

MINUTES
ST. ALBANS DESIGN ADVISORY BOARD
ST. ALBANS CITY HALL, 100 NORTH MAIN STREET
6:30 PM, MONDAY, DECEMBER 18, 2023

DRAFT

Members of the Board Present: IN PERSON: KarenMarie Peltier, Chair; John Morrie; Stephen Poston; Erik Johnson

Members of the Board Absent: Caleb Menard; 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:

1. Begin Recording and Call to Order - K. Peltier called to order at 6:32 PM
 - a. Pledge of Allegiance - S. Poston led the pledge of allegiance.
 - b. Assign Alternates (as necessary)
 - c. Consider any additions or deletions to agenda.
2. Design Review - Consideration of the following applications:
 - **DAB Case 2023-022 | Grant Butterfield | 175 Lake Street | Parcel #23049167**

Applicant seeks Site Plan Review for the site plan amendments and fencing. This property is located in the B1 Central Business Zoning District and the DR2 Traditional Downtown Expansion Review District.

 - Review postponed since applicant was absent.
 - **DAB Case 2023-023 | Grant Butterfield | 18-22 Lasalle Street | Parcel #23049177**

Applicant seeks Site Plan Review for a 28-Unit apartment building. This property is located in the B1 Central Business Zoning District and the DR2 Traditional Downtown Expansion Review District.

 - Review postponed since applicant was absent.
3. Other Business
 - Sign Updates
 - S. Bennett no sign updates
 - S. Bennett updates regarding the National Guard space across the street. A light up screen was noticed and S. Bennett reached out to them, but has not yet heard back. E. Johnson shares he observed another sign on the Congress Street side of the National Guard building.
 - Enforcement Updates
 - S. Bennett has none.
 - Public Facilities Discussion
 - E. Johnson confirms that all members have had the chance to read C. Sawyer's memo.
 - E. Johnson shares his own statement saying that we must recognize what the law actually lays out for what we can regulate regarding city buildings, which C. Sawyer notes as size, location, and other features. However, the memo does not directly say that the DAB cannot be involved when it comes to changes of municipal buildings. The law C. Sawyer provided does not make this clarification. E. Johnson reflects that there is a law that does, but not the one C. Sawyer notes. For this reason, E. Johnson proposes that the DAB makes it standard practice to review all changes to municipal buildings that fall within the board's scope that way the board is treating everyone (either city or private) the same way. E. Johnson continues noting that this way the process is transparent and fair to all involved.
 - J. Morrie and S. Poston agree with E. Johnson's statement.
 - J. Morrie asks why state and municipal facilities had to come before us but the City doesn't, citing the courthouse on Lake Street being done twice and the church on Church Street as examples.

- K. Peltier recalls a similar law to what E. Johnson suggested being considered years ago. Since more time is needed, K. Peltier suggests that this discussion continues at the January meeting with a formal invitation for C. Sawyer to join.
 - Approve Meeting Minutes
 - September 25, 2023
 - K. Peltier and J. Morrie share corrections to be made. S. Bennett noted those changes.
 - K. Peltier motions to approve minutes as corrected. J. Morrie seconds. S. Poston abstains. Motion passes with all in favor.
 - November 27, 2023
 - S. Poston and J. Morrie share corrections to be made. S. Bennett noted those changes.
 - J. Morrie motions to approve minutes as corrected. E. Johnson seconds. K. Peltier abstains. Motion passes with all in favor.
 - Confirm next meeting date: **January 22, 2024**
 - K. Peltier confirms next meeting.
 - Review/Approve 2024 Meeting Application Schedule
 - S. Poston suggests April 17th and May 22nd as alternative dates for the April 22nd and May 27th meetings. S. Poston motions to accept the schedule as amended. E. Johnson seconds. Motion passes with all in favor.
 - Other
 - K. Peltier reiterates the next meeting is on January 22nd and that the applicant for tonight's meeting has still not arrived so those cases will recess until the January meeting.
 - E. Johnson asks if an applicant has a previously approved permit that is in violation of the design that was approved, does the permit get suspended or do they have to come before the board at the next meeting? S. Bennett shares that her understanding is that if the applicant is working to make it to the hearing, then the city doesn't go after them as that would be more costly for the city. K. Peltier shares that the next step would be a fine, S. Bennet confirms.
4. Public Comment
- a. None.
5. Adjourn.
- a. K. Peltier adjourns the meeting at 6:52 pm.