

**Town of St. Albans  
Development Review Board Meeting Minutes  
Thursday, June 9<sup>th</sup>, 2022  
6:30 p.m.**

On Thursday, June 9<sup>th</sup> 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

**Absent:** Vice Chair, Arthur Omartian

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

**Continued Business:**

**Application of Tyler Stanislas for a Site Plan Amendment requesting a waiver of the letter of credit condition from a previous DRB approval in accordance with Sections 405 and 803 of the St. Albans Town Unified Development Bylaws. The property is located on Franklin Park West and is owned by the Applicant.**

The Application was represented by Tyler Stanislas, owner. There were no Interested Parties present.

At the previous DRB meeting, the Board was uncomfortable making a decision without knowing if they have jurisdiction over an Environmental Court decision. M. Sherlund consulted with an attorney who confirmed that the Board can make a new decision regarding the previously approved letter of credit.

B. Brigham asked if anything has changed since the last hearing. T. Stanislas stated there have been no changes.

B. Brigham stated the Board was also made aware they do not have the authority to approve a bond in lieu of a letter of credit. He stated the letter of credit is generally requested in the amount of up to 75% of the estimated cost of infrastructure.

There were no other questions from the Board.

**New Business**

**Application of Saint Albans Town Educational Center requesting a Site Plan Amendment to remove a gravel parking area and replace it with a paved parking lot, add 2 additional light poles, and allow for 4 storage containers to the east of the proposed parking lot in accordance with Sections 404, 410, & 803 of the St. Albans Town Unified Development Bylaws. The property is located at 169 bhnd S. Main St. in the Residential District, Growth Center Overlay and is owned by the Applicant.**

The Application was represented by Derek Madden of St. Albans Town Educational Center (SATEC) and Dereck Woolridge of Cross Consulting Engineers. There were no Interested Parties. C. Boissoneault went on record stating that she is employed by SATEC, but she has no financial interest in the project and can make a clear decision.

D. Woolridge stated the proposed project is situated directly behind the school. There is an existing paved parking area with a gravel parking area beyond that, which parents will park when they are waiting to pick up their children. The busses also utilize the gravel parking area as a loop to turn around. The Applicant is proposing to pave the extended parking area, stripe parking spots, and provide nine parking spots for busses; the spaces will be situated to allow the busses to be plugged into block heaters to keep them warm in the winter.

The Applicant is proposing to remove the soil that is on site now as it is contaminated and will not support pavement. There is no additional impervious surface requested. The bus parking area will be a concrete pad with 4 lighted bollards. Within the middle row of parking there will be two light poles each with two fixtures. The lights will all be full cut off, down casted, LED's. The lights in the parking lot will not be fully on unless it is necessary.

The Applicant is also seeking approval for four storage trailers that are already on site. They are 8' x 40' and contain classroom equipment that needed to be removed.

B. Brigham wondered if the Applicant will dig six inches down when removing the existing gravel area.

The intent is to dig down approximately two feet and rebuild the entire gravel area properly; fabric, sand, stone, 3.5-inch pavement.

B. Brigham inquired when the project will be done. D. Madden stated the budget will determine how much of the project can be done and in what stages. They hope to get the slab for the busses in this year as well as the bollards and lighting, and pave next year.

**Application of Richard & Kelli Schreiner requesting Sketch & Final Plat Approvals for a 3-lot subdivision, along with a Frontage Waiver for one of the proposed lots in accordance with Sections 208, 209, 402, 403, & 801 of the St. Albans Town Unified Development Bylaws. The property is located at 132 Hillcrest Heights and owned by the Applicant.**

The Application was represented by Richard Schreiner, owner. There were no Interested Parties. The Clerk swore in the Applicant.

R. Schreiner explained at one time he had two lots which he merged together. He is now requesting a three-lot subdivision to allow for a 5-acre lot, a 3.8 acre lot and the remaining 46 acres.

R. Schreiner has an existing home on Lot 1, and if he is able to sell it he will build a new home on the 46 acre lot.

B. Brigham asked if the frontage waiver is for Lot 1. M. Sherlund confirmed, if the subdivision is approved Lot 1 will not longer have frontage along the 60' Right of Way.

B. Brigham questioned if the lots have been surveyed and pinned. The Applicant confirmed he is in the process of having that done.

B. Brigham asked if the Zoning office gets a copy of the survey when it is done. M. Sherlund stated B. Brigham will need to sign the mylar and it will be recorded in the Town Clerk's office.

B. Brigham inquired if the Applicant has done any investigative soil work. The Applicant confirmed the soils are good.

#### **Deliberative Session**

**MOTION: C. Boissoneault made a motion to enter deliberative session at 6:41 p.m. M. McKennerney seconded. All in favor, none opposed, motion carried.**

**MOTION: T. Stanhope made a motion to come out of deliberative session at 8:10 p.m. E. Baker seconded. All in favor, none opposed, motion carried.**

#### **The Application of Tyler Stanislas for a Site Plan Amendment**

**MOTION: C. Boissoneault made a motion to approve the Application of Tyler Stanislas for a Site Plan Amendment requesting a waiver of the letter of credit condition from a previous DRB approval in accordance with Sections 405 and 803 of the St. Albans Town Unified Development Bylaws. The property is located on Franklin Park West and is 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 June 2<sup>nd</sup>, 2022, 2) Upon completion of the project, or prior to receiving a Certificate of Compliance, the Applicant shall provide certification that the project was completed as per the DRB approvals, 3) a letter of credit in the amount of \$50,000 shall be provided to the Town of St. Albans for a term of three years and shall be obtained prior to the issuance of a building permit, 4) Upon issuance of the certification 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 two years from the date the reduced letter of credit was issued, 5) All previous conditions of approval shall remain in effect unless otherwise amended by this decision, and 6) All State and Federal permits are the owner's responsibility. E. Baker seconded the motion. All in favor, none opposed, motion carried.**

#### **The Application of Saint Albans Town Educational Center requesting a Site Plan Amendment**

**MOTION: M. McKennerney made a motion to approve the Application of Saint Albans Town Educational Center requesting a Site Plan Amendment to remove a gravel parking area and replace it with a paved parking lot, add 2 additional light poles, and allow for 4 storage containers to the east of the proposed parking lot in accordance with Sections 404, 410, & 803 of the St. Albans Town Unified Development Bylaws. The property is located at 169 bhnd S. Main St. in the Residential District, Growth Center Overlay and is 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 June 2<sup>nd</sup>, 2022, 2) Upon completion of the project, or prior to receiving a Certificate of Compliance, the Applicant shall provide certification that the project was completed as per the DRB approvals and 3) All State and Federal Permits are the Applicants responsibility and a copy shall be given to the Zoning Administrator for the file. T. Stanhope seconded the motion. All in favor, none opposed, motion carried.

#### Application of Richard & Kelli Schreiner requesting Sketch & Final Plat Approvals

MOTION: C. Boissoneault made a motion to approve the Application of Richard & Kelli Schreiner requesting Sketch & Final Plat Approvals for a 3-lot subdivision, along with a Frontage Waiver for one of the proposed lots in accordance with Sections 208, 209, 402, 403, & 801 of the St. Albans Town Unified Development Bylaws. The property is located at 132 Hillcrest Heights and owned by the Applicant with the following conditions: 1) All State and Federal Permits are the Applicants responsibility and a copy shall be given to the Zoning Administrator for the file, and 2) the Board accepts the amended findings of facts and conclusions of law as provided in the Zoning Administrators staff report dated June 2<sup>nd</sup>, 2022, and 3) Within 180 days the Applicant shall provide a mylar to be recorded in the Town Clerk's office. E. Baker seconded the motion. All in favor, none opposed, motion carried.

#### Minutes

MOTION: M. McKenney made a motion to approve the minutes from the meeting of May 12<sup>th</sup>, 2022. T. Stanhope seconded. All in favor, none opposed, motion carried.

#### Adjournment

MOTION: T. Stanhope made a motion to adjourn the DRB meeting at 7:45 p.m. C. Boissoneault seconded. All in favor, none opposed, motion carried.

Respectfully Submitted,  
AJ Johnson, Administrative Assistant