

**MINUTES**  
**ST. ALBANS CITY DESIGN ADVISORY BOARD**  
**REGULAR MEETING**  
**COUNCIL CHAMBER - CITY HALL, 100 NO. MAIN ST.**  
**6:30 PM MONDAY, SEPTEMBER 27, 2021**

*Approved October 25, 2021*

**Board Members Present:** KarenMarie Peltier, Chair; Evan Champagne, Vice Chair; Stephen Poston; Erik Johnson, Alternate; Ric Lavallee (connected around 6:45pm).

**Board Members Absent:** John Morrie; Elizabeth Reed, Alternate.

**Staff Present:** Sara Gabaree, Property Services Manager; Chip Sawyer, Director of Planning & Development, taking minutes.

**Public Present:** Katie Walsh; Jason Bruley.

**A. Pre-Meeting Tasks – Chair K.Pelier opened the meeting at 6:34 PM.**

1. Open Conference. Opened.
2. Assign Alternates (as necessary). With less than 5 full Board members present, E.Johnson would act as a voting member.
3. Confirm Attendees. Confirmed.

**B. Open Meeting**

1. Pledge of Allegiance.
2. Consider any additions or deletions to agenda. There was none.

**C. Design Review – Consideration of the following applications:**

1. **Case 2021-003 / Katie Walsh / 65 North Main Street / Parcel # 14063065** Applicant seeks a favorable recommendation for new fabric on existing awnings.

K.Peltier invited Katie Walsh to introduce her application. K.Walsh said that the colors would be changing for the current awnings. The same hardware would be used. She presented material samples. The main awning would be “Eastridge Cocoa” by Sunbrella, and the trim would be burgundy.

**Motion by E.Champagne to approve the application as presented with the “Eastridge Cocoa” color and pattern by Sunbrella for the overall awning, and the burgundy for the fascia. Second by E.Johnson and Approved with all in favor.**

2. **Case 2021-004 / As the Crow Flies / 56-58 North Main Street / Parcel # 23063056** Applicant seeks a favorable recommendation for new awning.

K.Peltier invited Jason Bruley for the applicant to introduce the application. The fabric is made by Ferrari and the color is “Olive Green.” J.Bruley explained that one purpose of the awning is to obscure the view of the air conditioner.

**Motion by S.Poston for favorable recommendation for the Ferrari “Olive Green” as presented and installed. Second by E.Champagne and Approved with all in favor, except for R.Lavallee experiencing connection issues.**

**D. Other Business**

1. Approve July 26, 2021 meeting minutes

**Motion by E.Johnson to approve the minutes as corrected. Second by S.Poston and Approved with all in favor, except for K.Peltier abstaining.**

2. Sign Updates. Champagne asked if Staff could follow up on regulations about how long a sign can stay up after a business has moved or closed. Also looking at blighted property regulations. C.Sawyer reported that the Commercial Window Display amendment has been adopted for the Public Health and Safety Ordinance.
3. Enforcement Updates. None.
4. Other. None.
5. Confirm next meeting date: **OCTOBER 25, 2021 6:30 pm**

**E. Public Comment**

None.

**Motion by K.Peltier to Adjourn. Second by E.Champagne and Approved with all in favor at 6:54 PM.**