

**MINUTES**  
**ST. ALBANS CITY DESIGN ADVISORY BOARD**  
**REGULAR MEETING**  
**ST. ALBANS CITY HALL, 100 NO. MAIN ST. AND VIA REMOTE CONFERENCE**  
**6:30 PM MONDAY, MARCH 23, 2020**

**Board Members Present (all via phone):** KarenMarie Peltier, Chair; Evan Champagne, Vice Chair; John Morrie; Elizabeth Reed; Stephen Poston

**Board Members Absent:** Dana Scofield

**Staff Present:** Dave Southwick, Property Services Administrator; Chip Sawyer, Director of Planning & Development and taking minutes.

**Public Present:** Rebecca Arnold and Brian Terhune.

**A. Open Meeting – Chair K.Pelter opened the meeting at 6:30 PM.**

1. Consider any additions or deletions to agenda
2. Discuss Reciting the Pledge of Allegiance prior to DAB Hearings - D&V

J.Morrie stated that other City boards recite the Pledge before their meetings, and he was wondering if the DAB would like to do the same. E.Champagne added that the board had previously waited until the Chair was present before they made a decision.

K.Peltier said that she was in favor of it.

**Motion by K.Peltier to recite the Pledge of Allegiance prior to DAB meetings. Second by J.Morrie and approved with all in favor.**

3. Election of Chair and Vice Chair

K.Peltier wondered why this item was on the agenda for this time of year. C.Sawyer said that it was typically performed after DAB re-appointments are made in April or May. K.Peltier mentioned that this should be an item in June, and there was general consensus. Item tabled.

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

1. **Case DAB 2020-001 / Kathmandu Restaurant / 133 North Main Street / Parcel #11063133 Applicant seeks a favorable recommendation for a new sign with lighting. This property is located in a (B1) Business 1 District and the (DR-2) Downtown Expansion Design Review District.**

Chair K.Peltier introduced the application.

With the applicant not present, D.Southwick explained the application for the down-lighting. As an aside, D.Southwick mentioned that he had procured a Pantone color sample book in order to more accurately discuss colors with applicants and designers concerning signs.

**Motion by S.Poston for a favorable recommendation for the proposed lighting with the conditions that it include three lights to match neighboring signs, that the lights be dimmable, that they be Dark-Sky compliant, and they be turned off after business hours. Second by E.Reed and approved with all in favor.**

2. **Case DAB 2020-002 / Franklin County Court House / 36 Lake Street / Parcel #36049034 Applicant seeks a favorable recommendation for a Site Plan. This property is located in the Business 1 (B1) Zoning District and the Traditional Downtown (DR-1) Review District.**

Chair K.Peltier introduced the application.

Rebecca Arnold, the applicant's architect, explained the elevations and the differences between the earlier approved site plan and the new proposal. S.Poston mentioned the four conditions from the last approval and stated that this new proposal did not change those conditions, and they still applied.

**Motion by E.Champagne to issue a favorable recommendation for the proposal as presented with the DAB's four previous conditions still applying with particular attention to the egress lighting. Second by J.Morrie and approved with all in favor.**

### C. Other Business

1. Approve December 23, 2019 meeting minutes – D&V

**Motion by E.Reed to approve the minutes of December 23, 2019 with typographical corrections. Second by J.Morrie and approved with all in favor.**

2. Sign Updates - Walgreens

D.Southwick reported that the new Walgreens sign was uncovered and operational. He noticed that they had brought their window privacy screening into compliance with the sign Regulations.

3. Enforcement Updates - Colonial Hair/reInkarnated Tattoo

D.Southwick said that the sign-maker has been cooperative in replacing the bright red sections (in violation) with acceptable shades of red. Soon there will only be one free-standing sign at the property.

4. Other.

C.Sawyer asked E.Champagne and S.Poston if they would like to apply to be re-appointed to the DAB when their terms expire, and the answers were Yes.

5. Confirm next meeting date: **APRIL 27, 2020 6:30 pm**

**D. Public Comment**

None.

**Chair K.Peltier Adjourned the meeting at 7:12 PM.**