

Minutes of the St. Albans City Design Advisory Board
Organizational Meeting
St. Albans City Hall
100 North Main Street St. Albans, VT
Meeting Date: April 28, 2014

Approved June 2, 2014

Called To Order At: 6:33p.m. by E. Gamache

Members	Present	Absent	Recused	Observed
Katie Collin, Chair	x			
Jack Tremblay, V. Chair	x			
Evan Champagne	x			
John Morrie	x			
Open Seat				

Staff Present:

Martin Manahan, Director of Business Development
Chip Sawyer, Director of Planning & Development
Robin Morrill, Minute Taker

Public Present:

Elizabeth Gamache, Mayor
Melissa Wagner

A. Open Meeting - Mayor Elizabeth Gamache

1. Introductions: Liz Gamache, Evan Champagne, Katy Collin, Jack Tremblay, & John Morrie, Chip Sawyer, Martin Manahan & Robin Morrill

B. Organizational Portion- elect Chair and V. Chair

Motion by Jack Tremblay to nominate Katy Collin as Chair, second by John Morrie, with all in favor.

Motion by Katy Collin to nominate John Morrie for V. Chair second by Jack Tremblay with all in favor.

Motion by Katie Collin to hold DAB meetings on 4th Monday of month @ 6:30 pm second by Jack Tremblay with all in favor.

Board orientation:

C. Sawyer provided a handout outlining Land Development Regulation, Regulatory Roles in the City, Why we have a DAB, Recent History of the DAB, Flow Chart, DAB Recommendations and DAB Meetings. He also discussed each handout and outlined specific procedures for the DRB.

Jack Tremblay asked how many applications would they see at a meeting. C. Sawyer said typically two per month.

C. Design Review Portion

1. Downtown Cuts-26 No. Main St./Parcel #26,079,024 - Applicant is requesting a positive recommendation to the Zoning Administrator for changes to the façade. This property is located in the DR1 - Traditional Downtown District.

J. Morrie stated that the applicant's building's façade is not historical and to do the job properly that demolition would be required. Jack Tremblay spoke of a SAFF recommended color pallet. Jack would suggest a different font for the sign and would like to speak to the applicant regarding such. J.Morrie asked how handicapped accessibility fits into the DAV. C. Sawyer said that was not the City's responsibility. Applicant entered the meeting at 7:20 and stated that there were many changes from the proposed changes drawings but did not provide new drawings. After many questions from the board to the applicant, a motion was made and is as follows:

**Motion by K. Collin to recess the application until applicant has new drawings showing the additional changes that have been made from the drawings submitted on 4/28/14.
Second by J. Tremblay with all in favor.**

D. Other Business

1. Planning & Development Update - C. Sawyer discussed extending the Streetscape improvement project from Hudson St. to Hoyt St with a crosswalk at the Hoyt St. intersection, with diagonal parking to go in front of Ace. The Federal St. connector from Kingman St. to Stebbins St. is still in the first phase of the design stage and we are designing a streetscape improvement project for the first block of Main St. to Federal St. on lake street with the same basic look as the completed streetscape project. The planning commission is working on a substantial revision of the land development regulations which includes a new Form Based Code for the commercial core of the City which will be brought before the DAB for comments.

E. Public Comment

E. Champagne and J. Tremblay both stated that with the above referenced application that they would like more photographs showing the adjacent properties versus the photos that were submitted. It is difficult to see how the changes proposed by the applicant would blend in with adjacent properties when there are no photographs referencing them.

Motion to adjourn @ 8:07 by Katie Colin, seconded by J. Tremblay with all in favor.

Respectfully submitted,
Robin Morrill
Minute taker