

MEETING MINUTES
ST. ALBANS CITY DESIGN ADVISORY BOARD
REGULAR MEETING
ST. ALBANS CITY HALL, 100 NO. MAIN ST.
6:30 PM MONDAY, JULY 26, 2021

Approved September 27, 2021

Board Members Present: Elizabeth Reed, Stephen Poston, Evan Champagne, Vice-Chair; Ric Lavallee, Erik Johnson

Board Members Absent: KarenMarie Peltier, Chair; John Morrie

Staff Members Present: David Southwick, Planning and Permitting Administrator; Tammi DiFranco, Property Services Assistant, taking minutes; Chip Sawyer, Director of Planning & Development

Public Present: None

A. Open Meeting – E.Champagne called the meeting to order at 6:32 PM

1. Chip Sawyer introduced the new members of the board: Erik Johnson & Ric Lavallee. Members of the board introduced themselves.
2. Orientation on Land Development Regulations and the role of the DAB given by C.Sawyer. Presentation included overview of regulatory rules in the city, the history of the DAB, and a walk through of the DAB decision process.

D.Southwick discussed how each meeting is conducted and walked through a typical agenda. He also explained how we can now keep track of continuing DAB conditions using the Citizen Serve software. He also went over the yearly calendar and the checklist that he uses to prepare for each meeting.

E.Reed asked how the new Historic Preservation Committee will interact with the board. D.Southwick stated that he was unsure but would get back to the board with an answer.

B. Design Review – Consideration of the following applications:

None

C. Other Business

1. Approve February 22, 2021 meeting minutes – D&V
Motion by E.Champagne to approve the minutes as presented.
Second by E.Reed. Approved with 3 in favor, 2 abstaining.
2. Sign Updates

- a. Kevin Smith's has replaced their signs
 - b. Coop/DFA is looking into replacing signs
 - c. Currently looking into regulations about how long a sign can stay up after a business has moved or closed. Also looking at blighted property regulations.
3. Enforcement Updates- None
4. Other
- a. Next week is T.DiFranco's last week working with the city.
 - b. D.Southwick will be retiring September 30th. His position has been posted and the city is currently going through applications.
5. Confirm next meeting date: **August 23, 2021 6:30 pm**

D. Public Comment

Motion by E.Reed to adjourn. Second by S.Poston and approved with all in favor at 7:21 PM.