

**ST. ALBANS CITY DEVELOPMENT REVIEW BOARD
REGULAR MEETING
ST. ALBANS CITY HALL, 100 NO. MAIN ST. AND VIA REMOTE CONFERENCE
6:30 PM MONDAY, APRIL 6, 2020**

FINAL

Board Members: Denis LaPointe; Owen Manahan, Vice-Chair; Rebecca Pfeiffer, Chair; Dick Thayer, Tanner McCuin

Staff Members Present: David Southwick, Planning & Permitting Administrator; Chip Sawyer, Director of Planning & Development; Tammi DiFranco, Property Services Assistant, taking Minutes

Public Present: Peter Garceau, Rebecca Arnold, Brian Terhune, William McPhail, Kiersten Bourgeois

- A. OPEN MEETING- R.Pfeiffer opened the conference call meeting at 6:30 PM
1. Confirm attendees by roll call
 2. Zoom orientation
 3. Pledge of Allegiance
 4. Consider any additions or deletions to agenda
 - i. R.Pfeiffer suggested a motion be made to recess the meeting if there are any technical difficulties or if the meeting is Zoom bombed.
 - ii. O.Manahan made a motion to recess the meeting if it is zoom bombed or if there are any other technical difficulties and moved to reconvene on April 20, 2020 at 6:30 pm. Second by D.LaPointe, with all in favor.
- B. DEVELOPMENT REVIEW SEGMENT – PUBLIC HEARINGS
1. **Case #2020-005 / Franklin County Court House / 36 Lake Street / Parcel # 36049034**
Applicant seeks approval for a Site Plan. This property is located in the Business 1 (B1) Zoning District and the Traditional Downtown (DR-1) Review District.

R.Pfeiffer invited the applicants to come forward and swore in those wishing to submit testimony.

D.Southwick introduced the application and submitted the staff report for the record.

Rebecca Arnold and Brian Terhune were present to represent the case.

R.Arnold explained that they needed revise what was previously approved because of budget issues. The handicap ramp will stay the same and the side work stays the same. The sloped planters are now flat and have a retaining wall. There are stainless steel

railings. There are still plans for center stairs. Eliminating the pyramid stairs will help with security of the building. The flag pole will be removed from the building and there will be a new freestanding flag pole installed that will be south lit from the top. New planters will have a lawn put in. The bike rack will be moved to the side of the building. The handicap parking spot will be moved and relocated adjacent to the ramp at the parking lot.

R.Pfeiffer requested to see sketch SO.2 with the existing and proposed plan side by side.

O.Manahan asked what the construction sequence would be. B.Terhune stated that it depends on the current situation. They would like to get to it as soon as possible, but it will probably be a fall start and could be in early 2021.

C.Sawyer mentioned that there are right-of-way issues with the city sidewalk. The applicant is proposing a heated sidewalk system. The city and state will come to an agreement between the two parties. R.Pfeiffer reminded the board that the city is limited in its ability to review the project because it is a state building. The sidewalk falls under the setback provision.

With no further comments, D.Thayer made a motion to recess the hearing until April 20, 2020 at 6:30 PM. Second by O.Manahan with all in favor.

2. **Case #2020-006 / Dairy Farmers of America / 140 Federal Street / Parcel # 22033142**
Applicant seeks approval for a Site Plan. This property is located in the Service Industrial (S-Ind) Zoning District.

R.Pfeiffer invited the applicants to come forward and swore in those wishing to submit testimony. Peter Garceau, William McPhail, and Kiersten Bourgeois were representing the applicant.

D.Southwick introduced the application and submitted the staff report for the record.

R.Pfeiffer asked if there were questions for staff. O.Manahan asked if there had been a discussion about the height requirement waiver with the applicant beforehand.

D.Southwick stated that there was. D.LaPointe stated that he was not clear where everything would be located and wanted to be sure that the applicant would walk them through the entire proposal.

P.Garceau started by explaining the site plan C2-1. The gray area is the proposed receiving bay area. All traffic will be coming in from Aldis Street, turning into the site, and heading to the receiving bay. The trucks will proceed through the receiving bay and loop out through the exit only curb cut on Federal Street. All the new silos will be maintained in the same area as the current silos. Two of the silos from the site plan will be removed. They will be eliminating one row of parking near Federal Street, making it one way, and creating diagonal parking spots. There is a fenced in area with a small modular retaining wall. There is also going to be a retaining wall between the parking

and the planting on Federal Street. They plan to retain the trees the best that they can and will replace any trees that die. For the Utilities, the interior floor drains will tie into the main line. Bring in new lines from the existing plant to upsize the existing line that drains the process flow. There will be no increase in process flow, but the original pipe has long since been undersized.

W.McPhail added that there will be new light packs on the side walls. There are no plans to add light poles. P.Garceau stated that a new photometric plan was submitted.

O.Manahan asked if the traffic pattern presented is the same as the current flow of traffic. P.Garceau stated yes. O.Manahan mentioned that the silos that are being removed will need to be taken off the site plan. D.LaPointe added that he would like to see the site plan with the silos removed, the new silos added, and the building elevations written on the site plan.

D.Southwick introduced a letter submitted by Jordan Weinstein into the record. J.Weinstein represents the City Walk Homeowners association located at 33-49 Hoyt Street. They would like to request the control of any new odors, the control of any new noise created, and that there is a condition that the Coop will perform a periodic cleanup of the refuse that is created by the discarded tamper seals on Aldis Street.

There were also public safety issues that were brought up by Matt Mulheron. A ladder truck can only go up to 100 feet and that would be a straight climb. C.Sawyer added that the same input had been put forward to the Planning Commission height change and it did not seem to be a deal breaker.

P.Garceau introduced site plan ZX-1, the elevations of the building and silo. South view is from the Coop Store, east elevation is looking from Federal Street, west elevation is looking towards Federal Street, and the north elevation is looking from Aldis Street. D.LaPointe stated that there are no numbers on the elevations. He would like to see the elevation numbers added to the site plan at the meeting on April 20th. He also wants to have the safety issues clarified with the public safety department so that they know the potentials of having a structure of that height. P.Garceau added that the tallest silo is 88 feet and the receiving bay building is less than 30 feet.

W.McPhail added that the tallest silo has nothing blocking it and will have a ladder on the side. R.Pfeiffer stated that the public safety concern is being able to access the existing and new silos. Would a ladder truck be able to get to these silos if there was a fire? P.Garceau stated that he is not sure right now. O.Manahan asked what the exact public safety concern is; rescuing people from the silo or fires? If it is with people, how often do people go out on the silos? C.Sawyer stated the main public safety concern is rescue of a person on the silo. W.McPhail stated that a person would be out on the silo for maintenance issues about every other month for about 5-10 minutes.

R.Pfeiffer asked if there would be any changes to the hours of operation. P.Garceau stated no, the hours would remain the same.

R.Pfeiffer addressed the concerns included in J.Weinstein's letter. Will there be odor control? W.McPhail stated that he is not sure what odors J.Weinstein is talking about. They process raw milk and maintain odor control as part of the DFA's standards. R.Pfeiffer asked about the control of noise. W.McPhail believes that by creating the one way traffic pattern, there will be less noise and less trucks idling. R.Pfeiffer asked about the litter discarded on Aldis Street. W.McPhail stated that the sampling of trucks currently gets done outside and the seals that are removed will sometimes fall off the truck. The new building is where the seals will be removed, so there should be less litter.

R.Pfeiffer asked what the current snow removal plan is and if that will change with the new buildings. P.Garceau stated that they have several areas where they stock pile snow and that should not be affected by the new buildings.

With no further comments, D.LaPointe made a motion to recess the hearing until April 20, 2020 at 6:30 PM. Second by D.Thayer with all in favor.

C. OTHER BUSINESS

1. Planning & Development update
 - i. The staff has all transitioned to working from their homes. Thanks to Chip for getting us started on the work from home planning before we were all to stay-at-home.
 - ii. The lister cards have all been uploaded to a file and can be made publicly accessible. Working with the CitizenServe software to make them available through a CitizenServe portal or through the Clerks portal.
2. Enforcement update
 - i. Still waiting for the Beverage Mart revised snow removal plan. 7 Spruce Street, which is now owned by Beverage Mart, should be demolished when the weather is better.
3. Approval of March 2, 2020 Meeting Minutes

Motion by D.LaPointe to approve the minutes as submitted. Second by O.Manahan and approved with all in favor.

4. Confirm next recessed meeting date and time. **Monday, April 20, 2020 6:30 PM**
5. Confirm next meeting date and time. **Monday, May 4, 2020 6:30 PM**
6. Other

D. PUBLIC COMMENT

E. ENTER DELIBERATIVE SESSION – C.Sawyer stated that there could be no deliberative session until the meeting was closed.

D.Thayer made a motion to recess the meeting until April 20, 2020 at 6:30 PM. Second by O.Manahan with all in favor.

**ST. ALBANS CITY DEVELOPMENT REVIEW BOARD
VIA REMOTE CONFERENCE - 6:30 PM MONDAY, APRIL 20, 2020**

FINAL

Board Members: Denis LaPointe; Owen Manahan, Vice Chair; Rebecca Pfeiffer, Chair; Dick Thayer,

Board Member Absent: Tanner McCuin

Staff Members Present: David Southwick, Planning & Permitting Administrator; Tammi DiFranco, Property Services Assistant, taking Minutes

Public Present: Peter Garceau, Rebecca Arnold, Brian Terhune, William McPhail, Kiersten Bourgeois

A. PRE-MEETING TASKS

1. Open Conference Call
2. Confirm Attendees
3. Resolve any technical issues
4. Zoom Orientation
5. Start Recording

B. OPEN MEETING

1. Pledge of Allegiance
2. No additions or deletions to agenda

C. DEVELOPMENT REVIEW SEGMENT – PUBLIC HEARINGS

3. **Case #2020-005 CONTINUATION / Franklin County Court House / 36 Lake Street / Parcel # 36049034** Applicant seeks approval for a Site Plan. This property is located in the Business 1 (B1) Zoning District and the Traditional Downtown (DR-1) Review District.

Rebecca Arnold and Brian Terhune were present to represent the case.

The applicants had no additional information to add and no changes to what was presented last time.

R.Pfeiffer asked if there were any additional comments from the public. D.Southwick stated that there were none. There were no additional questions from the board.

With no further questions or comments, R.Pfeiffer closed the hearing.

4. **Case #2020-006 CONTINUATION / Dairy Farmers of America / 140 Federal Street / Parcel # 22033142** Applicant seeks approval for a Site Plan. This property is located in the Service Industrial (S-Ind) Zoning District.

Peter Garceau, William McPhail, and Keirsten Bourgeois were present to represent the case.

R.Pfeiffer asked if there were any additional comments from the public. D.Southwick stated that there were none. He stated that the sketch plans have been updated with the requested information.

P.Garceau had no new information or requests to add other than the updated materials that were requested.

W.McPhail, representing DFZ Corporate Engineering, stated that the public comments that were submitted on April 6 have been reviewed and brought to corporate to determine what the next steps would be in addressing them. He wanted to reassure that everything that was mentioned in the public comments are being managed accordingly, which include the litter, the noise, and the odor.

D.LaPoint had a technical question for P.Garceau. He saw that the elevation on the tallest silo was now 179 feet and presumed that the terrain underneath the silo is at about 88 feet roughly. P.Garceau stated that they put it in a theoretical 100 feet at grade finished floor. It is 88 feet total height from grade. D.LaPoint was satisfied that they were not going to go above the 88 feet.

With no further questions or comments, R.Pfeiffer closed the hearing.

D. OTHER BUSINESS

1. The meeting minutes from this meeting will be added to from the meeting on April 6th, so there are no minutes to approve. They will be presented at the next meeting for approval.
2. Planning & Development update
 - i. Staff will be present part-time in the office starting April 21 on a part time basis for one-on-one appointments that cannot be handled virtually.
3. Enforcement update
 - i. Beverage Mart snow plan: 9 Spruce will soon be for sale and Ross may be adding it to his properties if he can get it for the right price. We may see some other requests on his site pertaining to the snack bar. Ross knows that he needs to come in for the snow removal plan, but is waiting to see what happens with 9 Spruce Street.
4. Confirm next meeting date and time. **Monday, May 4, 2020 6:30 PM**
5. Other- none

E. PUBLIC COMMENT-none

D.LaPoint made a motion to enter into deliberative session at 6:47 PM. Second by O.Manahan with all in favor.

F. ENTER DELIBERATIVE SESSION – D&V

FINAL