

**Town of St. Albans
Development Review Board Meeting Minutes
Thursday, September 10th, 2020
6:30 p.m.**

On Thursday, September 10th, 2020 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, Clerk Bruce Thompson, Mike McKennerney, and Zoning Administrator, Becky Perron
Absent: Tom Stanhope

Christina Boissoneault appeared via Zoom.

Zoom ID: 841 1807 6487

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

New Business:

Application of FCIDC requesting Site Plan Amendment in accordance with Sections 407 and 803 of the St. Albans Town Unified Development Bylaws. The property is located at 0 Industrial Park Road, Lot 2 within the Industrial District and owned by the Applicant.

The Application was represented by Pete Garceau of Cross Consulting Engineers. There were no Interested Parties. The Applicant was sworn in by Clerk B. Thompson.

P. Garceau explained the Applicants are requesting a couple of minor changes to a previously DRB approved application. The first request is to remove the phasing and phase requirements and the project be considered on project that will completed over time. The Applicant is also requesting the construction date be extended two years as the previously approved plan shows a construction date that has already passed.

In regards to paving, P. Garceau clarified that the Applicant intends to build the stone base initially but ask the Board for flexibility in deciding which sections of the Site they will pave first. The glass product approved to be manufactured on the site can be stored on gravel and does not need to be stored on pavement. The Applicant asks the Board to approve a Certificate of Occupancy (CO) being issued by the Zoning Administrator prior to the completion of the pavement. The rest of the Site Plan shall remain the same as previously approved.

B. Perron asked the Applicant to clarify if they are requesting a CO be issued for the first part of the building prior to all the Site work being done. P. Garceau confirmed.

B. Perron asked if parking would be provided. P. Garceau confirmed there would be parking. He explained that the base will be done; it is only the top coat that will not be completed right away.

B. Brigham inquired if the Applicant would pave the driveway, or the front of the building? P. Garceau guessed that the Applicant would probably pave the driveway and the front of the building right away, but the back of the building, the loading area, and the storage area likely would not be.

B. Thompson questioned where the loading docks would be located. P. Garceau showed where the docks would be initially, and explained that if the expansion is completed the docks would run along the entire building.

B. Thompson asked what the “filling station” is. P. Garceau explained the product is picked up from the loading docks, brought over to the “filling station” and loaded into large totes for shipment. B. Thompson asked what is being shipped. The Applicant makes a recycled glass product that is turned into insulating aggregate and can be used under slabs or as a substitute as road base.

A. Omartian inquired when the proposed occupancy date is? P. Garceau stated that the Applicant hopes to occupy the building by December, but more than likely it will be spring. Financing is still in the works.

A wetland permit is required. The Applicant needed to wait for the Springtime to have the wetlands delineated, and COVID-19 slowed the process down. The wetlands shown on the plan do need to be permitted. B. Thompson asked if the wetlands were shown on the first plan. P. Garceau confirmed and explained the wetland impact has shrunk since the last plan. Originally all of the wetlands were shown as Class II, but there is a section that is now shown as Class III.

A. Omartian asked if the Railroad siting track is still proposed. P. Garceau explained it is still on the plan, and preliminary discussions have been had, but that is unlikely to initially occur.

B. Brigham clarified again that the Applicant is requesting to eliminate the phasing and clarify that the pavement will not happen immediately. The Applicant confirmed. B. Brigham asked for a timeline of when the Board could expect to see the paving complete. P. Garceau suspects the paving will be complete once the addition is completed. B. Brigham explained the Board did not want to leave it open-ended. Construction is estimated to be complete Fall 2022.

Continued Business:

Continued application of R.L. Vallee Inc. requesting Site Plan Amendment and Conditional Use Approval in accordance with Sections 406, 410, 802 and 803 of the St. Albans Town Unified Development Bylaws. The property is located at 555 Fairfax Road in the Commercial District within a Designated Growth Center and owned by the Applicant.

The Application was represented by Chris Galipeau, of Civil Engineering Associates, AJ LaRosa, Attorney for R.L. Vallee Inc, Jack Vallee, of R.L. Vallee. There were no Interested Parties. The Applicants were sworn in by Clerk, B. Thompson.

B. Brigham asked what has occurred since the last DRB meeting when the Application had been continued.

The Applicant explained that they left the last meeting with items to look into. The first item was comments and concerns listed from Chief Cross. C. Galipeau, J. Vallee, Tim Vallee, Tim Driver, Chief Cross, and B. Perron met at the Site to discuss the comments and concerns. As a result of the site visit, the Applicants updated their Site Plan as reflected in Sheet C 1.1. A directional sign for the proposed overnight parking has been added to the Site Plan. The rear access by the dumpster area has been changed to a one way and a "No Exit, Entry Only" sign is proposed. Additionally, the missing stop sign at the corner of the access road and 104 will be replaced. Of the previously proposed two spaces, one space will be eliminated in the parking area adjacent to the building next to vacuum island. Striping will be added for better access to the FDC connection. All of these items will be coordinated with Chief Cross throughout construction. Chief Cross signed off on the Site Plan.

Additionally, the Applicants added dimensions to the isle width on the Site Plan and changed the building height to reflect no changes have been requested.

The Applicant explained they had reached out to the Police Department to request a sign off but had not heard back. They were not aware that there had been a change in police staff. The Interim Chief has since provided a letter.

Lastly, the Applicant reiterated that the Conditional Use request is for the existing dog grooming use which was never permitted. According to the Applicants, the traffic impacts are negligible and are expected to be roughly two trips per hour.

Deliberative Session

MOTION: A. Omartian made a motion to enter deliberative session at 6:55 p.m. M. McKennerney seconded. All in favor, none opposed, motion carried.

MOTION: C. Boissoneault made a motion to come out of deliberative session at 7:30 p.m. M. McKennerney seconded. All in favor, none opposed, motion carried.

Application of FCIDC requesting Site Plan Amendment

MOTION: B. Brigham made a motion to approve the Application of FCIDC requesting Site Plan Amendment in accordance with Sections 407 and 803 of the St. Albans Town Unified Development Bylaws. The property is located at 0 Industrial Park Road, Lot 2 within the Industrial District and owned by the Applicant with the following conditions: 1) Conditions 1 and 2 of the previous DRB decision dated 5/8/2019 have been removed; the Board requests two new conditions of approval A) The driveway and employee parking area (associated with the initial 16,000 square foot building as shown on plans marked in red) shall be paved and striped, and sidewalks built prior to issuance of a Conditional Certificate of Compliance to occupy the initial 16,000 square foot building, B) All paving

will be completed by July 15th, 2023 2) Upon completion of the project and prior to the issuance of a Certificate of Compliance, the Applicant shall have a registered engineer certify that the project was constructed as per the DRB approved plans, 3) The Board accepts the amended Findings of Fact and Conclusions of Law in the Zoning Administrators staff report dated September 10th, 2020 4) All previous approvals shall remain in effect unless otherwise amended by this decision, 5) All St. Albans Town Bylaws, Ordinances and Policies shall be followed, and 6) All State and Federal permits are the owner's responsibility. M. seconded the motion. All in favor, none opposed, motion carried.

Deliberative Session

MOTION: B. Brigham made a motion to enter deliberative session at 7:40 p.m. C. Boissoneault seconded. All in favor, none opposed, motion carried.

MOTION: B. Brigham made a motion to come out of deliberative session at 7:47 p.m. A. Omartian seconded. All in favor, none opposed, motion carried.

Application of R.L. Vallee Inc. requesting Site Plan Amendment and Conditional Use Approval

MOTION: M. McKennerney made a motion to approve the Continued application of R.L. Vallee Inc. requesting Site Plan Amendment and Conditional Use Approval in accordance with Sections 406, 410, 802 and 803 of the St. Albans Town Unified Development Bylaws. The property is located at 555 Fairfax Road in the Commercial District within a Designated Growth Center and owned by the Applicant with the following conditions: 1) An updated full sized set of plans shall be submitted to the Zoning Administrator, 2) A stop sign shall be placed at the intersection of Route 104 and the access road and will be shown in the updated plans, 3) Upon completion of the project and prior to the issuance of a Certificate of Compliance, the Applicant shall have a registered engineer certify that the project was constructed as per the DRB approved plans, 4) The Board accepts the amended Findings of Fact and Conclusions of Law in the Zoning Administrators staff report dated September 10th, 2020 5) All previous approvals shall remain in effect unless otherwise amended by this decision, 6) All St. Albans Town Bylaws, Ordinances and Policies shall be followed, and 7) All State and Federal permits are the owner's responsibility. B. Thompson seconded the motion. All in favor, none opposed, motion carried.

Minutes

MOTION: M. McKennerney made a motion to accept the minutes of the DRB meetings dated August 13th, 2020. C. Boissoneault seconded. All in favor, none opposed, motion carried.

Adjournment

MOTION: B. Thompson made a motion to adjourn the DRB meeting at 7:55 p.m. C. Boissoneault seconded. All in favor, none opposed, motion carried.

**Respectfully Submitted,
AJ Johnson, Administrative Assistant**

Brent Brigham, Chair

Arthur Omartian, Vice Chair

Bruce Thompson, Clerk

Mike McKennerney

Christina Boissoneault