

**Town of St. Albans  
Development Review Board Meeting Minutes  
Thursday, September 14<sup>th</sup>, 2017  
6:30 p.m.**

On Thursday, September 14<sup>th</sup>, 2017 at 6:30 p.m., the Town of St. Albans Development Review Board met at Town Hall for hearings.

**Present:** Chair, B. Brigham, Vice Chair, Arthur Omartian, Clerk, Bruce Thompson, Jeff Jewett, Mike McKenney, Christina Boissoneault 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 Northside Baptist Church requesting Site Plan Amendment for parking reconfiguration, addition of parking spaces and 24' x 24' garage in accordance with Sections 402 and 804 of the St. Albans Town Unified Development Bylaws. The property is located at 1321 Fairfax Road in the Rural District and owned by the Applicant.**

The application was represented by Bruce Patterson and Dan Frost. The applicants were sworn in by Clerk, B. Thompson. There were no interested parties.

B. Patterson explained the Northside Baptist Church was proposing to amend the previously approved parking spaces and add a 24' x 24' one story garage which will shelter the church van, the lawn tractor and provide general storage space.

The Agency of Transportation was contacted and provided a permit for amendments to the site entrance.

B. Brigham asked for confirmation that several parking spaces would be removed to construct the garage. B. Patterson confirmed. B. Patterson stated the spaces in the garage would be counted as well.

B. Brigham asked if the garage would be built on a slab. B. Patterson confirmed.

B. Perron asked if the parking area would be reconfigured. B. Patterson stated it would, and explained the original Site Plan developed in 2000 was not completely adhered to as the engineer left the project due to a family emergency.

J. Jewett wondered if the garage would have electricity and lighting. D. Frost confirmed and stated there would be one exterior light facing the driveway, as well as lighting on the inside. A power door would be on the front of the garage.

B. Thompson wondered what the Agency of Transportations (AOT) comments are. B. Patterson explained some paving needed to be added to the access and a culvert needed to be cleaned out. B. Thompson asked if AOT would need to meet on site prior to construction. B. Patterson confirmed.

B. Brigham wondered why AOT needed to provide comments since the project was utilizing an existing access. B. Patterson stated the skirt of the pavement off the main road was not up to commercial standards. B. Perron added a new request of AOT was to be contacted on any project that was located on a State highway which was going before the DRB for Site Plan Approval, not just projects with new accesses.

B. Thompson wondered if the project would be started this fall. B. Patterson was hopeful for a spring start.

**Application of Barry Callebault USA, LLC requesting Site Plan Amendment for building additions and site changes in accordance with Sections 406 and 803 of the St. Albans Town Unified Development Bylaws. The property is located at 400 Industrial Park Road in the Industrial District and owned by the Applicant.**

The application was represented by Peter Garceau of Cross Consulting and Jerry Dukas of Barry Callebault. The applicants were sworn in by Clerk, B. Thompson. There were no interested parties.

P. Garceau explained Barry Callebault, a chocolate manufacturing plant, is proposing an addition of approximately 33,400 square feet. Additionally the plant is proposing to relocate and enclose an existing product receiving area, add exterior lights, add an inbound truck scale, add a new stormwater system and add a gravel fire lane.

P. Garceau explained this application was the first he had submitted to meet the new 2017 stormwater standards. J. Jewett asked if the stormwater pond would remain dry all the time. P. Garceau explained the unit looks like a pond but isn't as deep. It doesn't retain water except in storm events. To the average person, it will look like a depressed area with a stone cell; eventually wetland plants such as cattails will mature.

J. Jewett wondered if the newly designed pond will be less maintenance than previous designs. P. Garceau predicted the same level of maintenance.

B. Brigham questioned if the stormwater would be filtered through stone. P. Garceau confirmed. He explained stormwater from the addition will be picked up by a roof drain and flow into a swale. The water will then flow into a ditch and be spilled into the cell of the pond. The water elevation in the cell will be maintained.

A. Omartian wondered how the cell would maintain water elevation during an extended drought. P. Garceau did not foresee a problem maintaining water elevation and explained the site was sandy and the ground water table is around 18 inches deep. A. Omartian asked about the filtration level of the outflow. P. Garceau stated that all discharge should have around 80% of the phosphorus removed.

A new electricity line will be run to the addition. J. Jewett asked if any yard lights would be added. P. Garceau confirmed three new yard lights would be added.

B. Brigham inquired what the back line of the property looks like. J. Dukas stated a fence runs along the border between Barry Callebault and Simonds trailer park.

B. Thompson asked what the expansion would be used for. J. Dukas confirmed 3 new production lines would be added. B. Thompson asked if the proposed expansion location is currently a grassed area. J. Dukas confirmed. B. Thompson inquired why no new parking spaces were needed if 280 additional trips would be generated. P. Garceau stated the town's requirement for parking with the addition is 97 spaces; there will be 140 spaces.

P. Garceau stated the existing facility has a wastewater permit approval for 275 employees; the factory currently employees 200 employees. The addition could provide another 50 jobs in the next 3 years.

B. Thompson asked what sidewalk plans had been formed. The applicant is electing to provide funds to the Franklin County Industrial Development Corp. to install a sidewalk within the Industrial Park as opposed to on their site. This decision was based on a previously approved sidewalk proposed on the other side of the road; the applicant would prefer to complete that sidewalk instead of having to "jump" the road to access the other sidewalk.

B. Thompson inquired when the project was proposed to begin. J. Dukas was hopeful for a December 1<sup>st</sup> start.

### **Deliberative Session**

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

Application of Northside Baptist Church requesting Site Plan Amendment

**MOTION: B. Thompson made a motion to approve the Application of Northside Baptist Church requesting Site Plan Amendment for parking reconfiguration, addition of parking spaces and 24'x 24' garage in accordance with Sections 402 and 804 of the St. Albans Town Unified Development Bylaws. The property is located at 1321 Fairfax Road in the Rural District and owned by the Applicant with the following conditions: 1. to accept the amended findings of fact and conclusions of law listed in the Zoning Administrator's staff report dated September 8<sup>th</sup>, 2017. J. Jewett seconded the motion. All in favor, none opposed, motion carried.**

Application of Barry Callebault USA, LLC requesting Site Plan Amendment

**MOTION: M. McKennerney made a motion to approve the Application of Barry Callebault USA, LLC requesting Site Plan Amendment for building additions and site changes in accordance with Sections 406 and 803 of the St. Albans Town Unified Development Bylaws. The property is located at 400**

**Industrial Park Road in the Industrial District and owned by the Applicant with the following conditions: 1. All previous conditions of approval shall remain in effect unless otherwise changed by this decision, 2. a registered engineer must certify the completed project, and 3. to accept the amended findings of fact and conclusions of law listed in the Zoning Administrator's staff report dated September 8<sup>th</sup>, 2017. C. Boissoneault seconded the motion. All in favor, none opposed, motion carried.**

**Minutes**

**MOTION: M. McKennerney made a motion to accept the minutes from the DRB meeting dated August 24<sup>th</sup>, 2017. C. Boissoneault seconded. All in favor, none opposed, motion carried.**

**Adjournment**

**MOTION: M. McKennerney made a motion to come out of deliberative session and adjourn the DRB meeting at 7:50 p.m. C. Boissoneault seconded. All in favor, none opposed, motion carried.**

**Respectfully Submitted,**

**AJ Johnson, Administrative Assistant**

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Brent Brigham, Chair

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Arthur Omartian, Vice Chair

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Bruce Thompson, Clerk

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Jeff Jewett

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Christina Boissoneault

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Mike McKennerney