

MINUTES
ST. ALBANS DESIGN ADVISORY BOARD
ST. ALBANS CITY HALL, 100 NORTH MAIN STREET
6:30 PM, WEDNESDAY APRIL 17, 2024

DRAFT

Members of the Board Present: IN PERSON: Karen Marie Peltier, Chair; Stephen Poston, Vice Chair; John Morrie; Caleb Menard

Members of the Board Absent: Elizabeth Reed, Alternate

Members of City Staff Present: Sara Bennett, Property Services Manager

Members of the Public Present: Karl Bortz; Page Dietrich; James Levy

- A. Begin Recording and Call to Order - S. Poston called to order at 6:31 PM
 1. Pledge of Allegiance – J. Morrie led the pledge of allegiance
 2. Assign Alternates (as necessary) – none needed
 3. Consider any additions or deletions to the agenda – no additions or deletions
- B. Design Review - Consideration of the following applications:
 1. **DAB Case 2024-002 | James L. Levy | 180 South Main Street | Parcel #14063077**

Applicant seeks Design Review for new awning color and building placard. This property is located in the B1 Central Business District and the DR1 Traditional Downtown Design Review District and Historic Review District.

 - a. K. Peltier opens case 2024-002.
 - b. J. Levy explains that he is looking to add 2 new awnings, 2 new framings, and to change the color of the building now that Edward Jones has vacated the building. In addition, J. Levy notes that this building was once used for the St. Albans Messenger a while back. J. Levy would also like to add a brass plaque naming it the “Levy Building” just to keep the history alive and present in St. Albans.
 - c. K. Peltier asks the board if they have any questions. No one does. K. Peltier states this is a pretty straight forward case. C. Menard asks about the mounting height for the flag. J. Levy plans for it to be slightly taller than him (5’ 3”).
 - d. S. Poston moves to approve new awning, frame, color, and building placard as presented.
 - a. Awning and frame color to be Heather Beige
 - b. Building placard to be 8” by 6” in the location adjacent to the northern awning as depicted in the application.

J. Morrie seconds. Motion passes with all in favor.
 2. **Follow up request: DAB Case 2023-016 | Karl Bortz | 165 Federal Street | Parcel #22033165**

Applicant seeks follow up approval for roof material and final ridge height per building changes. This property is located in the B2 Transitional Business District and the DR3 Residential Design Review District.

 - a. K. Peltier re-opens case 2023-016.
 - b. K. Bortz explains that the roofing will be done by ABC roofing. They were originally going to go with architectural shingles but have since considered installing solar panels in the future and metal roofing works better for solar installation. That being said, K. Bortz has decided to go with metal roofing. The metal roofing material will be green in color, with a ridge height under 32 feet. J. Morrie asks if it’s a screw down roof. K. Bortz confirms.
 - c. K. Peltier asks if the boards if they have any other questions.
 - d. C. Menard motions to approve the case as presented with a new metal roof in Evergreen color and a 32-foot final ridge height. J. Morrie seconds. Motion passes with all in favor.

- e. K. Bortz adds a note that there will be a small dormer on the back side of the chimney to aid in water runoff from coming to the windows in the case of opening them.

3. **DAB Case 2024-003 | Page Dietrich / Shawn Keough | 41 Hudson Street | Parcel #122044041**

Applicant seeks Design Review for new enclosing a front porch, adding windows and door. This property is located in the B1 Central Business District and the DR2 Downtown Expansion Design Review District.

- a. K. Peltier opens the case.
- b. P. Dietrich adds that his wife wants a window or two within the enclosure that he doesn't believe was included in the application so he wanted to add that.
- c. K. Peltier asks if the board has any questions. S. Poston asks if the steps will remain. P. Dietrich confirms.
- d. S. Poston motions to make a favorable recommendation for 41 Hudson Street for new walls to enclose existing porch, new entry door, and new windows on either side of the entry door. J. Morrie seconds. Motion passes with all in favor.

C. Other Business

- 1. Sign Updates
 - a. S. Bennett has none.
- 2. Enforcement Updates
 - a. S. Bennett has none.
- 3. Public Facilities Discussion – incorrectly on there, S. Bennett will remove for next time.
- 4. Approve Meeting Minutes
 - a. January 22, 2024
 - 1. J. Morrie motions to approve the minutes with corrections noted. S. Poston seconds. Motion passes with all in favor. K. Peltier abstains. K. Peltier notes the agenda should state March 25, 2024 and not January 22, 2024 as written above.
- 5. Confirm next meeting date: **May 22, 2024**
 - a. K. Peltier confirms next meeting. S. Bennett shares it is another Wednesday meeting due to Memorial Day that Monday prior.
- 6. Other – None

D. Public Comment

- a. None.

E. Adjourn.

- a. K. Peltier adjourns the meeting at 6:56 pm.