

**MINUTES**  
**ST. ALBANS CITY DESIGN ADVISORY BOARD**  
**REGULAR MEETING**  
**COUNCIL CHAMBER - CITY HALL**  
**6:30 PM MONDAY, MARCH 28, 2022**

*Approved April 25, 2022*

**Board Members Present:** Evan Champagne, Vice Chair (via Zoom); Stephen Poston; John Morrie, Alternate; Erik Johnson, Alternate; Elizabeth Reed, Alternate (via Zoom)

**Board Members Absent:** Ric Lavallee; KarenMarie Peltier, Chair

**City Staff Present:** Chip Sawyer, Director of Planning & Development; Sara Gabaree, Property Services Manager; Carl Watkins, Minute Taker.

**Members of the Public Present:** Shari Swainbank Youthful Energy (via Zoom); Sam Ruggiano Ruggiano Engineering (via Zoom); Dan Luneau; Jesse Robbins Freeman French Freeman, Architects (via Zoom)

**A. Open Meeting – E. Champagne opened the meeting at 6:32 PM.**

1. Pledge of Allegiance - pledge was recited
2. Assign Alternates (as necessary) – Elizabeth Reed and Erik Johnson were assigned.
3. Consider any additions or deletions to agenda – Change in agenda: Case 2022-003 Rick Lavallee only seeking approval of 3<sup>rd</sup> window sign and no longer seeking review of façade color changes.

**B. Design Review – Consideration of the following applications:**

**1. Case 2022-004 / Shari Swainbank - 112 North Main Street / Parcel# 22063110**

Applicant seeks favorable recommendation for color change of existing awning. Property is in B1 Central Business Zoning District and the DR-1 Traditional Downtown Review District.

- a. E. Champagne introduced the case and asked for Shari Swainbank to present case. Shari explained her shop was going through a name change and would like to redo the fabric and coloring of the awning to jet black. Example fabric was passed around for board to review. The color was confirmed as black for the record and the material shade fabrics by Sunbrella with Otter Creek installing.

S. Poston asked if the framing would remain the same and S. Swainbank confirmed as yes.

E. Champagne asked if this was just for one awning and S. Swainbank confirmed as yes.

E. Johnson commented favorably of the color.

S. Poston asked is the font an accurate representation and S. Swainbank confirmed as yes.

S. Poston commented favorably on the choice of font.

S. Poston and John asked would the entire awning be black and S. Swainbank confirmed as yes.

**S. Poston made a motion to approve a new black awning cover at 112 N Main St. The new fabric by Sunbrella is to be black. The font will be Mon Cheri in gold Incarta font. Move to approve as presented. Second by J. Morrie. Motion approved with all in favor.  
Approved at 06:41 PM.**

2. **Case 2022-005 / Jesse Robbins, Freeman French Freeman, Inc., Architects – 190 South Main Street / Parcel# 26079190** Applicant seeks favorable recommendation for Site Plan Review. Property is in the B-2 Business 2 Zoning District and the DR-4 Gateway Review District.

- a. E. Champagne introduced the case and asked for representation. S. Ruggiano and J. Robbins presented.

**S. Poston made a motion to make a favorable recommendation the property at 190 S Main St as presented with the addition to the west of the existing service station that has new finishes with colors to match existing as presented. It includes full cutoff down lights above the pass doors it includes relocated and existing to remain site lighting. We recommend horizontal trim on the east face of the large addition to align the eave and soffit to visually break mass and we recommend increase to the size of planting bed along Route 7. We understand that there will be additional signage that will be reviewed later. Second by J. Morrie. Motion approved with all in favor.  
Approved at 7:19 PM.**

3. **Case 2022-003 / Maurice Richard Lavallee -54 North Main Street / Parcel# 23063054** Applicant seeks review and approval of third window sign. Property is in the B-1 Central Business Zoning District and the DR-1 Traditional Downtown Review District.

- a. E. Champagne introduced the case and it was discussed without the applicant present. Applicant had to leave prior to meeting start.

**E. Reed made a motion to approve case number 2022-003 as presented, approving the extra sign. Second by S. Poston. Motion approved with all in favor.  
Approved at 7:27 PM.**

**C. Other Business**

1. Sign Updates - S. Gabaree included in preparation material the application and pictures with 172 S. Main St., 8 N. Main St., 75 N. Main St., 52 N. Main St. Welcomed questions or concerns.
2. Enforcement Updates - None.
3. Approve meeting minutes – Not enough Board members present to approve minutes from either the December 2021, January 2022, or February 2022 meetings.
4. Confirm next meeting date: **April 25, 2022, at 6:30 pm**
5. Other - None.

**D. Public Comment**

None.

**E. Champagne adjourned the meeting at 7:29 PM.**