

**MEETING MINUTES  
ST. ALBANS CITY DESIGN ADVISORY BOARD  
REGULAR MEETING  
ST. ALBANS CITY HALL, 100 NO. MAIN ST.  
6:30 PM MONDAY, DECEMBER 23, 2019**

*Approved March 23, 2020*

**Board Members Present:** Elizabeth Reed, Stephen Poston, Dana Scofield, Evan Champagne, Vice-Chair; John Morrie

**Board Members Absent:** KarenMarie Peltier, Chair

**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 – E.Champagne called the meeting to order at 6:30 PM**

1. Consider any additions or deletions to agenda.
  - a. D.Southwick requested that Case 2 be presented first. D. Southwick would be presenting Case 1 himself since the applicants live out of state. The applicants for Case 2 would be present. The board agreed to the request.

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

1. **Case DAB 2019-016 / St. Albans Shopping Center / 133 North Main Street / Parcel #11063133 The Applicant seeks a favorable recommendation for a new sign. This property is located in a (B1) Business 1 District and the (DR-2) Downtown Expansion Design Review District.**

E.Champagne invited D.Southwick to describe the application.

D.Southwick introduced the rebranding from Rite Aid to Walgreens. They are only applying to change the main Rite Aid sign with the Walgreens sign at this time.

E.Champagne asked about the blockage on the front windows. D.Southwick stated that staff is going to request that Walgreen's remove the window ads to comply with the 25% rule if they come in to ask for window signs. The current window signs are specific to Rite Aid; he hasn't heard any further plans.

S.Poston stated that it appeared that they were reducing the size of the signs according to the square footage. J.Morrie said that he thought that the sign looked larger, maybe just more spread out. E.Champagne stated that the size they are asking for is still larger than the 120 inches that is allowed. J.Morrie stated that

when looking at their specifications and looking the square footage, the size is going to be very close to what is allowed. It is going to be a bright red sign, which is not usually approved in the traditional downtown. He thinks with the red color, it should be a little smaller.

S.Poston mentioned requesting that the pharmacy sign not be lit. In Walgreen's proposal, they already mention that the Pharmacy sign may not be lit. J.Morrie added that it will still be seen at night from the lit Walgreens sign above it. E.Reed stated that she would prefer the pharmacy sign unlit. E.Champagne confirmed that the board should suggest a lit Walgreen sign and an unlit Pharmacy sign.

J.Morrie asked if there were time regulations for when the sign can be lit. D.Southwick answered that he does not think there are any regulations concerning times for lit signs. E.Champagne pointed out that there are dark sky guidelines. The board can request that they turn off the sign during certain hours. D.Southwick pointed out that the new Edward Jones sign is not lit when they are closed.

E.Champagne stated that, in the sign regulations, Section 518, it states that there should be no unnecessary illumination. He suggested requesting dimmers for the Walgreens sign.

E.Champagne suggested that if there are holes caused by removing or any discoloration from the current sign, that everything be patched and cleaned up before the new sign is installed. J.Morrie pointed out that their proposal states that they will patch and paint to match existing sign. He also noted that the proposal also acknowledges the fact that their proposed sign does not meet our codes. If the applicant goes down a size, and keeps the same proportions to each other, the signs will be just under the current regulation size of 120 inches.

**Motion by J.Morrie to approve the project with the following conditions:**

- 1. When old sign is removed, area must be patched and painted.**
- 2. Sign size needs to comply with regulations in Section 517, Table 2.**
- 3. If any window signs are altered, they need to come into compliance. Section 517, Table 4.**
- 4. Pharmacy sign is not to be illuminated. Walgreens sign must be on a dimmer.**

**Second by E.Reed. Approved with all in favor.**

2. **Case DAB 2019-017 / Sharon Swainbank & Phil Gerbode / 112 North Main Street / Parcel #22063110 The Applicant seeks a favorable recommendation for new signs and awnings. This property is located in a (B1) Business 1 District, (DR-1) Traditional Downtown Design Review District and the Historic Downtown District.**

E.Champagne invited Phil Gerbode and Sharon Swainbank to describe the application.

S.Swainbank introduced their project. They would like to change the color and lettering on their awnings.

S.Poston asked if it would be a frame change also. S.Swainbank said they would be using the current frame.

E.Champagne asked about the color on the middle awning and where it came from. He questioned whether there wasn't a better color to use that would complement the building. S.Swainbank said they just chose the color because it is neutral. P.Gerbode answered that the window frames are a deep bronze. E.Champagne suggested possibly using black to complement the building better. S.Swainbank showed the three color swatches together so that the board could get a better idea of what they were proposing. She is open to suggestions for the middle awning color. Since the middle awning is meant to be neutral, S.Poston thought it would be best to match the building with the center color. E.Champagne asked if the door frames were black. P.Gerbode answered yes. After examining the color swatches, E.Champagne and D.Southwick both agree that the swatches are darker than what is presented in the picture. E.Reed likes the gray, but thinks that black could be ok. She thought the black could distract from the businesses.

J.Morrie asked if there are separate entrances for each business. P.Gerbode confirmed that there is. J.Morrie suggested accenting their inside doors using the colors of the awnings to help further distinguish the businesses after entering through the common front door. S.Swainbank stated that her business logo is on the inside door and has the same color of green.

**Motion by S.Poston to approve the new awnings and printing as presented. The board suggests that the clients may see fit to use the same colors on their respective inside doors. Second by J.Morrie. Approved with all in favor.**

### C. Other Business

1. Approve September 23, 2019 meeting minutes – D&V  
**Motion by S.Poston to approve the minutes with spelling corrections. Second by E.Champagne. Approved with 2 in favor, 0 against, and 3 abstaining.**
2. Approve November 25, 2019 meeting minutes - D&V  
**Motion E.Reed to approve the minutes with corrections. Second by E.Champagne. Approved with 3 in favor, 0 against, and 2 abstaining.**
3. Sign Updates –
  - a. Edward Jones sign is up and in compliance with all regulations and conditions.

- b. Catalyst is still waiting on installing their projecting sign.
- 4. Enforcement Updates
  - a. There are a couple cases still in court: an appeal to a subdivision on Lake Street and snow removal at Beverage Mart.
- 5. Review & Approve 2020 Hearing Schedule
  - a. Change the date in May to the 18<sup>th</sup>.
- 6. Other
  - a. J.Morrie asked if the board would consider discussing reciting the Pledge of Allegiance to open the meeting. Other boards do it and he thought it should be discussed. It will be added to the agenda for the January meeting.
  - b. D.Southwick added that new DAB chairs, or the status quo, are decided on at the beginning of each year. It will be on the January agenda.
- 7. Confirm next meeting date: **JANUARY 27, 2020 6:30 pm**

**D. Public Comment-** None

**Motion by S.Poston to adjourn. Second by J.Morrie and approved with all in favor at 7:18 PM.**