

**Town of St. Albans
Development Review Board Meeting Minutes
Thursday, March 25th, 2021
6:30 p.m.**

On Thursday, March 25th, 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, Mike McKennerney, Christina Boissoneault, Tom Stanhope, Zoning Administrator, Megan Sherlund. Administrative Assistant AJ Johnson

Absent:

Zoom ID: 844 3858 9297

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

New Business:

Application of Timothy Hurlbut for an 801 Waiver for a 2-lot subdivision in accordance with Sections 402, 403, and 801 of the St. Albans Town Unified Development Bylaws. The property is located at 3 Hillcrest Heights in the Conservation and Rural Districts and owned by the Applicant.

The Application was represented by Timothy Hurlbut. Vice Chair, A. Omartian swore in the Applicant. There were no Interested Parties.

T. Hurlbut is trying to obtain approvals for a 2 Lot subdivision, but needs to obtain an 801 waiver from the DRB first. He intends to build a house on Lot 5 and sell Lot 6. Lot 6 will be carved off the existing Lot 4.

B. Brigham questioned if Lot 5 is part of Lot 6, or Lot 4. T. Hurlbut explained Lot 5 is existing and was part of a subdivision years ago. Lot 5 has frontage on Hillcrest Heights, a DRB approved 60' Right of Way. The 801 waiver is being requested for Lot 6.

M. McKennerney inquired if there were any conditions put in place during previous approvals. There are no approvals that would prohibit this application.

B. Brigham wondered if there are wastewater approvals in place. Lots 6 and 5 both have approvals. The replacement area for Lot 6 is on Lot 5.

A. Omartian asked what the natural slope or contour of Lots 4 – 6 are. T. Hurlbut explained the Lots plateau. There are flat areas and sloped areas.

M. McKennerney questioned if the wastewater areas take into consideration the proposed well area. T. Hurlbut confirmed, and explained the layout meets the state standards.

There were no other questions from the Board.

Application of Barry Callebaut USA, Inc. for Site Plan Amendment to construct an addition to the office and receiving bay as well as various security improvements in accordance with Sections 407, and 803 of the St. Albans Town Unified Development Bylaws. The property is located at 400 Industrial Park Rd. in the Industrial District and owned by the Applicant.

The Application was represented by Peter Cross and Nick Bouton of Cross Consulting Engineering and Randy Trombley, project manager. There were no Interested Parties. The Applicants were sworn in by Vice Chair, A. Omartian.

N. Bouton explained Barry Callebaut is proposing a number of site improvements. The first proposal is two building additions. The first addition is proposed to be a new office addition on the south end of the building. This addition will be approximately 3,600 square feet and will become the new main entrance. A new outdoor patio will be constructed for employee use. A new concrete sidewalk will be installed near the visitor and handicap parking spaces, and a new bike rack will be installed.

The Applicant is proposing a new receiving bay addition to the west. Two new receiving bays are being proposed for incoming product and interior tank storage.

A new access drive is being proposed which will serve as the new site entrance for employees, visitors, and some of the truck traffic. Currently, the trucks have to pull through the bays and the stations from the west. The new access road will eliminate cross traffic between pedestrians and trucks.

The Applicant is proposing several security improvements which include fencing and guard shack. Gates will be installed to allow vehicles to enter and exit the site.

The parking area is being expanded to include an additional 71 parking spaces. A total of 218 spaces will be on site which include motorcycle parking and handicap parking. 38 new employees are being proposed.

As part of the parking lot expansion, sixteen pine trees south of the existing parking area will be removed. Some new plantings are being proposed between the road and the proposed expansion. The parking area and access drive will be separated by islands and green space for pedestrian safety. Electric vehicle charging stations are also being proposed.

A temporary gravel driveway will allow construction vehicles to be separated from trucks, employees and visitors.

The existing entrance will have a gate installed and exist for trucks only.

The Applicant is proposing to bring the entire site into the current stormwater standards by utilizing a gravel wetland area. There is currently a detention pond on site which was designed to standards that have expired. The proposed gravel wetland system is similar to what exists at the newly-developed Department of Public Works site.

B. Brigham inquired if the other stormwater system will be abandoned. N. Bouton explained the proposed gravel wetland will replace the existing detention pond. The system installed in 2017 will remain on site and function alongside the gravel wetland.

P. Cross state the security fencing, guard shack and gates are not scheduled to be constructed yet, although they are requesting approvals to complete the projects in the future.

A. Omartian referred to plan C6 and inquired what "rodent strip" means. It is a gravel/crushed stone strip that deters small rodents from entering the building.

T. Stanhope questioned when the gravel wetland will replace the existing pond; before or after construction? The pond will be replaced during construction.

The Applicant intends to start construction in mid-June. Act 250, Wastewater, and Stormwater permits have all been submitted.

The Board had no further questions.

Other Business:

The Board must reorganize every year after Town Meeting Day. After a brief discussion, the Board agreed to keep the current roles of Chair and Vice Chair, and appoint M. McKennerney as Clerk. The Clerk role was previously filled by B. Thompson, who is no longer on the Board.

MOTION: C. Boissoneault made a motion to reappoint B. Brigham as Chair, A. Omartian as Vice Chair, and to appoint M. McKennerney as Clerk. T. Stanhope seconded. All in favor, none opposed, motion carried.

Deliberative Session

MOTION: M. McKennerney made a motion to enter deliberative session at 7:05 p.m. A. Omartian seconded. All in favor, none opposed, motion carried.

MOTION: C. Boissoneault made a motion to come out of deliberative session at 7:40 p.m. T. Stanhope seconded. All in favor, none opposed, motion carried.

Application of Timothy Hurlbut for an 801 Waiver for a 2-lot subdivision

MOTION: C. Boissoneault made a motion to approve the Application of Timothy Hurlbut for an 801 Waiver for a 2-lot subdivision in accordance with Sections 402, 403, and 801 of the St. Albans Town Unified Development Bylaws. The property is located at 3 Hillcrest Heights in the Conservation and Rural Districts and owned by the Applicant with the following conditions: 1) The Board accepts the

amended findings of facts and conclusions of law as provided in the Zoning Administrators staff report dated March 22, 2021, 2) All previous conditions of approval shall remain in effect unless otherwise amended by this decision, and 3) All State and Federal permits are owner's responsibility. T. Stanhope seconded the motion. All in favor, none opposed, motion carried.

Application of Barry Callebaut USA, Inc. for Site Plan Amendment

MOTION: M. McKennerney made a motion to approve the Application of Barry Callebaut USA, Inc. for Site Plan Amendment to construct an addition to the office and receiving bay as well as various security improvements in accordance with Sections 407, and 803 of the St. Albans Town Unified Development Bylaws. The property is located at 400 Industrial Park Rd. in the Industrial District and owned by the Applicant with the following conditions: 1) The Site Plan shall be amended to reflect the accurate measurements of the receiving bay area, 2) The Applicant must comply with the Fire Department Impact Letter dated January 26th, 2021, 3) Copies of all State and Federal permits shall be forwarded to the Zoning Administrator, 4) The Board accepts the amended findings of facts and conclusions of law as provided in the Zoning Administrators staff report dated March 22, 2021, 5) The Applicant must abide by all findings of fact and conclusions of law listed in the staff report, as well as any conditions of approval, 6) Upon completion of the project, the Applicant shall provide certification that the project was completed as per the DRB approve plans, 7) All previous conditions of approval shall remain in effect unless otherwise amended by this decision, and 8) All State and Federal permits are owner's responsibility. T. Stanhope seconded the motion. All in favor, none opposed, motion carried.

Adjournment

MOTION: M. McKennerney made a motion to adjourn the DRB meeting at 7:40 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

Mike McKennerney, Clerk

Tom Stanhope

Christina Boissoneault