

**Town of St. Albans
Development Review Board Meeting Minutes
Thursday, February 9th, 2017
6:30 p.m.**

On Thursday, February 9th, 2017 at 6:30 p.m., the Town of St. Albans Development Review Board met at Town Hall for hearings.

Present: Chair, Brent Brigham, Vice Chair, Jeff Jewett, Clerk, Bruce Thompson, Arthur Omartian, Mike McKennerney, and Zoning Administrator, Becky Perron

Absent: Tom Stanhope

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

New Business:

Application of Northwest Access Television and Malone Properties LLC requesting Site Plan and Conditional Use Approval for an Office use in accordance with Sections 405, 409, 802, and 803 of the St. Albans Town Unified Development Bylaws. The property is located at Franklin Park West, Lot 16 in the Commercial District within a Designated Growth Center and owned by Malone Properties, LLC.

Jesse Danner and Sam Ruggiano of Ruggiano Engineering alongside David McWilliams represented the application. The Clerk swore them in. There were no interested parties.

J. Danner explained the applicant is proposing an approximately 3,200 square foot building on the .75 acre lot known as Lot 16 in Franklin Park West. The building will be used as office space for Northwest Access Television.

The proposed 22 foot wide access will be off Village Drive. The parking area is a proposed fifteen spaces with one handicap space. A bike rack on the southerly side of the building is also being offered. A 5 foot wide sidewalk will run along the road frontage and lead to the entrance. A covered walkway is proposed along the driveway extending to a patio in the front of the building. Access to the building is proposed in the front, the southern portion, and the rear of the building.

The stormwater will be treated on site. Grass swales will direct the flow along the boundaries of the lot with a small detention pond and treatment area on the northeast corner of the lot. The flow will ultimately be directed into an existing stormwater conveyance along Franklin Park West Road.

J. Danner explained all setbacks were being met or exceeded. The maximum allowable lot coverage for the Commercial District is 75 percent. The applicant is only proposing a 36 percent lot coverage.

Fire Chief H. Cross requested a fire hydrant be installed at the project entrance which will connect to the existing municipal water line at the north side of the property. An 18 inch culvert will be installed at the entrance also.

Two light poles, one 20 foot and one 20.5 foot are being proposed. Both will have .5 foot candle illumination shields. One pole will be located at the southern portion of the parking area and one will be placed leading up to the parking area. An enclosure will house trash and recycling barrels.

A split rail fence used to shield the detention pond is being proposed. An assortment of perennial flowers will be positioned throughout the property and a mixture of arborvitae and white spruce are also proposed to be planted.

The building will house four employees. An allocation for wastewater and potable water has been obtained.

The building will be tan and gray and will have a proposed elevation of twenty six feet eight and three quarter inches. J. Danner shared pictures of the proposed elevation plans.

A. Omartian asked how many visitors would come daily in addition to the four employees working. D. McWilliams estimated four or five visitors per day. He stated several interviews would be done per week, usually during the evening. J. Danner stated the projected traffic count was determined using the ITE manual.

B. Perron asked if the applicant had recent discussion with Fire Chief, H. Cross regarding placement of the fire hydrant. J. Danner confirmed there had been a conversation in which a mutually agreed upon location was decided.

J. Danner stated approval from the Police Chief was also obtained however; the letter was sent via email and was not on letter head. J. Danner requested the letter be resubmitted on letter head to him.

B. Brigham expressed frustration that applicants are being required to put in sidewalks as part of Act 250 but the sidewalks are not being constructed in a way that promotes connectivity. Instead, B. Brigham suggested the Town collect monies that would be allocated to sidewalk construction and put them in an escrow fund for the Town to construct the sidewalks once the Sidewalk Master Plan is completed.

B. Brigham inquired if the figure of thirty dollars per linear foot of sidewalk was accurate. S. Ruggiano explained it depends on the situation. He explained this project was ideal for sidewalk construction as it is flat, there won't be a lot of fill required, and a curb is not necessary.

J. Jewett questioned if any exterior security lighting would be added. He also wondered what the hours of operation would be. D. McWilliams explained the hours would be typical business hours, 8 a.m. to 5 p.m. with the occasional interview filming ending around 7:30 p.m. J. Danner stated the architect indicated there would be lighting under the covered walkway as well as some downward lighting on the roof overhang. He stated a lighting plan could be provided to the Board at a later time if they were interested.

J. Jewett wondered if the building would have sprinklers inside. S. Ruggiano stated the building was not large enough to require fire suppression technology.

B. Thompson asked if there would be any satellite dishes or large antennas on the property. J. Danner stated there would not be.

B. Brigham inquired if any digging beneath the road would be required. No services will cross the road.

B. Brigham asked if the Town plows that high up in Franklin Park West. D. McWilliams explained P. Malone had not asked the Town to take over the road yet and was currently plowing it. The Town owns just before the self-storage.

B. Brigham asked for confirmation the applicant was proposing to install a couple of catch basins. J. Danner explained the applicant intends to install one catch basin which will run into an existing basin. S. Ruggiano explained the history of the stormwater in Franklin Park West.

Application of Diggin Duo, LLC requesting Conditional Use Approval of a Printing/Light Industrial use in accordance with Sections 405, 409 and 802 of the St. Albans Town Unified Development Bylaws. The property is located at 1 Champlain Commons, Unit 1 in the Commercial District within a Designated Growth Center and owned by Heritage Management Group LC.

Nicole Hogeland represented the application. She was sworn in by the Clerk. There were no interested parties.

N. Hogeland explained she is in the printing business. Currently, she prints mugs and t-shirts from her home using a device that utilizes pressure and heat transferring an image from paper onto a mug.

The applicant showed the Board the method she currently uses and explained the machinery she intends to use within the Champlain Commons location. She explained that her business has been successful and she is quickly outgrowing the space she currently uses within her home. Moving forward, N. Hogeland either needs to obtain more of the heating presses, which her house can't sustain, or needs to switch to a fourteen foot conveyor oven which uses a similar process but different technology. N. Hogeland explained she was requesting a Light Industrial use so she could add machinery as needed.

N. Hogeland explained the printing process uses a special ink and paper and the process has no noise or smell. The piece of paper is recycled after use.

B. Thompson asked if N. Hogeland was making any changes within the space. N. Hogeland explained there is already a bathroom and she is just using the open area as a working space. J. Jewett asked about the proposed machinery N. Hogeland had mentioned. She replied they were unsure which method they would use in the future as the conveyor oven requires a three phase electric system which the leased space doesn't currently have. N. Hogeland is also considering using a special baking oven. If she does decided to use the baking oven the electric in the space will need to be upgraded.

J. Jewett asked what the space was used for previously. B. Perron stated the building has had many uses over the years but this space is currently a warehouse use.

J. Jewett asked if she was the only employee and what hours she would operate. N. Hogeland explained she would probably hire someone to help her in the near future. She was unsure on hours.

J. Jewett asked if there would be large trucks coming to drop off supplies or pick up orders. N. Hogeland confirmed.

The Board had no further questions. B. Brigham thanked the applicant and stated a decision would be made in deliberative session.

Deliberative Session

MOTION: M. McKennerney made a motion to enter deliberative session at 7:20 p.m. J. Jewett seconded. All in favor, none opposed, motion carried.

MOTION: J. Jewett made a motion to come out of deliberative session at 7:50 p.m. M. McKennerney seconded. All in favor, none opposed, motion carried.

MOTION: J. Jewett made a motion to approve the Application of Northwest Access Television and Malone Properties LLC requesting Site Plan and Conditional Use Approval for an Office use in accordance with Sections 405, 409, 802, and 803 of the St. Albans Town Unified Development Bylaws. The property is located at Franklin Park West, Lot 16 in the Commercial District within a Designated Growth Center and owned by Malone Properties, LLC with the following conditions: 1. A letter of credit in favor of the Town of St. Albans for infrastructure in the amount of \$4,000.00 shall be provided to the Zoning Administrator for a term of three years upon receiving the permit. 2. to accept the findings of fact and conclusions of law listed in the Zoning Administrator's amended staff report dated 1/31/2017. A. Omartian seconded the motion. All in favor, none opposed, motion carried.

MOTION: M. McKennerney made a motion to approve the Application of Diggin Duo, LLC requesting Conditional Use Approval of a Printing/Light Industrial use in accordance with Sections 405, 409 and 802 of the St. Albans Town Unified Development Bylaws. The property is located at 1 Champlain Commons, Unit 1 in the Commercial District within a Designated Growth Center and owned by Heritage Management Group LC with the following conditions: to accept the findings of fact and conclusions of law listed in the Zoning Administrator's amended staff report dated 1/31/2017. B. Thompson seconded the motion. All in favor, none opposed, motion carried.

Minutes

MOTION: B. Thompson made a motion to accept the minutes from the DRB meeting dated January 26th, 2017. J. Jewett seconded. All in favor, none opposed, motion carried.

Adjournment

MOTION: J. Jewett made a motion to come out of deliberative session and adjourn the DRB meeting at 8:00 p.m. M. McKennerney seconded. All in favor, none opposed, motion carried.

Respectfully Submitted,

AJ Johnson, Administrative Assistant

Brent Brigham, Chair

Jeff Jewett, Vice Chair

Bruce Thompson, Clerk

Arthur Omartian

Mike McKennerney