

**Minutes of the St. Albans City Design Advisory Board**  
**St. Albans City Hall**  
**100 North Main Street St. Albans, VT**  
**Meeting Date: June 2, 2014**

*Approved June 23, 2014*

Called To Order At: 6:33p.m. by K. Collin

Members	Present	Absent
Katie Collin, Chair	X	
Jack Tremblay	X	
Evan Champagne	X	
John Morrie, V. Chair	X	
KarenMarie Peltier	X left at 8:48 pm	

**Staff Present:**

**Chip Sawyer, Director of Planning & Development**

**Public Present:**

**See attached attendance sheet**

A. Open meeting in Council Chambers – Introduction to Development Review Board

Chair Katy Collin opened the Design Advisory Board meeting at 6:30pm. General introductions were given for the Design Advisory Board and the Development Review Board. The Design Advisory Board then moved to a different meeting location. No discussion en route.

B. Resume meeting in Second Floor Conference Room – Preliminary Business

Design Advisory Board meeting continued at 6:38pm.

1. Consider Additions or Deletions to Agenda

No additions or deletions.

2. Welcome New Board Member - Introductions

New Board member KarenMarie Peltier was introduced.

C. Design Review

**S.B. Collins – 70 & 90 Federal Street/Parcel #'s 23,033,070 & #23,033,090.** Applicant is requesting a positive recommendation to the Zoning Administrative in regards to a major site plan. This property is located in the DR 2 – Downtown Expansion District.

Andy Hoak presented the application for 70 & 90 Federal Street.

E. Champagne asked about the sign and the possibility of providing landscaping.

J. Tremblay asked about adding a peaked roof to the fueling station canopies and also asked about drainage details.

C. Sawyer mentioned that the proposed lay-out of the station was in violation of Article 4, Section 415 of the City Land Development Regulation, however the Design Advisory Board could not officially take that into account, since their authority is limited to provisions and standards in Article 7.

Beginning public comment, M. Connor advocated for the functionality of a flat-roofed fueling canopy.

S. Prent stated that a peaked canopy roof might prevent snow and ice build-up on the roof. J. Morrie and KM. Peltier mentioned that a flat roof would keep snow/ice from sliding off on people and cars.

E. Champagne asked about the possibility of only putting one pump out in front of the attendant building and locating the rest behind. A. Hoak stated that would be problematic in the face of traffic entry issues.

**Motion by Evan Champagne for a Favorable Recommendation for the 70 & 90 Federal Street application, contingent upon the following:**

- 1. Landscaping along rear property line to buffer the view of the railroad property behind.**
- 2. Add elements to the fueling canopy to match the aesthetics of the attendant booth, specifically trim along the edges of the canopy to match the trim of the attendant booth and primary color of canopy matching the color of the attendant booth.**

**Seconded by Jack Tremblay and approved unanimously.**

**Downtown Cuts – 26 South Main Street/Parcel #26,079,024** – Applicant is requesting a positive recommendation to the Zoning Administrator for changes to the facade. This property is located in the DR1 – Traditional Downtown District.

Applicant Melissa Wagner was not able to attend. C. Sawyer reviewed the designs discussed by the Board at the April 28 meeting and showed the new designs being proposed.

J. Tremblay opined that the sign as presented was missing an opportunity to be more inspiring. KM. Peltier stated that the previously proposed sign may be better. E. Champagne agreed and

said that the proposed sign could be smaller.

**Motion by Jack Tremblay for a Favorable Recommendation for the 26 South Main Street application contingent upon improving the sign area. The contingency is to keep the color scheme but have the sign board extend all the way across its portion of the façade, as with the façade scheme presented in April. The sign board should match the vertical scale of the recesses that currently run along that section of the façade. Seconded by KarenMarie Peltier and approved unanimously.**

**St. Albans Free Library – 11 Maiden Lane/Parcel #14,056,015** – Applicant is requesting a positive recommendation to the Zoning Administrative for site plan changes. This property is located in the DR 1 – Traditional Downtown District.

MP. Larrabee handed out color concepts of before and after. C. Sawyer noted some of the content in the staff memo. K. Collin read more of the staff memo out loud.

MP. Larrabee gave a further presentation of what was being proposed.

E. Champagne asked what the light fixtures will look like. MP. Larrabee stated that they will match the existing library fixtures.

MP. Larrabee adds that a bench and bike rack will be added as well.

J. Tremblay asked about the grading of the grass area and landscaping. M. Connor (for applicant) said that the grass areas were left somewhat blank in order comply with any suggestions of the DAB. J. Tremblay talked about difficulties with current street parking along the steep greenbelt and issues with snow build-up in the winter.

J. Tremblay asked about more details on the handicap ramp. Provided by M. Connor.

E. Champagne asked about moving the proposed bike rack closer to the stairs. The clarification was made that plan C-2 had the correct labeling for the bike rack and bench.

M. Connor stated that the proposed on-street parking will help to widen Maiden Lane.

J. Tremblay asked for clarification that the wiring to the outdoor lights will be underground. This was verified by M. Connor and MP. Larrabee.

K. Collin asked for public comment.

S. Prent submitted a written statement and said that what is being proposed does not represent the history of the building or the neighborhood and is not aesthetically pleasing. Stated that there should not be parking on both sides of the street and that parking should be directly behind the library. She asked that the DAB read what she submitted.

M. Connor provided some reactions to S. Prent's statements.

No other public comment.

J. Tremblay said that he does not see any issues with the proposal in light of Article 7.

K. Collin asked about the sequencing of the library improvements in light of the neighboring Connor project. M. Connor stated that the library improvements would happen when the adjacent 13 Maiden Lane improvements do.

MP. Larrabee stated that parking behind the library was never accessible by the library. The back door to the library is not ideal for public use.

KM. Peltier said that she enjoyed seeing good community efforts like this, although it is lamentable that it may not be ideal for some.

M. Connor reiterated his opinion on how the angled parking benefits the street.

C. Dermody reminded the Board that they are allowed to take the historic view-shed of the street into account for their review.

K. Collin asked C. Sawyer if the western on-street parking capacity is needed. C. Sawyer replied that he isn't sure of the absolute need, but he does see it being used. He reminded the board that they don't need to take capacity into account and can make any aesthetic recommendations they wish.

KM. Peltier asked S. Prent for "bullet-points" on her aesthetic issues with the proposed parking. Discussion ensued. MP. Larrabee mentioned that the library's previous parking was diagonal on library property.

**Motion by Evan Champagne for a Favorable Recommendation for the 11 Maiden Lane application with contingency that the bike rack be moved south closer to the entry walk stairs and a suggestion that landscaping be used to prevent walkers from crossing the lawn from the sidewalk to the library.**

**Seconded by Jack Tremblay. All in favor, except Katy Collin who abstained.**

#### D. Other Business

General board discussion amongst the Board on the distinctions between their role and the other issues surrounding traffic and parking in the Maiden Lane area.

KM. Peltier had to leave at 8:48pm.

**Motion by Jack Tremblay to approve the minutes of the April 28, 2014 meeting with corrections. Seconded by E. Champagne and approved unanimously.**

E. Public Comment

Comment from Chris Dermody that the DAB did a nice job.

**Motion by John Morrie to adjourn at 8:58pm. Seconded by Jack Tremblay and approved unanimously.**

Respectfully submitted,  
Chip Sawyer