

**MINUTES**  
**ST. ALBANS DESIGN ADVISORY BOARD**  
**REGULAR MEETING**  
**ST. ALBANS CITY HALL, 100 NORTH MAIN STREET**  
**6:30 PM MONDAY, JULY 28, 2025**

*Approved 8.25.25*

**Board Members Present:** Stephen Poston, Chair; Caleb Menard, Vice Chair; John Morrie; Andrew Ede; Molly Rand

**Board Members Absent:** Evan Champagne, Alternate

**City Staff present:** Sara Bennett, Property Services Manager; Paul Olshan, Minute Taker; Chip Sawyer, Director of Planning and Development

**Members of the public present:**

**1. Begin and Record Meeting. S. Poston began the meeting at 6:28.**

- Pledge of Allegiance
- C. Sawyer joined the meeting at 6:30
- Additions or Deletions to Agenda. S. Bennett specified that From Scratch would move their hearing to the next month, only having one hearing tonight.

**2. Case: 2025-010 Design Review. Benderson Development Company, 99-109 Lake Street / Parcel 23049103**

- James Boglioli introduced himself and presented his site plans to the Board. His company owns the shopping center on Lake and Pine. He gave an overview of the property. He wanted to change the door in the back and repaint some of the white.
- S. Poston asked if any new lighting would be added to the backdoor. No new lighting was proposed. S. Poston also asked about the new sign; i.e. how big it would be and if there would be any lighting. This new sign would be consistent with the sign that was there previously, and a new permit would be submitted for the sign.
- **C. Menard motioned to approve Case 2025-010 for replacement of rooftop units, replacing the rear service door to be a 6ft wide double door, replace of exterior concrete pad at the rear, and new painted siding behind the signage with the understanding that the signage would be part of another permit. Seconded by M. Rand. The motion passed with all in favor. No additional discussion.**

**3. Other Business**

- C. Sawyer presented the DAB with a City Mural Project Proposal. While ideas are being floated around, they are behind with the permitting of this project. This could

- be approved as a sign, but it's a lot larger than a normal sign.
- C. Sawyer proposed this as a “facade change” to be presented to the DAB. S. Poston and C. Sawyer agreed that they should not be included in the art discussion but rather the historic architecture discussion.
  - A. Ede asked if this would get in the way of the historic nature of the buildings. C. Sawyer believed not since it was a way to use the historic district while preserving it at the same time. C. Sawyer mentioned that large brick walls used to get covered with ads in the old days anyways, so this would be aligned with how the historic district was used.
  - A. Ede also asked about the materials being considered for the project. C. Sawyer forgot but they'd spoken to an artist about materials like treated plywood. The city was definitely not in favor of painting brick.
  - A. Ede asked whether the building owner or the City would be the one responsible for moving it forward. C. Sawyer specified that for now it would be the city.
  - M. Rand asked about how the DAB should go about another building owner trying to put a mural up. The board agreed that some parameters should be set to facilitate this in the future. C. Sawyer would think about this going forward.
  - A. Ede asked about insurance risks with the mounting to the building. The City would ensure this in the contract between them and the property owner.
  - Sign Updates. S. Bennett would have a quarterly update next month.
  - No enforcement updates.

#### 4. Minute Approvals and Next Meeting Scheduling.

- M. Rand motioned to approve the minutes from Wednesday May 28. Seconded by A. Ede. The motion passed with all in favor. No additional discussion.
- There were edits to the June minutes. The case was clarified that the decking was only on the south side and the front. June 23. **S. Poston motioned to approve the minutes as corrected. Seconded by C. Menard. The motion passed with all in favor. No additional discussion.**
- The next meeting would be August 25.

#### 5. Other Business

- J. Morrie asked if it was possible to request anyone presenting to the DAB arrive in person or have a representative in person, or if this would be against the law. J. Morrie specified that it can be very difficult with people who are not professionals presenting online.
- M. Rand mentioned that it would make it easier for people to learn and do a “trial run” via zoom.
- C. Sawyer discussed the state law of hybrid meetings, which specified that people can “participate online and not in person.”
- The board could pass a motion next meeting that “the board has a strong expectation that applicants or representatives appear in person, unless there are cases of

unforeseen circumstances.”

- S. Bennett could also pass this along to the applicant and strongly suggest they show up in person otherwise the project could be delayed another month.
- A. Ede said that it can be prohibitive to force people to show up in person, especially if they provide all materials and answer all necessary questions. With more young people and aging people, the city needs to be accessible. A. Ede specified that the board is well within their rights to delay or deny an application if their questions are not answered and materials are not provided.
- S. Poston didn't see a reason to change things right now, but it would be important to consider going forward.

**6. S. Poston adjourned the meeting at 7:03.**

APPROVED