

**Town of St. Albans
Development Review Board Meeting Minutes
Thursday, July 13th, 2023
6:30 p.m.**

On Thursday July 13th, 2023 at 6:30 p.m., the Town of St. Albans Development Review Board met at Town Hall for the following hearings.

Present: Chair, Brent Brigham, Clerk, Mike McKennerney, Ellen Baker, Bruce Thompson, Allison Hickey, Tom Stanhope, Zoning Administrator, AJ Johnson

Absent: Vice President, Arthur Omartian

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

New Business

Application of Janet Montagne requesting Sketch Plan, Final and 2 Frontage Waivers for a 5-Lot Subdivision in accordance to Sections 2.7, 4.4, and 8.2 of the St. Albans Town Unified Development Bylaws. The property is located at 475 Maple Ridge Road in the Rural District and is owned by the Applicant.

The Application was represented by Luke Willey of Ruggiano Engineering, on behalf of the property owner Janet Montagne. Roger Luneau and Bonnie Hipko abutting land owners, requested Interested Party Status.

MOTION: M. McKennerney made a motion to grant Interested Party Status to Roger Luneau and Bonnie Hipko. E. Baker seconded. All in favor, none opposed, motion carried.

The Applicant and Interested Parties were sworn in by Clerk, M. McKennerney.

L. Willey begins with an introduction and project overview of the revised subdivision plan. The Board has seen previous Sketch Plans that did not continue to Final Plat approval. The Applicant is proposing a 5-Lot subdivision with an existing single family home belonging to the Applicant, J. Montagne, and 4 new lots. Maple Ridge Road will be upgraded to a 22' road within an existing 60' ROW to a point where the road will split to serve Lots 2 and 3 via a 25' ROW designed to meet A76 Standards. A 10' driveway will be within the 25' ROW. All lots will have their own individual wastewater systems and drilled wells. Storm water is proposed to be compliant with the Town's standards with a system consisting of roadside swales along the proposed 10' drive on the top of the hill. All run-off will flow to the downslope side of the proposed shared driveway and run in a swale out to the stone wall. L. Willey discussed the storm water system swales and bioretention basins and how everything collected will be treated in the three systems.

L. Willey continued with a breakdown of the Lot sizes stating that the two lots at the bottom of the hill, Lots 4 and 5, meet the minimum size of 40,000 sq. ft. and the two lots at the top are larger.

B. Brigham asked why they are not accessing the proposed lots via the existing road serving the existing lots. L. Willey stated there are some restrictions on the use of that ROW. The portion of the ROW that is not on the Applicant's property is not available for them to use. B. Brigham asked if there were prior easements existing for this development. L. Willey confirmed there were no prior easements.

B. Brigham questioned if the mound system proposed on Lot 2 is going to serve both Lots 2 and 3. L. Willey explained there are two systems shown on Lot 2 that are basically stacked on top of each other; one will serve Lot 2 and the other will serve Lot 3 with an easement. B. Brigham asked if those permits have been applied for or currently pending the State's approval. L. Willey explained that State permits have not been submitted at this time, but all the design work and calculations have been done.

B. Thompson questioned how the bioretention basin works. L. Willey pulled out Exhibit C6 and explained how it is essentially a pond with specifications for the material at the bottom and some plantings designed to infiltrate. Some of the water will infiltrate through the bottom of the pond and run off to an outlet structure that will have a 12" piece of pipe sticking up. The top of the 12" elbow pipe will stick up out of the pond and the bottom will act as the culvert outlet so when the water rises, like during a large storm event, it will rise up and over top of the 12" pipe further flowing down to discharge out. The system will also have an emergency overflow. L. Willey further explained how these types of ponds are very shallow, approximately 2 ½' deep. M. McKennerney asked if there is any maintenance to this type of system. L. Willey stated there will be some maintenance which will mainly be the management of the vegetation to ensure that no woody vegetation grows. B. Brigham questioned who will be responsible for managing the system. L. Willey explained that it will need to be part of the agreement between the lots.

B. Brigham questioned the different shapes of the systems. L. Willey stated that all three systems function the same but just have different shaping. B. Brigham asked if all three systems flow from one to the next. L. Willey explained they do not and the idea is that all of the discharges will flow off. There is a stream where two of the systems will flow to and discharge off the property and the other will discharge out to the road ROW and discharge across the road to a tributary.

B. Thompson asked if the Applicant has seen Chief Cross's letter stating that he wants a hammerhead at the end of the driveways of Lots 2 and 3. L. Willey stated that he has not seen anything yet. B. Brigham explained that Chief Cross wants to make sure the fire department equipment can turn around. A. Johnson provided an overview of Chief Cross's letter and will provide a copy to the Applicant. L. Willey explained the hammerhead they have designed for the end of Maple Ridge Road is oversized for a turnaround and they can accommodate Chief Cross's requests. L. Willey asked if there were hammerhead dimensions and what the Town requires. A. Johnson answered yes and that she will share them.

B. Thompson asked if there will be additional curb cuts. L. Willey explained there will not be additional curb cuts since they are only widening the traveled portion of the road and it currently has a 60' ROW. There is a probability that an 1111 Permit will be needed for a culvert extension. Frontage waivers will be requested for the two upper lots being served by the 25' ROW.

B. Hipko stated her concern has always been around the bottom of the road, right off of Lake Road because she believes there is a spring in the area around the utility pole due to flooding every spring or after heavy rains. She stated that it has been hard keeping gravel on the road in that location. John, a neighbor, levels it after flood events. The water runoff from the hill down is a concern and she hopes the plan takes this all into consideration.

L. Willey explained that in order to accommodate the Town's storm water rules the expanded impervious will be treated by the swales on the West side of the road. The road will be grated to allow water to flow off into those systems and the current road conditions should be greatly improved by the design. R. Luneau stated that it is a private road and asked if the new lots will maintain it. B. Brigham confirmed since it is a private road, and not considered a Town road, the homeowners will need to maintain the road and stormwater systems.

A. Johnson stated that the Town of St. Albans Road Standards Ordinance does not apply to existing private roads. The ordinance only applies to the new construction of roads and would not apply to this subdivision.

R. Luneau explained that he does not object to the subdivision but wants it to stay clean.

B. Hipko asked if the road will be wide enough to accommodate the number of families that might be moving in and wants to know how far up is the access for Lots 2 and 3. She made reference to the dumpster currently on the edge of the road. L. Willey explained the turnoff for the upper lots is at the top of the hill where the stone wall is located. B. Hipko stated how icy the road can become in the winter. John Richards plows and organizes sanding for the road and maintains it when gravel is lost. He does this on his own time and money. R. Luneau asked if the road can accommodate a school bus. B. Brigham explained that it is a private road and the bus will not go up the road, but that the kids will need to walk down to meet the bus. B. Hipko asked when the road will be built and upgraded. L. Willey stated the road will be built as lots are sold.

B. Brigham recommended shared ROW portion be upgraded all at once so current homeowners only need to deal with the road upgrade once.

L. Willey requested the Board to clarify in their decision that the 60' portion of road be upgraded as lots are developed so Applicant will not have to develop the road to the end, in the case that the first lot is sold first.

There were no additional questions.

Other Business

None.

Deliberative Session

MOTION: B. Thompson made a motion to enter deliberative session at 7:04 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 7:35 p.m. E. Baker seconded. All in favor, none opposed, motion carried.

Application of Janet Montagne requesting Sketch Plan, Final and 2 Frontage Waivers for a 5-Lot Subdivision.

MOTION: B. Brigham made a motion to approve the Application of Janet Montagne requesting Sketch Plan, Final and 2 Frontage Waivers for a 5-Lot Subdivision Approval in accordance with Sections 2.7, 4.4, and 8.2 of the St. Albans Town Unified Development Bylaws. The property is located at 475 Maple Ridge Road in the Rural District and is owned by the Applicant, with the following conditions: 1.) The recommendations within the Fire Department impact letter shall be followed; 2.) The Final Plat shall be issued to the Zoning Administrator prior to the issuance of any Town permits and shall comply with Section 2.7.2 of the Unified Development Bylaws; 3.) The proposed upgrades to the 60' ROW upgrade shall be done all at once from Lake Road up to the stone wall and access to existing lots shall not be blocked by any construction; 4.) Lots 2, 3, 4 and 5 shall be subject to a Road Maintenance & Stormwater Maintenance Agreement which will be recorded with the Town; 5.) Upon completion of the project and prior to the final issuance of any Certificate of Compliance, the Applicant shall provide certification by a registered engineer that the project has been completed as approved by the DRB; 6.) All State and/or Federal Permits are the Applicants responsibility and a copy shall be provided to the Zoning Administrator for the file; 7.) The Board accepts the amended findings of facts and conclusions of law as provided in the Zoning Administrator's staff report dated July 5th, 2023; 8.) The Applicant shall agree to and comply with all findings of fact and conclusions of law listed in this decision as well as all conditions of approval; and 9.) All previous conditions not amended by this decision shall remain in effect. Seconded by E. Baker. All in favor, none opposed, motion carried.

Minutes

MOTION: B. Thompson made a motion to approve the minutes from the meeting of June 8th, 2023. Seconded by M. McKennerney. All in favor, none opposed, motion carried.

Adjournment

MOTION: M. McKennerney made a motion to adjourn the DRB meeting at 7:43 p.m. Seconded by A. Hickey. All in favor, none opposed, motion carried.

Respectfully Submitted,

**Kimberly Kissinger
Administrative Assistant**