

**MINUTES OF THE ST. ALBANS CITY DESIGN ADVISORY BOARD
REGULAR MEETING
ST. ALBANS CITY HALL, 100 NO. MAIN ST.
6:30 PM MONDAY, MAY 22, 2017**

Approved June 26, 2017

Board Members Present:

John Morrie, Vice Chair
KarenMarie Peltier
Stephen Poston

Public Present:

(see attached sign in sheet)

Staff Members Present:

David Southwick, Planning & Permitting Administrator
Chip Sawyer, Director of Planning & Development – Minute Taker

Open Meeting. Vice Chair J.Morrie opened the meeting at 6:32 pm.

1. Consider any additions or deletions to agenda. **There were NONE.**

A. Design Review – Consideration of the following applications:

- 1. 1-5 Federal Street / Parcel 23033001** The applicant seeks a favorable recommendation for a new window, the removal of a door, upgraded awnings, and new paint on an existing structure. This property is located in the *(BI) Business 1 District, the (DR-1) Traditional Design Review District and the St. Albans Historical Downtown District.*

J.Morrie introduced the case, and D.Southwick gave the staff report. D.Southwick gave a summary of the proposed changes and noted that the project would be supported by a City façade grant. He also noted that the materials presented at the meeting had truer colors than what had been included in the board packet.

To answer questions from the board, the applicants (Mark Ledoux and Cheryl Ledoux) noted that a door on the left on Lake St. would be removed, as would the air conditioner. Also, a window would be added.

Applicants stated that the Federal St. façade colors would match the primary and trim colors of the visuals presented for the Lake St. side. The awnings on Federal St. would also match the proposed Lake St. awnings. All three board members stated that the awning over the main entrance should be more prominent than the other awnings.

When asked, the applicants said that the Lake St. brick strip above the structural I-beam would be boxed in. The stamped metal above that would be painted.

The applicants also stated that the crown ridge would be replaced as well.

Motion by KM.Peltier for a favorable recommendation for the application as presented with the conditions that the Federal St. main entrance awning be made more prominent than the other awnings and that the awning and color changes on the Federal St. side match the Lake St. side as presented. Second by S.Poston and approved with all in favor.

B. Other Business

The Board and C.Sawyer discussed general signage color issues.

1. Minutes

Motion by S.Poston to approve the minutes of April 24, 2017 as presented. Second by KM.Peltier and approved with all in favor.

2. Organizational meeting

Motion by KM.Peltier to table the organizational nominations and appointments until the June meeting. Second by S.Poston and approved with all in favor.

3. Confirm next meeting date: **June 26, 2017 6:30 pm**

4. D.Southwick reported that the permitting office had a new wide format printer/scanner.

5. D.Southwick also reported that he was following up on sign violations in the City. He was preparing a letter on signs to be mailed out to area businesses as well as a packet for applicants.

C. Public Comment. **None**

D. Adjourn. **Motion by S.Poston to adjourn at 7:00 pm. Second by KM.Peltier and approved with all in favor.**

Respectfully Submitted,
Chip Sawyer, Minute Taker

