

MINUTES
ST. ALBANS CITY DESIGN ADVISORY BOARD
REGULAR MEETING
COUNCIL CHAMBER - CITY HALL, 100 No. MAIN ST.
6:30 PM MONDAY, OCTOBER 25, 2021

DRAFT

Board Members Present: Evan Champagne, Vice Chair; Erik Johnson, Alternate; Stephen Poston; Ric Lavallee; Elizabeth Reed, Alternate; John Morrie (arrived at 6:40PM).

Board Members Absent: KarenMarie Peltier.

Staff Members Present: Sara Gabaree, Property Services Manager; Chip Sawyer, Director of Planning & Development; Angela Bernard, Minute Taker.

Public Present: Todd Minor

A. Open Meeting - S. Poston opened the meeting at 6:32 PM.

1. Pledge of Allegiance - Pledge was recited.
2. Assign Alternates (as necessary) - E. Johnson and E. Reed are assigned as alternates
3. Consider any additions or deletions to agenda - Case #2 has been pushed back until November 2021 meeting

B. Design Review – Consideration of the following applications:

1. **Case 2021-005 / Todd Minor / 172 North Main Street / Parcel # 22063172**
Applicant seeks site plan review, including a new garage structure and related changes.
Property is in the B-2 Transitional Business Zoning District and the DR-2 Downtown Expansion Design Review District.

S. Poston introduced Case 1 and invited Todd Minor to introduce his application.

T. Minor presented plans for a new garage and passed photographs and samples around for board review. He explained that the plan involves the use of earth colors to blend with surrounding buildings.

S. Poston asked if there is illumination on the building. T. Minor pointed out on the plans where the illumination is requested (south corner).

E. Johnson inquired as to the color of the garage door. T. Minor answered white.

R. Lavallee inquired about the lighting and whether it would be motion sensor or automatic. T. Minor said the lighting will be automatic from dusk until dawn to

illuminate the parking lot, not on a motion sensor, and that the lighting would only be on the front of the building. R. Lavallee expressed concern about the lighting impeding on surrounding buildings.

C. Sawyer explained that this same project would still need to be presented to the DRB.

E. Johnson explained that he liked the planned roof design because it looks similar to neighboring buildings. S. Poston recommended the exterior lighting point downwards and not outward, where it could possibly create light pollution. E. Johnson pointed out that the driveway is gravel and not pavement, so the light reflection won't be as glaring.

Motion by R. Lavallee to approve the application, with a note to the DRB to look closer at how far the lighting spreads and to ensure that it doesn't encroach on the neighbors. Second by E. Johnson and approved with all in favor at 6:44 PM.

2. **Case 2021-006 / Champlain Housing Trust / 11-13 Lake Street / Parcel # 23049011**
Applicant seeks review for a new awning. Property is in the B-1 Central Business Zoning District and the DR-1 Traditional Downtown Design Review District.

This case was postponed.

D. Other Business

1. Approve meeting minutes – S. Poston requested a correction on page 1, case 2 from the minutes of September 27, 2021, to rephrase the first sentence and fix the word application. **R. Lavallee made motion to approve as corrected. Second by E. Johnson and approved with all in favor at 6:48 PM, except for J. Morrie abstaining.**
2. Sign Updates - E. Johnson and S. Poston asked about a timeline for when a closed business can leave their sign up. C. Sawyer agreed the subject needs to be followed up on and will be addressed at a later meeting.
3. Enforcement Updates - None.
4. Other - C. Sawyer introduced Sara Gabaree as the Property Services Manager and Angela Bernard as the new minute taker.
5. Confirm next meeting date: **November 22, 2021, at 6:30 pm**, bearing in mind that the Thanksgiving holiday later that week may impact the meeting.

E. Public Comment - none

Motion by E. Johnson to Adjourn. Second by J Morrie and approved with all in favor at 6:52 PM.