

MINUTES
ST. ALBANS CITY DESIGN ADVISORY BOARD
REGULAR MEETING
COUNCIL CHAMBER - CITY HALL
6:30 PM MONDAY, JUNE 27, 2022

Approved 9.26.2022

Board Members Present: KarenMarie Peltier, Chair; John Morrie; Erik Johnson; Stephen Poston.

Board Members Absent: Ric Lavallee; Evan Champagne, Vice Chair; Elizabeth Reed, Alternate.

City Staff Present: Sara Gabaree, Property Services Manager; Angela Bernard, Minute Taker.

Members of the Public Present: Frank Mercou; Justin Dennis (via Zoom).

A. Open Meeting

K. Peltier opened the meeting at 6:34 PM.

1. Pledge of Allegiance – Pledge was recited.
2. Assign Alternates (as necessary) – none.
3. Consider any additions or deletions to agenda – none.

B. Nomination and Election of Officers:

K. Peltier proposed tabling the election of officers until the next meeting due to the absence of the Vice-Chair.

1. Chair
2. Vice Chair

C. Design Review – Consideration of the following applications:

1. Case 2022-013 / Frank Mercou – 166 South Main Street / Parcel # 26079166

Applicant seeks a favorable recommendation for design review of a dormer and stairs. Property is in the B-2 Business 2 Zoning District and the DR-4 Gateway Review District.

K. Peltier introduced case # 2022-013 and invited F. Mercou to present his application and the plans for his property.

F. Mercou described the property and explained that the building needs renovation, particularly to the stairs, which need improving to increase access.

K. Peltier invited members of the board to ask questions of the applicant. S. Poston complimented the artwork that accompanied the application and asked if the plan includes

replacing existing siding for the back of the building or repainting it. F. Mercou answered that he is planning on new siding (in white) for the new dormer and the entire back of the building, with plans to re-do the siding of the entire structure for the future.

S. Poston asked about roofing materials. F. Mercou answered that there are two different types of roofing for the front and back of the building and he would plan to put a new roof on the back of the building in order to make both sides cohesive and match.

J. Morrie inquired about exterior lighting and commented that the area is pretty dense with neighbors. F. Mercou said he is anticipating one light over the door and one at the bottom of the stairs to illuminate the staircase, but no floodlights or motion lights are planned. S. Poston commented that it would be necessary to light the stairs but that it's good to know there won't be light shining on the neighbors' houses.

S. Poston made a motion to approve the application for case # 2022-013 as presented with a new shed dormer at the rear of the building, a new screwed-down metal roof to match the existing roof on the front of the building, new white vinyl siding at the rear of the building and sides of the dormer, with lighting as required at the doorway and the stairs for entry and egress. Second by J. Morrie. Motion passed at 6:45 PM.

2. Case 2022-014 / Frank Mercou – 225 South Main Street / Parcel # 26079225

Applicant seeks a favorable recommendation for Site Plan Review. Property is in the B-2 Business 2 Zoning District and the DR-4 Gateway Review District.

K. Peltier introduced case # 2022-014 and invited F. Mercou to present his application and describe the project. F. Mercou explained that his is in the process of purchasing this property.

F. Mercou explained that the structure is currently used as a duplex, but it was once a three-unit building. The previous owners removed a studio apartment in the rear and made one larger unit. He would like to make the property a three-unit building once again, restoring the rear studio apartment, with minimal construction needed to complete the job. He also explained that he would plan to follow all rules regarding parking regulations and including the necessary, required number of parking spots. He would like to keep the parking area material as gravel and add more gravel to the existing parking area, making room for one additional parking spot, but that he would be willing to pave it if the Board deemed it absolutely necessary.

F. Mercou presented members of the Board his phone, with photos of the building, including images of the back, front, and side porches, as well as other aspects of the exterior of the property.

K. Peltier asked if any members of the board had questions for F. Mercou.

F. Mercou asked about getting permission to paint the building. K. Peltier explained that he should get some samples, preferably painted on wood, and bring the samples in for final approval on a separate application in the future.

J. Morrie made a motion to approve the application for case # 2022-014 as presented with no changes. Second by S. Poston. Motion passed at 6:59 PM.

3. Case 2022-015 / Jess Pelkey / JDDesign – 24 Lake Street / Parcel # 26049018

Applicant seeks a favorable recommendation for façade color changes. Property is in the B-1 Central Business Zoning District and the DR-1 Traditional Downtown Review District.

K. Peltier introduced case # 2022-015 and invited J. Dennis, via Zoom and representing the applicant, to present to the board what the plans are for business façade.

J. Dennis explained that the applicant would like to change the exterior color of her storefront to make it consistent with her branding and help her stand out next to the neighboring businesses.

E. Johnson asked if everything on the façade would be painted black or if some would be left green. J. Dennis answered that the plan is to make it all black. K. Peltier asked about the signage for the building. J. Dennis said there would be one hanging sign, with other words and signage painted on the windows.

S. Poston complimented the planned sign that would hang from the building. He then commented that the plans appear to include a lot of black. K. Peltier commented that it seemed like too much black and asked for a sample of materials that include the specific shade of black. J. Dennis explained that he doesn't have a sample ready at this point but can produce one if needed.

S. Poston said the one sign is great but additional signage might be a little repetitive. K. Peltier agreed. J. Dennis said if he changed his mockup it would look a little different and he said he is open to an updated design with accent colors. J. Dennis explained that he thinks the owner would be agreeable to updating the plan with gray and black accents, rather than a solid black design.

K. Peltier suggested tabling the application temporarily until samples and paint colors are presented. J. Morrie suggested updating the design plan to include less black. K. Peltier agreed to review the paint colors and samples before the next meeting and told J. Dennis that she can make a possible (as long as she's comfortable with the plan and colors) executive decision on behalf of the board before the July 2022 meeting so that he wouldn't have to wait another month for a final decision. If she chooses not to make the executive decision, she will bring it back before the board for group discussion and approval.

D. Other Business

1. Sign Updates – None.

2. Enforcement Updates – J. Morrie suggested enforcement for the new restaurant at One Federal and said he noticed a vent or exhaust pipe sticking out around three feet from the building onto Lake Street. S. Gabaree said she would also look into a new business called OuterKnown that may have painted the façade of the building without permission from the board. E. Johnson suggested following up on a column for the new building at the corner of Main and Congress Street that has been left as finished cement and wondered if it was originally planned to be wrapped in brick. The board also asked S. Gabaree to follow up with the building

owners on its exterior lighting as well, which was a discussion during a recent meeting and was supposed to be updated with a dimmer.

3. Approve meeting minutes –

JANUARY 2022: No quorum in place to approve the minutes for January 2022, minutes tabled until July 2022.

FEBRUARY 2022: J. Morrie made a note to update his title from "alternate" for the February 2022. **K. Peltier made a motion to approve the minutes for February 2022, as corrected. Second by S. Poston. Minutes approved at 7:23 PM.**

MAY 2022: K. Peltier, S. Poston, and J. Morrie pointed out several instances of typos and punctuation errors in the minutes for May 23, 2022. Areas of concern included:

- Punctuation errors throughout.
- Typos on several pages.
- Corrections on misspelling for several members of the Board.
- Corrections to tense used within sentences.

K. Peltier mentioned that this particular meeting, for May 2022, included a much-discussed case for a new apartment building on Lake Street and that members of the media had contacted her for comment regarding the case, making the issue of having accurate meeting minutes more important. **J. Morrie made a motion to table the discussion of May 2022 minutes until a series of corrections could be made. Second by S. Poston. Motion passed at 7:46 PM.**

4. Confirm next meeting date: July 25, 2022, at 6:30 PM

5. Other –

S. Gabaree asked how long businesses are allowed to have popup tents and accessories up on Main Street. K. Peltier said the board would need to review the regulations. She suggested that S. Gabaree discuss the issue with the City staff as well.

J. Morrie asked about the opening of the new donut shop. S. Gabaree said the owners encountered issues on the installation of new flooring, which set the entire project back by around five weeks.

J. Morrie asked questions about policy enforcement and what the city is doing regarding people who start projects without taking proper steps first. There was general discussion on the topic and an agreement to discuss it further at a future meeting.

E. Public Comment

None.

K. Peltier adjourned the meeting at 7:55 PM.