

MINUTES
ST. ALBANS DESIGN ADVISORY BOARD
REGULAR MEETING
ST. ALBANS CITY HALL, 100 NORTH MAIN STREET
6:30 PM MONDAY, AUGUST 28, 2023

Approved 9.25.2023

Board Members Present: KarenMarie Peltier, Chair; Stephen Poston, Vice Chair; John Morrie; Caleb Menard

Board Members Absent: Erik Johnson; Elizabeth Reed, Alternate; Evan Champagne, Alternate

City Staff present: Sarah Bennett, Property Services Manager; Paul Clapps, Minute Taker;

Members of the public present: David Miller, Robert Coburn, Keely Doe, Jason Doe, Dan Branon, Abbey Underwood, Sherry Underwood, Karl F. Bortz, Paul Biron, Brian Jewett (Online), Ieshia Harris (Online)

1. Begin Recording and Open Meeting. K. Peltier begins the meeting at 6:30.

- Pledge of Allegiance.
- Assign alternates.
- Consider additions or deletions to the agenda. **None.**

2. (Continuation) DAB Case 2023-011 | Keely Doe | 248 North Main Street | Parcel #

22063248. Applicant sought design review for fence and decking changes. This property is located in the B2 Transition Business District and the DR4 Gateway Design Review District.

- K. Peltier started with Case 2023-011. She gave a brief overview.
- S. Poston asked for clarification over the work being done. D. Branon then clarified that the fence in the picture was a new fence and that it was damaged previously. There was a discussion over the new fence and the city regulations.
- **D. Branon left the meeting at 6:44.**
- S. Bennett gave a brief overview of the violation process, while the discussion continued. K. Peltier clarified to the property owners that the board will try to work with the fence that was already built, making it so it is not a violation in the future.
- **S. Poston motioned to make a favorable recommendation for the decking installed at 248 North Main Street, provided that a permit is obtained as soon as possible, and the discussion of the chain link fence would be tabled to next month's meeting. The application's deadline is September 18th. The board will be anticipating ideas for masking, concealing, or beautifying the fence as built to**

allow it to meet current city regulations. Seconded by J. Morrie. Motion passed with all in favor.

3. DAB Case 2023-012 | Ieshia Harris | 25 Stowell Street | Parcel # 26084025. Applicant sought site plan review--creation of a playground and a designated smoking area. This property is located in the B1 Central Business District and the DR2 Downtown Expansion Design Review District.

- K. Peltier asked I. Harris to give more details on the project.
- K. Peltier asked I. Harris about who would do the work, as well as for details on the smoking area.
- **C. Menard motioned to make a favorable recommendation for the playground and a smoke shelter located at the parking area as presented. Seconded by S. Poston. Motion passed with all in favor.**

4. DAB Case 2023-013 | Sherry Underwood | 36 North Main Street | Parcel # 23063038.

Applicant sought design review for façade color changes, awning changes, windows, and signage. This property is located in the B1 Central Business District and the DR1 Traditional Downtown Design Review District and the Historic District.

- K. Peltier moved on to discuss Case 2023-013. S. Underwood gave an overview of the project with associated pictures. S. Poston mentioned that the board looked up the building on the National Historic Register, for added context to their decision.
- J. Morrie talked about what could happen if the bricks were painted.
- S. Poston asked about how the sign would be attached to the building's facade. A. Underwood and S. Underwood were both flexible for what should be done. There was an agreement that the sign will need to be engineered properly, with samples preferably provided.
- **S. Poston motioned to grant a partial approval of the facade work being done at 36 N. Main St. The approval includes the main entry, side door, and side entryway in Benjamin Moore-Audubon Russet, and it also includes painting the accent pieces in Benjamin Moore-Accent Cream. This includes conditional approval of the roofing in Coppertone-Castle Top, pending submittal of a sample. Seconded by J. Morrie. Motion passed with all in favor.**

5. DAB Case 2023-014 | Brian Jewett, Amramp of VT & W. Mass | 236 Lake Street | Parcel # 26049234. Applicant sought design review – for a recently installed ADA compliant ramp. This property is located in the B1 Central Business District and the DR2 Downtown Expansion Design Review District.

- K. Peltier moved onto Case 2023-014. B. Jewett explained why he had built the ramp and the details behind the case. B. Jewett came up with a new design that hopefully met the board's recommendations.

- S. Bennett gave details on why the ramp was built without a permit and the circumstances behind the decision.
- **S. Poston motioned to approve a modular metal ramp as presented as part of a request for reasonable accommodation for wheelchair access for a ground level apartment at 236 Lake Street. Seconded by J. Morrie. The motion passed with all in favor.**

6. DAB Case 2023-004 | 120 North Main LLC | 120 North Main Street | Parcel # 22063120.

Applicant sought design review for façade changes. This property is located in the B1 Central Business District and the DR1 Traditional Downtown Design Review District and the Historic District.

- K. Peltier moved onto Case 2023-004 while P. Biron introduced himself and the case. P. Biron gave a general description of the proposed property.
- S. Poston asked about the window replacement as well as what the board can do to help move the case along. P. Biron mentioned that he wanted an opinion from the board for the property. S. Bennett also added that work had started on the windows and they needed to come before the DAB for that and any future changes.
- **C. Menard motioned for an approval for replacement of windows at 120 N. Main St. as Marvin Architectural Windows in the color ebony, double-hung, with no shutters. Seconded by J. Morrie. Motion passed with all in favor.**

7. DAB Case 2023-015 | Jolley Associates | 37 Center Street | Parcel # 23020035. Applicant sought design review for façade and building change of material. This property is located in the B1 Central Business District and the DR2 Downtown Expansion Design Review District.

- K. Peltier started the discussion for Case 2023-015. R. Coburn gave context to the work that would be done to the property.
- S. Poston mentioned that the building is not a historical one, so that might help with the process. He believed that vinyl could work with some careful detailing. The board generally agreed that more detailing work and foam-filled vinyl corners could work.
- S. Poston then asked if there was any work done on the North Side and the back porches. R. Coburn clarified what had been done.
- **S. Poston motioned to approve facade renovations and replacements at 37 Center St. Changes as follows--remove all existing brick for safety reasons, replace with Vision Pro vinyl coppered siding in D4 exposure, color will be tan, standard vinyl trim corner boards are to be avoided in their stead. Please use wood, fiber cement, PVC, or other composite material, pending samples in Royal White. Trim boards to be five quarter by six, minimum on corners, and five quarter by four, minimum around openings. Seconded by J. Morrie. Motion passed with all in favor.**

8. DAB Case 2023-016 | Karl Bortz | 165 Federal Street | Parcel # 22033165. Applicant sought design review for façade and building changes. This property is located in the B2 Transitional Business District and the DR3 Residential Design Review District.

- K. Peltier moved on to Case 2023-016, with K. Bortz giving a brief introduction. K. Bortz started by giving sample paints for the stairs.
- The board continued to review the samples and photos provided by K. Bortz. K. Bortz began to discuss the roofing process and materials.
- S. Poston mentioned that the board will need a sample of the roofing as well as a final height for the building.
- **S. Poston moved to approve the application at 165 Federal St. as presented, with request for follow-up samples of roofing and a follow-up of the final ridge height of the building for the record. Seconded by C. Menard. Motion passed with all in favor.**

9. Other Business

- K. Peltier found an error in the minutes from June. The second full paragraph down “building as” should be “building at.” K. Peltier also noted her name as having an extra “e.”
- **K. Peltier made a procedural motion to approve the minutes as corrected. Seconded by J. Morrie. Motion passed with all in favor.**
- The board confirmed the next meeting on September 25, 2023.

10. Public Comment

- None

11. K. Peltier adjourned the meeting at 8:08.