

**ST. ALBANS CITY DESIGN ADVISORY BOARD  
REGULAR MEETING  
6:30 PM MONDAY MARCH 18, 2019  
ST. ALBANS CITY HALL, 100 NO. MAIN STREET**

**Meeting Minutes**

**Board Members Present:** Evan Champagne, Vice-Chair; John Morrie; Stephen Poston;

**Board Members Absent:** KarenMarie Peltier, Chair; Elizabeth Reed

**Staff Members Present:** David Southwick, Minute Taker

**Public Present:** See sign in sheet

1. **Call to Order** – Meeting called to order at 6:33 pm
  - a. **Consider any additions or deletions to the agenda** –
2. **Design Review – Consideration of the following applications:**
  - a. **Case DAB 2018-024 / 93 Federal Street / Parcel # 23033083** – The applicant seeks reconsideration of the conditions of the favorable recommendation for a change of branding and signage. John Olson represented the applicant. Mr. Olson presented a new set of drawings asking for a larger price sign and a modification to the color and lighted signs on the canopy. Mr. Olson asked that the price sign be increased to 120 square feet. Member Poston stated that the current regulations limited freestanding signs to 40 square feet total and that the current sign is grandfathered at 64 square feet. Vice-Chair Champagne added that he felt that the board had already granted permission for the largest possible size for the price sign. Mr. Olson asked that they be able to keep the blue color scheme and flow from the canopy back to the building as presented on the new plans. Member Poston asked if there were any other design changes planned for the existing building. Mr. Olson responded that there were no plans to change the building design. Mr. Olson explained that the blue accent lights were housed in a square bracket that directed light to the canopy. Member Poston made the suggestion that there be no lighting on the east or east corner. Vice-Chair Champagne felt that they are already approving the most lighting allowed by the regulations. The board felt that the presented shade of blue paint was acceptable and that extending the paint from the canopy to the main building should be allowed. Member Poston made the motion to accept the new plans. There are five recommendations.
    1. The freestanding price sign be limited to 64 square feet.
    2. There be no lighted signage on the east side of the canopy.
    3. There be a maximum of one lighted Valero sign per each side, with the exception of the east and north where there will be no lighted signs.
    4. The blue accent paint can be on all sides of the canopy and extended to the building.
    5. The blue accent lighting will be allowed only on the Federal Street (west) side of the canopy.

Member Morrie seconded the motion. It passed unanimously.

- b. **Case DAB 2019-003 / 146 North Main Street / Parcel # 22063146** – The applicant seeks a favorable recommendation for a second free standing sign and sign design. Amanda Hilliker represented herself as the applicant. Ms. Hilliker presented that a second free standing sign had already existed and that she had replaced that sign with her own sign. She stated that since the sign had been installed, her business has picked up. She did not realize that she needed a sign permit prior to installing the sign. Mr. Southwick stated that the second sign had been written up with a Letter of Inquiry and that the property owner and Ms. Hilliker had responded appropriately to the letter and were referred to the DAB for a final decision. Ms. Hilliker described the new sign as being on a 4" x 4" post standing 6.5 feet tall, the main sign is 2 ft by 3 ft, the hanging shingles are 7" by 24' and the back sign was 1 ft by 3 ft. She added that the new sign was nicer and matched the color of the building. Vice-Chair Champagne stated that previously existing second free standing sign had lost its grandfather status once it had been removed. He added that the Land Development Regulations stipulate only one free standing sign per lot. Member Poston made a motion to table the case, Member Morrie seconded the motion. It passed unanimously.

**3. Other Business –**

- a. **Approval of January 28, 2018 Minutes** – Member Morrie made a motion to approve the minutes as amended. Member Poston seconded the motion. It passed unanimously.
- b. **Other –**
  1. **Sign Updates** – Green Mountain Hemp has their new sign. La Casa Burrito is changing their name and we are waiting to approve the new design.
  2. **Enforcement Updates –**
    - i. **The Grind** – There has been no change to the exhaust piping. There is speculation that the owner is planning to sell the building. The board recommended a new warning with one more month to comply.
- c. **Confirm next meeting date: April 22, 2019 6:30 p.m.** Member Poston indicated that he would not be available for this meeting.

**4. Public Comment – None**

5. **Adjourn** – Member Poston made a motion to adjourn. Member Morrie seconded the motion. It passed unanimously at 7:38 p.m.

**May 20, 2019 - Motion to Approve with changes: Member Poston, motion seconded by Member Morrie. Motion passed two (2) in favor, zero (0) opposed and one (1) abstained.**

