

MINUTES
ST. ALBANS DESIGN ADVISORY BOARD
ST. ALBANS CITY HALL, 100 NORTH MAIN STREET
6:30 PM, MONDAY, JANUARY 27, 2025

Approved 2.24.2025

Members of the Board Present: IN PERSON: Stephen Poston, Chair; Caleb Menard, Vice Chair; John Morrie; Molly Rand; Andrew Ede

Members of the Board Absent: Evan Champagne, Alternate

Members of City Staff Present: Sara Bennett, Property Services Manager; Katie Haseltine, Minute Taker

Members of the Public Present: Michael Gawne; Dan Branon; David Miller

- A. Begin Recording and Call to Order - S. Poston called the meeting to order at 6:30 PM
1. Pledge of Allegiance - S. Poston led the pledge of allegiance.
 2. Assign Alternates (as necessary) - None.
 3. Consider any additions or deletions to agenda - None.
- B. Design Review - Consideration of the following applications:
- 1. DAB Case 2025-001 | Branon's Complex, LLC | 248 North Main Street | Parcel #2206348**
- Applicant seeks Design Review for previous fencing installed. This property is located in the B2 Transitional Business District and the DR4 Gateway Design Review District.
- a. S. Poston opens the case and asks the applicant to share a summary of the request.
 - b. M. Gawne, an attorney with Cahill, Gawne, Miller, and Manahan, P.C., who represents Branon's Complex, LLC at 248 North Main Street introduces himself and provides a summary. In short, they are seeking a recommendation that the fence at the south end of the building be considered as exempt from DAB approval. M. Gawne goes on to explain that the fence was considered a nonconforming structure well before the enactment of Article 7, Design Review where chain link fence was prohibited. The replacement of the old and damaged chain link fabric with new chain link fabric was simply a repair of an existing fence and therefore would not require design review approval. During this discussion, M. Gawne seeks clarification on the fencing that is acceptable under the bylaws and what is not.
 - c. D. Branon explains that a couple years ago the fence was broken by a vehicle and needed to be repaired. He wants to ensure the board understands the fence was repaired, not replaced.
 - d. S. Bennett clarified procedural information from the city's standpoint, emphasizing that she had suggested D. Branon work with the DAB on a proposal that meets their standards and avoid the need to appeal the DRB.
 - e. S. Poston recalls this property coming before the DAB in the past and recalls the application being for new fencing, not a repair of an existing fence, which is where the misunderstanding came in. S. Bennett highlights that the original applications came from the tenant's of Branon's Complex, LLC and not D. Branon, the landowner, himself. However, applications do require signature by the landowner prior to coming before the board.
 - f. A. Ede inquires to D. Branon about the extent of damage to the fence.
 - g. M. Rand asks if there are any photos of the damaged fence prior to the repair. S. Bennett recalls that the original application was done after the fact and does not believe that any photos exist.
 - h. J. Morrie makes a favorable recommendation on case 2025-001 for the new proposal from the landowner, D. Branon, of a repair to the chain link fabric, not a replacement. Additionally, any future plans for a replacement of the fence or material would require DAB approval. C. Menard seconds. Motion passes with all in favor.
 - i. M. Rand asks if any repercussions come into play for properties that are out of conformance. S. Bennett provides the procedure of non-conforming properties and when fines are issued.

C. Other Business

1. Sign Updates

1. M. Rand has a few concerns about the language allowed in signage, referencing a recent sign for a Smoke Shop downtown, but will work on preparing a more formal request for the board to review.

2. Enforcement Updates

3. Approve Meeting Minutes

a. November 25, 2024

- J. Morrie notes that S. Macy should be S. Bennett in the minutes.
- S. Poston entertains a motion to approve. C. Menard motions to approve the minutes with the edits noted. J. Morrie seconds. Motion passes with all in favor.

4. Confirm next meeting date: **February 24, 2025** - S. Poston confirms next meeting.

5. Amendment to 2025 Meeting Application Schedule

1. S. Bennett notes that May 26th on the approved schedule is Memorial Day.
2. M. Rand proposes May 28th. All are in agreement. S. Bennett will make that change in the schedule.

6. Other - None.

D. Public Comment - None.

E. Adjourn - S. Poston adjourns the meeting at 7:23 PM

APPROVED