

**MEETING MINUTES
ST. ALBANS CITY DESIGN ADVISORY BOARD
REGULAR MEETING
ST. ALBANS CITY HALL, 100 NO. MAIN ST.
6:30 PM MONDAY, NOVEMBER 25, 2019**

FINAL

Board Members Present (circle): Elizabeth Reed, KarenMarie Peltier, Chair; Evan Champagne, Vice-Chair; John Morrie

Board Members Absent: Stephen Poston, Dana Scofield

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 6:30 PM

1. Consider any additions or deletions to agenda.
 - a. D.Southwick announced that the applicant had called at 6:00 PM to notify him that he would be unable to attend. With the information in the packet, D.Southwick stated that there should be enough information to proceed with the case if the board agrees.

B. Design Review – Consideration of the following applications:

1. **Case DAB 2019-015 / Congress & Main, LLC / Main & Congress Street Project / Parcel #14063093 The Applicant seeks a favorable recommendation for a façade change. This property is located in a (B1) Business 1 District, the (DR-1) Traditional Downtown Design Review District and the Downtown Historic District.**

The applicant was unable to attend the hearing, but the board looked through the material presented and decided that the application was complete and that they could discuss the case and make a decision.

D.Southwick explained that the applicant wants to trade two windows on the front right of the building and one window on the south end for three garage style roll-up windows. They will be the same dimensions, no change in size or color.

KM.Peltier commented that they are the same style as Leunig's in Burlington.

E.Champagne asked about the door at the right end; is it part of the change?
D.Southwick stated that the door change is not being requested today, but there will be a window filling the spot.

E.Champagne stated that the overhead door is a quality product. E.Reed likes the concept of an open air eating area.

D.Southwick pointed out that drawing 511/521/522 has more specs and colors. There are also details of the actual doors being presented. J.Morrie asked if the glass will match. D.Southwick confirmed that the glass will match the other windows. E.Champagne stated that sometimes they use a cheap coating on glass. E.Reed pointed out that there are glass options in the packet. KM.Peltier stated that a decision has previously been made on the glass and they want to be sure that it matches.

Motion by E.Champagne to approve the project as presented with the understanding that the mullions will be painted to match the other window units and the glazing on the glass panels will match all other windows. Second by J.Morrie. Approved with all in favor.

C. Other Business

1. Postponed approval of September 23, 2019 meeting minutes until there is a quorum.
2. Other
 - a. Sign Updates- new signs approved
 - i. 88 Walnut Street- new kennel with wall sign
 - ii. 24 Lake Street- sandwich board and window sign
 - iii. 248 North Main Street- new wall sign at fitness zone
 - b. Enforcement Updates- None
 - c. Proposed the meeting schedule for the upcoming year.
3. Confirm next meeting date: **DECEMBER 23, 2019 6:30 pm**

D. Public Comment

Motion by KM.Peltier to adjourn. Second by E.Reed and approved with all in favor at 6:50 PM.

St Albans Design Advisory Board - Regular Meeting
Monday, November 25, 2019

Thank you for attending. Please sign in

NAME	ADDRESS	EMAIL	PHONE
No Public			