

**MEETING MINUTES
ST. ALBANS CITY DESIGN ADVISORY BOARD
REGULAR MEETING
ST. ALBANS CITY HALL, 100 NO. MAIN ST.
6:30 PM MONDAY, July 27, 2020**

APPROVED

Board Members Present: Elizabeth Reed, Stephen Poston, KarenMarie Peltier, Chair

Board Members Absent: Evan Champagne, Vice Chair; John Morrie

Staff Members Present: David Southwick, Planning and Permitting Administrator, taking minutes.

Public Present: Cheryl and Mark Ledoux, Peter March, Don Booth, and Jason Bruley

A. Open Meeting – KM Peltier called the meeting to order at 6:30 PM

1. Consider any additions or deletions to agenda.- none
2. Pledge of Allegiance

B. Design Review – Consideration of the following applications:

Case #2020-004 CONTINUATION / Marx II, LLC / 1 Federal Street / Parcel # 23033001 Applicant seeks a favorable recommendation for changes to the façade. *This property is located in the Business 1 (B1) Zoning District, the Traditional Downtown (DR-1) Review District, and the St. Albans Historic District.*

KM.Peltier invited the board to comment on the new materials.

S.Poston stated that he was pleased with the materials, he was able to see them both inside and outside in different light. He liked the materials.

KM.Peltier also expressed her pleasure in the materials and stated that it further supports their need to have actual samples rather than computer printouts.

E.Reed was pleased with the colors as well.

C.Ledoux introduced the lighting fixtures. Two different fixtures (wall and pedestal) from the same family that will provide adequate lighting, at least as much as is currently on the building. High quality.

S.Poston likes the light and commented that it has a nice artistic, sculptural design. He asked that they not be installed as an up light.

C.Ledoux stated that they would be downlights. Again these lights will come from the same family.

D.Southwick brought up the doors for review.

C.Ledoux stated that the doors were standard industrial door in wrought iron color.

C.Ledoux stated that the doors being replaced were the main door, the corner door and the single door on the Lake Street side - a half lite flush door.

Motion by E.Reed to issue a favorable recommendation for the plans and materials as presented with the condition that the lighting be installed as down lighting. Second by S.Poston. Approved with all in favor.

2. **Case #2020-009 / JLD Properties of St. Albans LLC / 18-20 North Main / Parcel # 23063018** / Applicant seeks a favorable recommendation for a site plan review. *This property is located in the Business 1 (B1) Zoning District, the Traditional Downtown (DR-1) Review District, and the St. Albans Historic District.*

KM.Peltier invited the applicant, Jason Bruley, to describe the application.

J.Bruley stated that they are seeking changes to the backside of building that contains the Dance Studio. They are seeking approval to replace the grass area with 12 inches of #2 gravel. They would remove the guard rail, stump and the sign. The pavement would stay where it is currently. The hemlock curb stops represents the edge of the neighboring property. They would be installing gravel from the curb stops on the south to the telephone pole on the north. This area is approximately 20' by 50'. They are trying to create a drop off zone for students in the back of the building rather than all students being dropped off on Main Street.

E.Reed stated that she was in support of moving the pickup and drop off to the rear.

J.Bruley stated that back in 2014 all of the windows in the building were replaced except for the two that are boarded up in the back. They are planning to put in two new windows to match those installed in 2014. They will also be installing a new door and a deck with a set of stairs to the ground level. This will give them full access to the building from the rear.

J.Bruley stated that the 8' x 20' deck will be pressure treated lumber on 6" x 6" posts with a safety handrail on the deck and a handrail on the stairs. The deck will go the width of the building. Similar to the upper deck at Twiggs.

S.Poston asked about lighting.

J.Bruley stated that they will be using RAD SLED R5 lights on either side of the door and a rectangular version on the post on the steps. There is also a street light. These lights are black metal with a florescent bulb.

S.Poston confirmed that the lighting met the recommendations for this area.

E.Reed like that the light looked like a camera as well.

J.Bruley clarified the dimensions and location of the deck. They are proposing a half lite flush door and Anderson E Series windows to match the other windows.

Motion by S.Poston to approve the plans as presented with the understanding that there will be two new windows to match the other windows installed in 2014 and two RAD SLED R5 lights on either side of the door and one on the post for the stairway. And approve the removal of the grass in the 20' x 50' area to be replaced with 12 inches of gravel. Second by E.Reed. Approved with all in favor.

3. **Case #2020-010 / Jolley Associates / 277 North Main Street / Parcel # 11063277** / Applicant seeks a favorable recommendation for rebranding of signage. *This property is located in the Business 2 (B2) Zoning District and the Gateway (DR-4) Review District.*

KM.Peltier invited the applicants, Peter March and Don Booth, to describe the application.

P.March stated that they are presenting two elements for approval. This is a refresh for Shell sites. Canopy same size, currently light bar vertical around the canopy with two Shell logos one on either side. Replacing the light with three sides. The shell logo will be replaced with the Shell Pecten. The pecten will be about half of the size of the Shell logo. Reduce the red lighting.

P.March stated that the ID sign will not change in size but will be changing the signs around in the same footprint. Starting at the top will be the Shell pecten, the Regular moves up, adding diesel (8"), adding the Shell V-power, removing ATM and replacing with the Deli, and Green Mountain Coffee stays.

P.March stated that there were no changes to the building signage. They will be painting and pressure washing the pump islands. No change to lighting on the pump islands.

Motion by E.Reed to approve the plans as presented. Second by S.Poston. Approved with all in favor.

C. Other Business

1. Approve June 22, 2020 meeting minutes – KM.Peltier motion to approve with corrections. S.Poston second, with all in favor
2. D.Southwick gave a sign update
 - a. Change of sign arrangement at Catalyst/Red House Sweets
 - b. New Main Squeeze Juices
 - c. Meeting with Congress and Main to review signs - CCV and NMC
 - d. Frozen Ogre moved from Main to Kingman and took down their signs on Main Street
3. D.Southwick gave an enforcement update
 - a. Nothing DAB related - Colonial signs are cleaned up and in compliance. Kathmandu is in compliance, Century 21 in compliance.
 - b. Limited time on banner at AIR
 - c. E.Reed asked about COVID signs - city hall has allowed some signage helpful during COVID. E.Reed has been approached by other businesses regarding COVID signage. D.Southwick to follow up with City Hall.
4. Nomination and Election of Officers - KarenMarie asked that this item be tabled, all agreed.
5. Other -
 - a. E.Reed is moving but will still be in the area. She did hear from Chip Sawyer that as long as the majority of the board is from the city she can remain. The board gave their support to her staying on the board.
 - b. S.Poston complimented the art boards in the city.
6. Confirm next meeting date: **AUGUST 24, 2020 6:30 pm - Format TBD**
 - a. D.Southwick stated that the city is meeting with consultants to see if there is a way for us to return to a face to face meetings. He also stated that R.Pfeiffer is attending a conference on opportunities the return to face to face meetings.

D. Public Comment-none

Motion by KM.Peltier to adjourn. Second by S.Poston and approved with all in favor at 7:19 PM.