

**MEETING MINUTES  
ST. ALBANS CITY DESIGN ADVISORY BOARD  
REGULAR MEETING  
ST. ALBANS CITY HALL, 100 NO. MAIN ST.  
6:30 PM MONDAY, July 22, 2019**

*FINAL*

**Board Members Present:**, Elizabeth Reed, Stephen Poston, Dana Scofield

**Board Members Absent:** KarenMarie Peltier, chair; Evan Champagne, vice-chair; John Morrie

**Staff Members Present:** David Southwick, Planning and Permitting Administrator; Tammi DiFranco, Property Services Assistant, taking minutes.

**Public Present:** See attached sign-in sheet.

- A. Open Meeting – S. Poston called the meeting to order at 6:32pm**
1. Consider any additions or deletions to agenda.

S.Poston was designated as the interim Chair.

Introduced minute taker Tammi DiFranco. In order to have more continuity, it was decided that having a staff member present to take minutes would be the best for getting the information needed at the DAB meetings. Tammi works in the Property Services office as the part-time assistant.

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

1. **Case DAB 2019-010 / Main & Congress Street Project - City of St. Albans / 85 North Main Street / Parcel # 14063085; 89 North Main Street / Parcel # 14062089; 99 North Main Street / Parcel # 14063099; and 8 Congress Street / Parcel # 11022008** The applicant seeks a favorable recommendation for a site plan review to previously approved building design. *This property is located in a (B1) Business 1 District, the (DR-1) Traditional Downtown Design Review District and the St. Albans Downtown Historic District.*

S. Poston invited Grant Butterfield and Dominic Cloud to describe the application. G.Butterfield and D.Cloud introduced themselves as representatives of the project. G.Butterfield introduced the two small changes to the approved plan. The first is the removal of the balconies from the south side of the building. They decided to remove them because there are code issues and the tenants had liability issues with them. The second change is to the NW Cube. The Core 10 material that was approved has many challenges, the newness of the product and the rust collecting on the side walk are two of the issues. The drawings show what Core 10 will look like in 7 to 10 years after being installed. After time it

develops its own color scheme which cannot be completely predicted. The proposed change to Trespa matches the look we are going for.

S. Poston stated that the DAB was initially against the Core 10 and are happy to see something new being introduced.

G.Butterfield stated they are trying to deflect negative critique that could come 10-12 years down the road concerning the aging of the Core 10. E.Reed expressed appreciation for the concern for the future look. Passed the Trespa sample around. G.Butterfield explained the color effects of the different angles of the sun.

S.Poston clarified the 2 items being approved and asked if there was anything else.

G. Butterfield stated that there are a few small changes from an architectural standpoint; refining details.

S. Poston pointed out a few details with the lighting, specifically up lighting. Asked if this has already been approved and if dark sky guidelines are being followed. D.Cloud asked where the up lights were shown. S.Poston pointed out the lighting above the store front signage is described as up and down bronze cylinder tube. Uplighting will need further review or we do not want to see it at all. D. Cloud asked if lighting had been discussed. D.Southwick confirmed that nothing has been discussed about either lighting or signage. G.Butterfield confirmed that it hadn't been discussed yet. Eric, the architect, may have added it as a feature without being aware of the ordinances.

E.Reed asked for clarification on the corner design. All the drawings have it square, but the elevation drawings show a canopy and sign. G.Butterfield clarified that the overhang is further down the building, not on the corner.

S.Poston asked if there were any other material or detail changes. G.Butterfield stated no, just the two presented.

S. Poston asked if there was any discussion about the connecting pieces of metal paneling; he may have missed the original discussion. G.Butterfield stated that it has always had that look. D.Southwick presented the pre-drawings for S.Poston to look at. E.Reed stated that they had discussed having the metal as an accessory but not as a siding and does not recall settling on a material. S.Poston stated that he does not want to contradict anything that was already approved. D.Southwick brought attention to the staff report that points to the currently approved plans from the November 2018 DRB decision and the proposed design plans from 7/16/2019. S.Poston stated that it is a higher quality than the hotel, we are learning from their mistakes.

S.Poston wanted to make note that during the October 9, 2018 meeting the DAB recommended not using the Core 10. He is disappointed that the DRB disregarded the DAB recommendations and opinions in regard to the Core10. If the DAB opinion was not stated clearly, they apologize. One of the recommendations was for more detail in the north cube. G.Butterfield stated that the eyebrows and other small details break up the smooth nature of the building. S.Poston stated that he understands the process, but is disappointed. Other members agreed.

S.Poston asked for comments from the board on the proposed changes. E.Reed approves with removing the balconies; she was not in favor of them from the beginning. D.Scofield stated that it would clean up the look to remove the balconies; S.Poston agreed and asked for opinions on the change of material. D.Scofield stated that he prefers the Trespa over the previous Core 10. He asked if lighting would be discussed at a future meeting.

D.Southwick stated that the DRB would hear a similar presentation at their next meeting. If a permit for lighting comes up and it does not meet regulations, it will come before the DAB for discussion. G.Butterfield stated that he will discuss lighting with the architects. D.Southwick stated that it is within S.Poston's right to add the language about lighting to the conditions tonight.

**Motion by D. Scofield to approve the project removal of balconies from the south side of the building and changing the material on the NW cube to Trespa with conditions. If uplighting is to be used, it will need to come before the DAB for approval. Second by E.Reed. Approved with all in favor.**

2. **Case DAB 2019-011 / One Federal / 1 Federal Street / Parcel #2303301 The Applicant seeks a favorable recommendation for changes to the façade of the building. This property is located in a (B1) Business 1 District, the (DR-1) Traditional Downtown Design Review District and the St. Albans Downtown Historic District.**

S.Poston invited Mark and Cheryl Ledoux to describe the application.

M.Ledoux stated that many years ago they completed the project with approved colors and windows. The wood around the windows has not weathered well and they would like to replace it with a material called Azek. On the Lake Street side they propose to remove an unused door from the left and install one more window above. S.Poston asked if this was the same proposal from last time, M.Ledoux confirmed that everything is the same except that they would not be doing the second floor. They want to re-cover the awnings to clean up the appearance. S.Poston asked if awnings were being discussed tonight, C.Ledoux confirmed that they want to keep the current frames if possible and re-cover them with new canvas. If they cannot be re-covered, they may just remove them. S.Poston affirmed that awnings could be discussed as part of the plan.

S.Poston wanted to clarify that nothing would be done on the second floor. M.Ledoux stated that the black steel beam would be repainted the same black and everything below the beam that is on the site plan.

S.Poston clarified that the horizontal beam would be painted black, first story painted as shown with colors listed (Monroe Bisque with Davenport Tan trim), light fixtures repainted black, awning covers to be replaced with colors shown, removal of door, and addition of window above door. L.Reed recommended not including the awning frame shape since other board members not present will want to see the shape. S.Poston agreed. If something changes the zoning administrator can decide if it needs DAB approval. S.Poston asked if there was anything else to add.

E.Reed presented motion: addition of first floor window, door removed, black horizontal beam and light fixtures painted black, second floor untouched, DAB recommends replacement of awning covers using original frames. If frames need to be replaced, a second meeting will occur. Colors in drawing approved.

C.Ledoux asked if they remove awnings completely, would they need to come back for approval. S.Poston stated yes that it would be a design change. E.Reed added that they look at awnings the same as signage. S.Poston confirmed that removal would be a façade change. E.Reed stated that they could first discuss removing the awnings with D.Southwick. He will refer them back to the DAB if needed. M.Ledoux asked if adding an awning would require a hearing.

D.Southwick stated yes; anything projecting from the building is an automatic DAB hearing. C.Ledoux asked about the changing or removing the lettering on the awning. D.Southwick stated that it would only need approval for a color change. He can look at the request if needed and decide if it is an administrative decision or needs a DAB hearing.

**Motion by E.Reed for a favorable recommendation for the site plan presented with the understanding that the DAB recommends replacement of awnings using the original frames. If the frames need to be replaced, a second DAB meeting will occur. Second by D.Scofield. Approved with all in favor.**

### **C. Other Business**

1. Reed asked about the painting that has started at Jeff's Seafood; is it just maintenance. D. Southwick conformed that it was just maintenance, same colors as approved previously.
2. Approve June 24, 2019 meeting minutes – D&V

**No quorum to approve minutes, will be tabled until next month.**

Dave clarified that in order to have a quorum to approve minutes; three votes would be needed from members who were present at the meeting being approved. This was not the case for this month, only two were present.

3. Other

a. Sign Updates- None

b. Enforcement Updates- Status quo

i. Summary judgement is being sought for 211 Lake Street snow removal case. The case went to court but the defendant never responded.

ii. There was an appeal to the environmental court for a DRB subdivision sketch on Lake Street. The appeal was withdrawn and the final decision was made. Appeal period is now over.

4. Confirm next meeting date: **AUGUST 26, 2019 6:30 pm**

**D. Public Comment**

**Motion by E.Reed to adjourn. Second by D.Scofield and approved with all in favor at 7:32 PM.**

St Albans Design Advisory Board - Regular Meeting  
 Monday, July 22, 2019

Thank you for attending. Please sign in

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