main Street in the Mixed Residential/Commercial District and owned by the Applicant.

The Application was represented by David Goodrich, owner. There were no Interested Parties. The Applicant was sworn in by Clerk, B. Thompson.

D. Goodrich explained he intends to merge his existing parcel (with the existing Westview Condominiums on them) to the abutting, currently vacant parcel. D. Goodrich explained he does not want to build another "high-rise" building, and instead would like to construct four townhouse-style buildings with three units a piece. The proposed homes will be sold instead of being rentals.

D. Goodrich spoke with Fire Chief Cross and intends to update the larger plans to reflect Chief Cross' request to have the fire hydrant closer to the buildings. An 11"x17" plan given to the Board shows the correct location.

D. Goodrich explained when he initially submitted his application, he submitted a small plan showing where the water and sewer will be located. He has requested that his engineer add the water and sewer to the larger plan, and also incorporate the landscaping plan.

D. Goodrich stated he is changing the access to the lot from the access shown when he had applied for the original Westview project. He intends to provide a more centered access rather than the "S Curve" access.

B. Brigham wondered if this project will require Act 250 approval. D. Goodrich confirmed. He intends to begin the Act 250 approval process upon receiving Town approval. Wastewater, Stormwater, and Sewer permits from the State are also required. A letter of Intent for the access has been received and was submitted to the Board. D. Goodrich explained he received a letter that indicated he has to file a copy of the original access permit from the first project in order to get AOT approval.

D. Goodrich reiterated that he intends to sell the units. He intends to construct the units as the market will absorb them. If he gets enough interest, he may construct two buildings at a time.

The buildings closest to the west side will have a slightly different layout than the other buildings. These units will have walk out basements due to the grade of the land. They will also have small stilted decks on the first floor, where the remaining buildings will have patios. Aside from those differences, all 12

buildings will be identical and will have 3 bedrooms and 2.5 bathrooms.

A. Omartian asked if all of the units will be one story with a basement. D. Goodrich confirmed, but reiterated the buildings on the west side will have walk out basements.

D. Goodrich explained he has done the calculations for lot coverage. He stated he is entitled to 60% of lot coverage in the district. When combining the two lots and including the previous coverage, he anticipates a total coverage of 47% at the completion of the proposed project. The allowed height in the district is 35' and he anticipates an elevation of 25.5'.

B. Brigham inquired if the Stormwater pond sits north of the buildings. D. Goodrich shared the original site plan from Westview Condominiums. The retention pond sits at the bottom of the hill on the north side. When discussing the drainage D. Goodrich explained the lot grade goes from east to west. He is proposing a retention wall to hold a steep bank and cut the grade. Behind the retention wall a soft swale will take the water in two directions. Some water will flow in the middle between two of the buildings and some water will flow to the south side of the property. All of the water will be picked up in a ditch line on the original property where it will flow to a catch basin down to the retention pond. He does not anticipate a lot of additional water. B. Thompson asked if there is a drawing that shows all of the stormwater proposals. D. Goodrich explained the plans show the grade lines, which show how the property is sloped and an 18" culvert which will take the water under the road. D. Goodrich stated there will be a drawing of the stormwater plans which will be submitted as part of the Act 250 process.

D. Goodrich explained the detailed sewer plans were not yet available. He anticipates the sewer will come out through man-holes and flow into the existing sewer from the original condo project. A dual grinder pump will be used and finally the sewer will be forced through a main to Route 7 into the City sewer. D. Goodrich stated instead of reinventing the wheel, he wants to bring the flow to an existing location and utilize same pump. He may need to make some upgrades when Act 250 reviews the project.

B. Brigham wondered if Act 250 will require upgrades to the Stormwater pond also. D. Goodrich is unsure, but reiterated the impact from the new buildings will be minimal. He is able to install a new sediment pond in open space if he needs to. He didn't want to waste the engineering showing the anticipated plans in case Act 250 requires changes. M. McKennerney asked if he intends to make the changes to the plans available to the Zoning Administrator. He confirmed. He explained the plan submitted is a concept, and the details will be added in once approved by Act 250.

When asked about an Association, D. Goodrich explained there are three associations now; one for each building. The new buildings will be subject to the same bylaws except these will be owned and therefore owners will be responsible for a Homeowners Association which will pay for mowing, snow removal, etcetera.

B. Thompson inquired how high the retaining wall will be. D. Goodrich estimated four feet above grade. A protective fence barrier will be installed above the wall.

B. Thompson was concerned about the lack of information. D. Goodrich explained the State will regulate the remaining information and when they make requirements a new plan will be submitted to the Zoning Office.

B. Brigham asked if the cost estimates include the building of the roads and paving. D. Goodrich explained he has his own equipment and has built miles of roads. He will do all of the work except the paving.

Deliberative Session

MOTION: A. Omartian made a motion to enter deliberative session at 7:32 p.m. B. Thompson seconded. All in favor, none opposed, motion carried.

MOTION: B. Thompson made a motion to come out of deliberative session at 8:15 p.m. M. McKennerney seconded. All in favor, none opposed, motion carried.

Application of Town of St. Albans and J & G Brown Properties for Conditional Use and Site Plan Approval

MOTION: B. Thompson made a motion to approve the Application of Town of St. Albans and J & G Brown Properties for Conditional Use and Site Plan Approval for a municipal building of approximately 12,000 square feet, in accordance with Sections 401, 802, and 803 of the St. Albans Town Unified Development Bylaws. The property is located at 576 next to Georgia Shore Road in the Lakeshore District and owned by the Applicant with the following conditions: 1) Prior to the issuance

of a building permit, the Applicant shall submit a Fire Department impact letter and a Wastewater permit to the Zoning Administrator, 2) The Board accepts the amended findings of facts and conclusions of law as provided in the Zoning Administrators staff report dated February 8th, 2021, 3) Upon completion of the project and/ or prior to the issuance of a Certificate of Compliance, the Applicant shall provide certification by a registered engineer that the project has been completed as approved by the DRB, and 4) All State and/or Federal Permits are the Owner's responsibility. M. McKennerney seconded the motion. All in favor, none opposed, motion carried.

Application of Westview Condominium Development, LLC requesting Conditional Use, Site Plan Amendment and Planned Unit Development

MOTION: B. Brigham made a motion to approve the Application of Westview Condominium Development, LLC for Conditional Use, Site Plan Amendment and Planned Unit Development Amendment for a 12 unit condominium project in accordance with Sections 405, 802, 803 and 804 of the St. Albans Town Unified Development Bylaws. The property is located at 324 next to South Main Street in the Mixed Residential/Commercial District and owned by the Applicant with the following conditions: 1) The Applicant shall obtain an Act 250 permit, a Stormwater permit, a Wastewater permit, an AOT permit, a Fire Department impact letter, and updated Site Plans and submit them to the Zoning Administrator prior to the issuance of a building permit 2) A letter of credit in the amount of \$18,000 shall be provided in favor of the Town of St. Albans to be intact until all 4 buildings are complete, 3) Upon completion of the project and/or prior to the issuance of a Certificate of Compliance, the Applicant shall provide certification by a registered engineer that the project has been completed as approved by the DRB, 4) Upon the issuance of the final certification by a registered engineer that the project has been completed as per the DRB approvals, the letter of credit may be reduced to 10% of the original and held by the Town for 2 years from the date the reduced Letter of Credit is issued, 5) The Board accepts the amended findings of facts and conclusions of law as provided in the Zoning Administrators staff report dated February 8th, 2021, 6) All State and Federal permits are owner's responsibility, and 7) All previous conditions of approval shall remain in effect unless otherwise amended by this decision. B. Thompson seconded the motion. All in favor, none opposed, motion carried.

Adjournment

MOTION: M. McKennerney made a motion to adjourn the DRB meeting at 8:40 p.m. A. Omartian seconded. All in favor, none opposed, motion carried.

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

Brent Brigham, Chair

Arthur Omartian, Vice Chair

Bruce Thompson, Clerk

Mike McKennerney