

**Minutes of the St. Albans City Design Advisory Board**  
**Regular Meeting**  
**St. Albans City Hall**  
**100 North Main Street St. Albans, VT**  
**Meeting Date: November 24, 2014**

*Approved December 22, 2014*

Called To Order At: 6:33 p.m. by Katy Collin, Chair

Board Members	Present	Absent		
Katy Collin, Chair	x			
Jack Tremblay		x		
Evan Champagne	x			
John Morrie, V. Chair	x			
KarenMarie Peltier	x			

**Staff Present:**

Chip Sawyer, Director of Planning & Development and acting Zoning Administrator  
Robin Morrill, Minute Taker

**Public Present:**

Vanessa Branon Kittell  
Denise Smith  
Rakesh Kukalta

A. Open Meeting

1. Consider any additions or deletions to agenda.
  - a. NONE

B. Design Review

**1. Friends of Northern Lake Champlain / sites at 2 Federal St., 9 Church St. and Taylor Park, No. Main St.-** Perform final design review as part of previous conditional favorable recommendation for public interest markers.

Denise Smith discussed the packet that all Board members received. Drawings presented represent the final drawings for the applicants proposed public interest markers which included all the suggestions that the DAB had made at the October DAB meeting. Changes from previous submission compared to the final drawings were discussed. Chip Sawyer requested a white background on the City Logo so that it is more visible. J. Morrie suggests moving the scan code and changing its dimensions. E. Champagne suggests line spacing changes on the

railroad marker.

**Motion by Evan Champaign for a favorable recommendation including the request that the City logo background be changed to white and the suggestion that the QR scan code box not necessarily be scaled bigger when the entire panel is enlarged, second by John Morrie with all in favor.**

2. **Vanessa Branon Kittell / 12-14 So. Main St.** - Applicant is requesting a positive recommendation to the Zoning Administrator to waive sign dimensional requirements, as allowed under Section 517.2(A)(5)(b) and 517.2(B) of the Land Development Regulations. This property is located in the DR1 Traditional Downtown Design Review District.

V. Branon Kittell was present. C. Sawyer described the applicants request as well as the current regulations governing. KarenMarie Peltier questioned the square footage of the window signs. V. Brannon Kittell introduced herself, described her business and intentions with her signage for her façade. E. Champagne questioned the size of the decals, V. Brannon Kittell stated that the size would be determined according to the boards decision. The packet presented represents what the applicant would like. C. Sawyer calculated the size of the windows and also the amount of signage allowed for each window. John Morrie suggests no door decal and to increase the size of the window decals on either or both sides of the door. K. Peltier noted that the door decal has different text than the window decals. C. Sawyer suggested a street number being on the door to identify the address, which would be allowed without a permit and would not count toward the property's signage allocation.

**Motion by KarenMarie Peltier for a favorable recommendation to waive signage dimensional requirements to allow up to 15 more square feet, totaling 45 sq.ft. in all, with the following conditions:**

1. **Proposed wall sign can be installed.**
2. **Proposed signage for the two main windows can be installed up to 25% of the square footage of each window (roughly 7.27 sq. ft. each).**
3. **Windows signs shall be installed as proposed stenciled text and otherwise being transparent.**

**Second by John Morrie with all in favor.**

- C. Other Business
1. Approve minutes - D&V

**Motion by KarenMarie Peltier to approve the minutes of November 6, 2014, second by John Morrie with all in favor.**

**Motion by Evan Champagne to approve minutes of October 27, 2014, second by John Morrie with three in favor and KarenMarie Peltier abstained.**

2. Other - John Morrie suggests that all applicants or representatives of the applicant introduce themselves to the Board members. C. Sawyer discussed Northwest Medical Center's

request for rezoning.

3. Questions and clarification from Board Members on issues presented. NONE

D. Public Comment

1. Questions and clarification from Board Members on issues presented. NONE

**Motion to adjourn at 7:26pm by KarenMarie Peltier, seconded by Evan Champagne with all in favor.**

Respectfully submitted,  
Robin Morrill  
Minute taker