

**MEETING MINUTES
ST. ALBANS CITY DESIGN ADVISORY BOARD
REGULAR MEETING
ST. ALBANS CITY HALL, 100 NO. MAIN ST.
6:30 PM MONDAY, AUGUST 26, 2019**

FINAL

Board Members Present:, Elizabeth Reed, Stephen Poston, Dana Scofield, 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 – KM.Peltier called the meeting to order at 6:28 PM

1. Consider any additions or deletions to agenda- None

B. Design Review – Consideration of the following applications:

1. **Case DAB 2019-012 / Edward Jones / 149 North Main Street / Parcel #11063149 The Applicant seeks a favorable recommendation for new signage. *This property is located in a (B1) Business 1 District and the (DR-2) Downtown Expansion Design Review District.***

KM.Peltier invited Tammy Ryea, owner of Premier Signs and Graphics, to describe the application.

D.Southwick noted that there was an address correction for tonight's applicant.

T.Ryea explained that there will be two signs on the fascia of the roof that will be illuminated and one plaque beside the door.

E.Champagne asked how she determined the size of the sign. T.Ryea stated that she works for the sign company, not Edward Jones. She looked at the size of the building and the old signs to determine the size of the sign presented. She also noted that the sign in the submitted drawing should be shifted to the left.

E.Champagne asked if the sign would be centered between the columns. J.Morrie pointed out that both signs are the same size. He asked if it would be possible to shrink the sign to fit between the columns. T.Ryea said that she will stop and measure the distance between the columns. She pointed out that the graphic is designed digitally for paper and can be tweaked to match what they want. If the goal is to have it centered, she thinks it will fit nicely. It is longer than the previous VT Federal Credit Union sign. D.Scofield pointed out that in the drawings the sign appears to be centered on the windows and not the column. He

agreed that it would look better being centered between the columns. E.Champagne asked if it would be a problem to shrink it down to make it no longer than the space between the columns. T.Ryea stated that it should not be a problem as long as they have not started manufacturing the sign. S.Poston pointed out that hypothetically if you take 24 inches down to 20 inches, the width would go down to 20 feet.

J.Morrie asked how the sign will be lit up. T.Ryea responded that the sign is lit with totally encased LED lighting.

E.Champagne pointed out that there would be two lit signs because of the two entrances. It was confirmed that one faces west and one faces south. T.Ryea confirmed that it is the same placement as the previous VT Federal Credit Union signs; one facing the road and the other facing the old JC Penney building entrance. E.Champagne asked if the DAB had ever approved 2 signs before. J.Morrie pointed out that Valero had 5 signs. J. Morrie & E.Champagne pointed out that they only allowed one sign for the Tattoo place on Main Street. KM.Peltier explained that this is 2 signs on one building; the Tattoo business had wanted 2 separate free standing signs.

E.Reed asked if the previous Credit Union signs were back lit. T.Ryea stated that she did not think there was lighting. They had to install power on the roof for the new signs that are being presented.

KM.Peltier reviewed the signage regulations. She read that signs are allowed where they can be viewed by customers. J.Morrie pointed out that the south entrance into the parking lot would be included in that too.

T.Ryea said that the plaques would be 36 square inches.

J.Morrie counted the sign panels to see the exact size of the sign. T.Ryea stated that there are 31 full size panels, 32 if you include the end pieces. 512 inches, which is just less than 43 feet long. E.Champagne pointed out that they do not want to turn the entire roof into a sign; he just wants it to stay within the columns. J.Morrie pointed out that each sign is 112 inches long; the sign might not be represented accurately in the picture. T.Ryea said they should assume 8 panels for each sign to include the overhang, which is 128 inches. The drawing must not be to scale and not a true representation. J.Morrie pointed out that if it's 10'8" panels, then it is 5 feet longer than what is drawn. He asked if everyone wanted to walk to the property and measure it. KM.Peltier stated that if they give parameters and make a motion, there should not be a need to go measure it.

E.Champagne asked if the backing will be painted to match the roof. T.Ryea said yes.

E.Champagne asked if there would be a dimmer switch on the lit sign. T.Ryea asked if there are requirements for when the lights can be on. KM.Peltier stated

that there are no specific rules written into the regulations. E.Champagne stated that there are dark sky regulations and that the sign should be turned off at night. T.Ryea asked for a time that they should be turned off at night. D.Southwick stated that the shopping center may have their own rules regarding this. E.Champagne said that ideally the lights should go off at a certain time. KM.Peltier stated that they should also be turned off during the day.

D.Southwick introduced a written public comment. Steve Plosser, the property manager, stopped in and said that he was happy to see that the sign would be installed on a raceway system.

KM.Peltier asked if there were any further comments.

T.Ryea said that she would stop at the property after the meeting to measure the distance between the columns. She asked when she will be able to pick up the permit. D.Southwick stated that he would contact her the next day when the permit was ready.

Motion by E.Champagne to approve the project with conditions. The color of the raceway is to match the color of the roof. A dimmer and timer need to be installed and configured to have lights off during the day and a set time at night. The sign must be no longer than between the columns on the west side and to be scaled in proportion. The second sign must be the same size. Second by J.Morrie. Approved with all in favor.

C. Other Business

1. Approve June 24, 2019 meeting minutes (Tabled) – D&V

Motion by E.Champagne to approve the minutes. Second by S.Poston and approved with 4 in favor, 0 opposed; 2 abstaining.

2. Approve July 22, 2019 meeting minutes – D&V

Motion by E.Reed to approve the minutes as amended. Second by S.Poston and approved with 3 in favor, 0 opposed; 3 abstaining.

3. Other

- a. Sign Updates-

- i. 10 Lake Street, Catalyst & Red House Sweets, window graphics and 3 projecting signs.

D.Southwick explained that these signs meet all the regulations. The signs that come before the DAB are typically signs that include an awning, lighting, or a canopy; and occasionally for colors presented.

- b. Enforcement Updates-

- i. 110 Catherine Street. Keith will have the panel replaced soon. He is waiting for the panel to arrive.
- ii. Citizen Serve software has been installed. D.Southwick explained that he can now electronically capture all the DAB cases and the conditions. He passed around a sample report generated from the software. He can close each condition as they are complete, so will now have an easier way to know if someone still has unmet conditions. He can also have ongoing conditions scheduled so that he can make the yearly inspections. KM.Peltier pointed out that he will now have evidence if a case goes to court. D.Southwick affirmed that it will make things easier and allow him to automate things that might be easily forgotten. J.Morrie asked if all the permits would be on the DAB report. D.Southwick explained that they are separate reports.
- iii. The city has filed an appeal of the DRB's latest decision concerning the market rate apartments on Maiden Lane.

Confirm next meeting date: **SEPTEMBER 23, 2019 6:30 pm**

D. Public Comment

None

Motion by KM.Peltier to adjourn. Second by J.Morrie and approved with all in favor at 7:20 PM.

