

MINUTES
ST. ALBANS CITY DESIGN ADVISORY BOARD
REGULAR MEETING
COUNCIL CHAMBER - CITY HALL
6:30 PM MONDAY, DECEMBER 27, 2021

DRAFT

Board Members Present: KarenMarie Peltier, Chair (via Zoom, arrived at 6:37 PM); Ric Lavallee; John Morrie; Erik Johnson, Alternate.

Board Members Absent: Stephen Poston; Evan Champagne, Vice Chair; Elizabeth Reed, Alternate.

City Staff Present: Chip Sawyer, Director of Planning & Development (via Zoom); Sara Gabaree, Property Services Manager; Angela Bernard, Minute Taker.

Members of the Public Present: Peter Garceau, Civil Engineer with Cross Consulting (via Zoom); Fred Connor (via Zoom); Mike Connor.

A. Open Meeting - **S. Gabaree opened the meeting at 6:37 PM. E. Johnson made a motion for R. Lavallee to serve as interim chair. Second by J. Morrie. Motion passed with all in favor. R. Lavalee was assigned interim chair at 6:37 PM. K. Peltier arrived at 6:37 PM and asked R. Lavallee to continue as acting chair for the meeting.**

1. Pledge of Allegiance - Pledge was recited.
2. Assign Alternates (as necessary) - None needed.
3. Consider any additions or deletions to agenda - S. Gabaree explained that the applicant for the first case is absent from the meeting, making case 1 a potential postponement.

B. Design Review – Consideration of the following applications:

1. 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.

Applicant was absent. Case postponed.

2. DRB Case 2022-003 | City of St. Albans | 15-21 Lower Newton Street | Parcel # 22054015

Applicant seeks site plan review, including a new office building and parking lot. Property is located in the Service-Industrial Zoning District and the DR3-Residential Design Review District.

R. Lavallee introduced the case.

M. Connor introduced himself and other applicants on the case attending via Zoom. He told the board he is excited to move forward with the project and hopes to begin construction in April 2022.

S. Gabaree presented the city staff report.

J. Morrie explained he is familiar with the project and suggested the board review the plans. P. Garceau shared his screen via Zoom so that the board could review the plans onscreen, while M. Connor brought a full-sized hard copy into council chambers for the board members attending in person to review firsthand.

P. Garceau reviewed the plans and elevation reports page by page, including water and sewer plans, parking lot description with EV charging stations, lighting details, etc.

P. Garceau opened the floor for questions from the board.

R. Lavallee asked about the plans for entrance and noted that he noticed a traffic offset with potential traffic safety problems and wondered whether that has been examined and discussed. P. Garceau said the plans do not present a severe offset and shouldn't cause a huge problem. C. Sawyer said there has been an uptick in traffic there already because the city is using that area for public works.

E. Johnson asked about the roof, potential HVAC units on the roof, and exterior design, mentioning that the property can be seen from the road. M. Connor said the exterior design for the roof is not completed yet. M. Connor said there are planned blue spruces and a white fence that will help screen the property for the neighbors.

J. Morrie asked about snow storage and what is planned. He said he doesn't see enough planned snow storage. P. Garceau said there is a section on the plans for some snow storage. M. Connor said there is room near the dumpster to push some snow to the left and right of the dumpster, but that they will occasionally have to export it.

M. Connor said the parking lot is long and the lot is a little steep so there's not a lot of room to put snow and there will be even less room for it once the planned new street is built next to the site. He said the plan includes the occasional exporting of snow.

J. Morrie asked about catch basins. P. Garceau explained that water will flow to the city treatment facility. J. Morrie asked if it could be separated. C. Sawyer said not without a multimillion-dollar project. K. Peltier said she feared it would be a big stormwater runoff increase as well. C. Sawyer said there is no way to separate this one project from the rest of the structures and streets in the area without a major overhaul.

J. Morrie asked about the parking. Planned for 70+ jobs but the parking lot plans don't show that many available spots. M. Connor said the employees are planned in three shifts with no more than 40 people in the building on shift at the same time. C. Sawyer said the plans include more spots than the regulations require.

R. Lavallee asked if there were any further questions from the board.

M. Connor passed around a charcoal gray colored siding sample for the board members to review. E. Johnson asked if there was a plan to review the final color decision once the plans were completed.

R. Lavallee asked for a motion to accept the site plan review.

K. Peltier made a motion to recommend the plan for approval, as presented with the charcoal gray siding, the bone / antique white entrance, and black trim. Second by J. Morrie. Voted with all in favor at 7:13 PM.

K. Peltier made a motion to table the hearing for case 1 (# 2021-006) since the applicant did not appear for the meeting. Second by J. Morrie. Voted with all in favor. Discussion tabled at 7:14 PM.

C. Other Business

1. Discuss 2022 Meeting and Application Schedule - J. Morrie said barring any future changes the schedule looks good and in line with the schedule the board has been sticking to already. S. Gabaree noted that the planned December 2022 meeting is currently set for 12/26/22. K. Peltier suggested moving it one week earlier to December 19, 2022.

K. Peltier made a motion to adopt the dates as planned with the exception of moving one meeting from 12/26/22 to 12/19/22. Voted with all in favor. Motion passed at 7:18 PM.

2. Sign Updates - S. Gabaree said the staff has no sign updates. R. Lavallee questioned the signage of a local business and usage of temporary taped or sandwich board signs. S. Gabaree said she could call the business owner and ask.

3. Enforcement Updates - None.

4. Approve meeting minutes - **J. Morrie made a motion to approve the minutes of November 22, 2021, as presented. Second by R. Lavallee. Minutes approved with all in favor at 7:22 PM.**

5. Confirm next meeting date: January 24, 2022, at 6:30 pm

6. Other - K. Peltier said she hasn't gotten to the agenda items she said she would take care of, but they are still on her to-do list, and she will have them soon. S. Gabaree handed out updated land use regulations.

D. Public Comment - None.

J. Morrie made a motion to adjourn the meeting. Second by K. Peltier. Meeting adjourned with all in favor at 7:25 PM.