

**MINUTES**  
**ST. ALBANS DESIGN ADVISORY BOARD**  
**ST. ALBANS CITY HALL, 100 NORTH MAIN STREET**  
**6:30 PM, MONDAY, OCTOBER 23, 2023**

**DRAFT**

**Members of the Board Present:** IN PERSON: Stephen Poston, Vice-Chair; Caleb Menard, Erik Johnson  
VIA ZOOM: KarenMarie Pelletier, Chair.

**Members of the Board Absent:** John Morrie; Evan Champagne, Alternate; Elizabeth Reed, Alternate.

**Members of City Staff Present:** Sara Bennett, Property Services Manager; Katie Haseltine, Minute Taker.

**Members of the Public Present:** Keely Doe, Lynn Knight, Diem-Chi Nguyen, Ann Levy, John Demarinis, David Miller.

1. Begin Recording and Call to Order - **K. Pelletier called to order at 6:27 PM**

- a. Pledge of Allegiance, C. Menard led the pledge.
- b. Assign Alternates (as necessary)
- c. Consider any additions or deletions to agenda.

2. Design Review - Consideration of the following applications:

• **(Continuation) DAB Case 2023-011 | Keely Doe | 248 North Main Street | Parcel #22063248**

Applicant seeks design review for fence previously installed. The property is located in the B2 Transition Business District and the DR4 Gateway Design Review District

- K. Pelletier likes the ornamental fence material proposed by K. Doe on p. 7 of the packet. S. Poston respectfully disagrees and sees nothing wrong with the current fence. S. Poston acknowledges that the regulations do not allow chain link fence but knows there is room for exceptions and believes in this case, the fence doesn't infringe on the character of the downtown. C. Menard also agrees that the current fencing looks great and works with the industrial style of the building but is not against the new material proposed. E. Johnson motions to replace the fence with a material that meets the standards (that isn't chain link fence). K. Pelletier adds an addendum stating that the proposed material is preferred. C. Menard seconds. Motion passes with 3 in favor and 1 opposed.
- K. Doe, D. Miller, and K. Pelletier leave the meeting at 6:40 PM. S. Poston, as Vice-Chair to continue the meeting.

• **(Continuation) DAB Case 2023-019 | Green Dolphin | 81 North Main Street | Parcel #14063081**

Applicant seeks design review for facade changes. The property is located in the B1 Central Business District and the DR1 Traditional Downtown Design Review District and the Historic District.

- D. Nguyen explains that facade changes are being requested since there is a new tenant in the building. She shares that she did a lot of research on the history of how the downtown typically looks to ensure aligning with that design, especially since she is aware that the city is striving to align the overall look of the downtown. The proposed colors are from the Benjamin Moore Historical Color collection.
- S. Poston asks about the pilaster. D. Nguyen explains the hope was to eliminate the pilasters from going the entire length up the front of the building. S. Poston asks if consideration was had for the glass lights on the storefront. D. Nguyen shares that a lot of storefronts are plain glass, but if the board would like to see something different, she is open to that. E. Johnson notes that the primary color of Alt. 3 may not be considered since it goes against the regulations of not using primary colors. S. Poston likes the proposed colors/design included in Alt. 1 and Alt. 2 of the packet.
- S. Poston requests to hear from the public comment. A. Levy believes it is a mistake to make these changes at 81 North Main Street. The position on the street and the way the street is developed kind of portrays her property (79 North Main Street) as being one with 81 North Main Street, even though it isn't. A. Levy notes other properties (Ace, Jeff's, Town Hall, etc.). Since those buildings are

3-story buildings, they don't look chopped up. A. Levy believes that adding all that color to the smallest building on the block would create a choppy look and doesn't tie anything together.

- E. Johnson agrees and sees what A. Levy is referring to regarding the 2- and 3-story buildings. However, E. Johnson shares that the 3-story buildings do have a roof break which provides some separation to help create individual looks among the properties. E. Johnson shares that the columns don't have any ordinance involved with the city as far as he is aware. E. Johnson shares that the red shutters always stuck out to him and would love to see that go away. S. Poston agrees that taking those shutters away will definitely help.
- S. Poston asks S. Bennett how the board responds to public comment. S. Bennett shares that the board is meant to take in what public comment is made and they can include it as they see fit in the motion to approve potential design.
- D. Nguyễn shares that p. 11 of the packet was part of her research of historical looks of the downtown and mentions that 81 North Main Street was a property that wasn't defined as a primary property, but rather a property that kind of falls into the background.
- E. Johnson prefers the design of A.1. S. Poston likes A.2 because it is pulling the main facade color through the whole property frontage design. While not binding, S. Poston recommends that D. Nguyen consider pulling some of the applique in a little bit to allow more of the brick to run past which help minimize the look of two difference plains. C. Menard agrees with S. Poston and favors A.2. E. Johnson does request that the "1832" numbers remain so that historical aspects of the building remain intact. S. Poston reflects on the lighting and requests that it be dark sky compliant. D. Nguyen confirms that the lantern style lighting is dark sky complaint.
- C. Menard motions to approve color scheme A.2, with the following colors/notes:
  - Carrington Beige for brick
  - Avon Green for wood paneling
  - Marblehead Gold for any detailing/accent paint
  - Davenport Tan for the siding
  - Classic Burgundy for the door
  - Keep the "1832" metal lettering at the top of the building.
  - Any lighting to be applied should be dark sky compliant.
  - Recommend that the store-front glazing add mullions that will align with the bottom paneling.

E. Johnson seconds. Motion passes with all in favor.

• **DAB Case 2023-020 | John and Sandra DeMarinis | 44-46 Federal Street | Parcel # 23022044**

Applicant seeks design review for fence previously installed. This property is located in the B1 Central Business District and the DR2 Traditional Downtown Expansion Review District.

- J. DeMarinis shares that he has replaced the old fence with a new fence since it was deteriorating. He wasn't aware that he needed a permit for it since it was a maintenance job to repair fence. J. DeMarinis also added a piece of fence to create a barrier between his business and the property next to him. His customers are often afraid to leave because of the residents that lives next door.
- S. Poston acknowledges that J. DeMarinis is not the only one that has done work without realizing a permit is required. In many instances individuals don't know until they are told or receive a notice of violation. S. Poston seeks confirmation from S. Bennett about a permit. S. Bennett confirms a permit will be in progress after this hearing tonight.
- E. Johnson refers to the first case of the evening where chain link fence was replaced with chain link fence, sharing that when something new is put in, a permit is required. S. Poston asks if the barrier fencing to the residential property comes out more than the main fencing. E. Johnson reads the requirement for spacing in the fencing for this district, and S. Bennett shares that in this case there is no set-back so that is a non-issue.
- J. DeMarinis shares that he did look around the city and saw other buildings that had some gray accents (Amtrak building, Off the Rails, State Building, among others). From a design advisory

standpoint, S. Poston completely understands the reasoning for the fence barrier to be there, but might suggest a stipulation that in the case the residential property vacates and is under different use, that piece of fence come down. J. DeMarinis is accepting of that.

- S. Bennett points out the setback pattern and would like the board to be aware that if the barrier fence is approved and a similar case arises, they need to be sure they are okay with setting such a precedence.
- S. Bennett curious about how much room J. DeMarinis left on his side of the barrier fence and if there is potential for some bushes. J. DeMarinis is open to adding that in the spring.
- E. Johnson motions to table the review of Case 2023-010 (44-46 Federal Street, Parcel #23022044) until the November 27th meeting when more board members are present. C. Menard seconds. Motion passes with all in favor.

### 3. Other Business

- Sign Updates
  - S. Bennett asks if the board wants to table this until more members are present. S. Poston suggests those who are here tonight at least look through them briefly.
  - E. Johnson and S. Bennett reflect a couple other new signs they've seen on Lower Newton and Lake Street that are in violation. S. Bennett will look into these.
  - E. Johnson asks about the National Guard signage and if the windows are going to be tinted. S. Bennett shares that they do plan to tint the window and that it does not go against any ordinance.
- Enforcement Updates
  - S. Bennett doesn't have any right now. Boston Tailoring was one, but it was addressed tonight.
- Approve Meeting Minutes
  - September 25, 2023
    - Under Case 11, Case 19 is there
    - Page 4, S. Bennett reminds that this is "an advisory recommendation to the DRB."
- Confirm next meeting date: November 27, 2023
- Other
  - S. Poston reflects on A. Levy's public comment regarding meetings and the date they fall on. E. Johnson reflects that Milton does review all of their meetings to ensure they don't fall on a holiday and thinks that might be something the City should consider. S. Bennett will be working on next year's calendar soon and will consider holidays when making that schedule.
  - E. Johnson would like to discuss how the city and board handles public buildings. Since public buildings aren't under the discretion of the DAB, he believes it would behoove the city to bring potential design recommendation to the board for review even though the city can design without board approval.

### 4. Public Comment

- a. S. Bennett shares that Erik had concerns about the electrical boxes on the back of the courthouse. S. Bennett contacted Jim Cameron and he said those electrical boxes are in the works and will not look like that for much longer, they are meant to be updated in the near future.

### 5. Adjourn.

- a. S. Poston adjourns the meeting at 8:01 PM.