

**MEETING MINUTES
ST. ALBANS CITY DESIGN ADVISORY BOARD
REGULAR MEETING
ST. ALBANS CITY HALL, 100 NO. MAIN ST.
6:30 PM MONDAY, January 25, 2021**

APPROVED

Board Members Present: Elizabeth Reed, Stephen Poston, KarenMarie Peltier, Chair; Evan Champagne, Vice-Chair

Board Member Absent: John Morrie

Staff Members Present: David Southwick, Planning and Permitting Administrator; Tammi DiFranco, Property Services Assistant, taking minutes; Chip Sawyer, Director of Planning & Development

Public Present: Laz Scangas, Chief Maurice Lamothe, Jim Cameron

A. Open Meeting – KM.Peltier called the meeting to order at 6:31 PM

1. Pledge of Allegiance
2. Consider any additions or deletions to agenda- there were none.

B. Design Review – Consideration of the following applications:

1. **Case #2021-001 / City of St. Albans - Chip Sawyer / 142-150 South Main Street / Parcel #26079150** Applicant seeks a favorable recommendation for a Site Plan. This property is located in the Business 2 (B2) Zoning District and the Gateway (DR-4) Design Review District.

KM.Peltier invited Chip Sawyer to describe the application.

C.Sawyer stated that the city received conditional use approval about a year ago to locate the public safety facility, minus the firetrucks, to the old CCV building on South Main Street. The modifications being presented are mostly for security and communications. To be both a police station and a regional dispatch center, some things will need to be changed on the site, mostly on the exterior of the building: public parking and secure parking, sally port on Southwestern corner of building, some additional lighting, a tower for dispatch that falls under a permitting exemption. He also explained that since it is a public building, the state limits to what extent we can permit and condition proposals for public facilities. A couple of things that cannot be regulated are signage and design esthetics. The DAB can give recommendations to be considered by the applicant.

Laz Scangas showed the site plan and explained the changes. Front parking will remain mostly public, no changes. There will be a controlled access gate on the secured parking area and a fence installed around the secure area. A sally port

that is two bays wide will allow the Police to be able to bring people into the building securely. The main entrance and other entrance will stay. There is an entrance on the front right side that will be eliminated. The radio tower will be placed in the northwest corner. On the elevation drawing, L.Scangas explained that some existing windows will be blocked off with matching brick. There are programmatic reason for blocking off the windows. There will be a new door on the west side, which is the rear of the building. Above each door, there is a wall mounted, down shielded light fixture. There will be motion sensor and photocell controlled. The remainder of the building will stay the same.

E.Reed asked if there is any added lighting on the fence perimeter. Jim Cameron answered that there is added lighting on the fence, it is on the plan. D.Southwick pulled up the lighting plan to be viewed. L.Scangas pointed out the 4 new light fixtures and the already existing light fixtures. E.Champagne asked if all the new fixtures will be LED and shielded. L.Scangas answered yes. E.Champagne pointed out that the existing lights appear to be high pressure sodium. He suggested that they look into changing them to LEDs if possible to retrofit them. It would create a nice even color and temperature of lights throughout the whole parking lot.

E.Champagne asked if there is any building signage on the building or by the road. L.Scangas answered that it is not something they have had time to address yet. C.Sawyer pointed out that permits will not be needed for the signs since it is a public building. E.Champagne stated that the building is bland and none of the updates are doing anything to change the character of the building. Signage could be an opportunity to make it statelier.

E.Champagne suggested that they place a bike rack somewhere, either on the front or the side in the public area. He also suggested that they look for opportunities for some plantings. He appreciated the green space that is being added back to the property.

Motion by E.Champagne to approve the project with the suggestion that the existing light fixtures be switched over to an LED light fixture if there is a conversion kit available, that bike racks be provided on the front or side of the building within the public zone, and that the site plan be looked at for opportunities for additional landscaping and plantings. Second by E.Reed. Approved with all in favor.

C. Other Business

1. Approve May 18, 2020 meeting minutes – D&V
Motion by S.Poston to approve the minutes with corrections. Second by E.Champagne. Approved with three in favor, one abstaining.
2. Approve June 22, 2020 meeting minutes – D&V

**Motion by E.Champagne to approve the minutes with corrections.
Second by S.Poston. Approved with all in favor.**

3. Approve July 27, 2020 meeting minutes – D&V
Incorrect Minutes submitted, deferred to next meeting.
4. Approve August 24, 2020 meeting minutes – D&V
**Motion by E.Reed to approve the minutes with corrections. Second
by S.Poston. Approved with all in favor.**
5. Approve 2021 Application Submittal Schedule– D&V
**Motion by E.Reed to approve the schedule as submitted with the
exception of a possible date change to the December 27th meeting.
Second by E.Champagne. Approved with all in favor.**
6. Sign Updates
 - a. The Grind is moving out of their South Main space and the Main Squeeze is taking over the entire space. The second sign is legally non-conforming.
 - b. There is an application for a new sign for Spectrum Youth & Family Services on Lake Street.
 - c. New window sign for the new Art Supply Store on North Main.
 - d. Rail City Market had a projecting sign on the corner of Lake and Main that will be going back up with the addition of a small tag for the new law firm upstairs.
7. Enforcement Updates
KM.Peltier asked how the snow removal was going at the Beverage Mart.
D.Southwick stated that they have been in compliance every time he has checked this winter.
8. Nomination and Election of Officers
S.Poston stated that he thought the current board was working well and that he thought no changes were needed. E.Reed and E.Champagne both agreed.

**Motion by S.Poston to re-elect KM.Peltier as Chair of the DAB and
E.Champaign as Vice-Chair of the DAB. Second by E.Reed.
Approved with all in favor.**
9. Chair- Survey of the Board
Chair, KM.Peltier, stated that she wanted to use some time to see what all the board members thought about the Congress & Main Street Projects. She asked if there was any further development on the Maiden Street Apartment rooftop that Grant wanted to expand on. D.Southwick and C.Sawyer both answered that there had been no new word on the project.

S.Poston stated that he likes Congress & Main; it has a nice presence and a nice form. He is not in love with the northern half of the building, but he thinks it fits a need in the city. What the board was able to gain from the comments and collaborative process with the city and builders ended up with a much better building than what was presented at the beginning. Everything is a compromise, and he felt that everyone did a great job.

E.Reed agreed and thought that all the back and forth on the design of the building was worth it. She has gotten a lot of positive feedback from community members with the end result. It feels like the building was always there, which is our goal in the end

E.Champagne agreed with the other board members. The project turned out as expected and is an asset to the town. The scale of the building works well and the design team responded well to their comments. He likes all the glass on the first level.

KM.Peltier pointed out that they had put more than their average amount of effort time into this project. She appreciates everyone's comments. C.Sawyer also appreciated the comments and the city appreciates all the time they put into this project.

10. Other

E.Champagne pointed out the metal siding on the Hampton Inn that has blown off. He explained that they had a difficult time as a board allowing the metal siding on that project. They spent a lot of time discussing the level of material that was approved for that project and it still ended up coming off. He asked if there had been any enforcement about fixing it. D.Southwick stated that hotel is planning on addressing it in the spring or summer when the weather is better. E.Champagne pointed out that during the planning process the board had tried to point the developers in the direction of a better product, which would have saved them the expense of fixing it now.

KM.Peltier restated that their role as a board is to look at the details and be confident in their suggestions. E.Champagne stated that they want new projects and for the downtown to thrive. All they can do is point applicants to better projects and look at the samples; working with the applicant to have the best outcome for their projects.

11. Confirm next meeting date: **February 22, 2021 6:30 pm- Format TBD**

D. Public Comment- None

Motion by KM.Peltier to adjourn. Second by S.Poston and approved with all in favor at 7:19 PM.