

**MEETING MINUTES**  
**ST. ALBANS CITY DESIGN ADVISORY BOARD**  
**REGULAR MEETING**  
**ST. ALBANS CITY HALL, 100 NO. MAIN ST.**  
**6:30 PM MONDAY, August 24, 2020**

**Board Members Present:** Elizabeth Reed, Stephen Poston, Evan Champagne, Vice-Chair

**Board Members Absent:** KarenMarie Peltier, Chair; John Morrie

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

**Public Present:** Heather Garceau

**A. Open Meeting – E.Champagne, Vice Chair, called the meeting to order at 6:32 PM**

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

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

1. **Case #2020-012 / Almond Blossom – Heather Garceau / 233-235 Lake Street / Parcel #23049235** The Applicant seeks a favorable recommendation for a Site Plan. *This property is located in a (B1) Business 1 Zoning District, the (DR-2) Downtown Expansion Design Review District.*

E.Champagne invited the applicant, Heather Garceau, to describe the application.

H.Garceau stated that they are starting the expansion of their child care center. They currently use only the downstairs and are now working to expand upstairs and outside. She would like to remove a 3 car garage and turn the space into a gravel parking lot for employees. The play yard will stay where it currently is. The dumpster will more than likely be moved back a little to make room for parking.

E.Champagne asked if the applicant could go through the child drop off process and how the expansion will change it. H.Garceau stated that luckily the drop off and picked up are spaced out, not all the parents come and drop off or pick up at the same time: the drop offs start at 6:30 am and they go until 9:00 am and the pick-up is between 2:00 pm-5:30 pm. At most they only have 3 or 4 people there at a time. Parents usually use the parking on the street in front of the building. There will be an available parking spot near the back door once the employees move to the proposed gravel lot.

S.Poston stated that it looks like the applicant is also proposing some lengths of new chain link fence. H.Garceau stated that yes they are proposing fencing, but not chain link fence. They would like to install new aluminum black fencing.

She shared a photo of what she is presenting. The new fence will start at the back of the building, across to the Larue property, along the property line to the street, and then to the front corner of the preschool building. All the chain link around the play area will also be replaced. Additional fencing will also be along the rear of the property along the new parking lot. It will be 6 feet tall. It will be black aluminum with steel rods inside for sturdiness.

S.Poston asked for clarification on the driveway. H.Garceau stated that it will just be gravel. They would like to pave it sometime in the future, but not right now.

S.Poston stated that he thinks with safety in mind that a six foot fence is appropriate. He likes the proposed fence. D.Southwick suggested that they leave at least an 18 inch space between the sidewalk and the new fence to accommodate the sidewalk plow in the wintertime.

S.Poston asked if there are any plans to remove or replace the concrete walk at the right on the front of the building, where it looks like the fence is going to pass over. H.Garceau stated that they do not use that walkway and she had not made any plans to address the walk. S.Poston recommended that it be removed and reseeded or fixed, it is not a requirement.

E.Champagne had a similar recommendation regarding plantings for screening along the fence. H.Garceau stated that she would like to put in some trees for shade and visual appeal. There is some nice shrubbery along the front that she could continue across the front.

**Motion by S.Poston to approve the plans as presented. Namely to remove the existing garage to the northeast of the building and replace with a gravel parking area. To replace the existing chain link fence and add new fencing in a style and color similar to that presented, which is a 6 foot aluminum fence. The board recommends considering plantings for shading and visual privacy along the fence line. The board also recommends maintaining an 18 inch clearance minimum between existing sidewalk and new fence. And the board also recommends considering either demolishing, or repairing and maintaining, the existing concrete sidewalk that extends from the street sidewalk up to the northeast corner of the building, depending on the usage of that area of the playground. Second by E.Reed. Approved with all in favor.**

### **C. Other Business**

1. Approve July 27, 2020 meeting minutes – D&V- no quorum, tabled until next meeting
2. Sign Updates
  - a. Julie Collins moved her office and sign to 17 Congress Street
  - b. Vanessa Branon Kittell moved her office to 84 Fairfield St, new sign
  - c. 277 North Main has a new sign

- d. ATM sign at 172 South Main
- 3. Enforcement Updates- nothing new.
- 4. Nomination and election of officers- delayed
  - a. D.Southwick would like to move the process online
- 5. Other
  - a. D.Southwick addressed a concern that E.Reed had in a previous meeting; the extra signage around town because of Covid. The Downtown Board did not approve signage, but the city has not been enforcing signs at this time. Letters have been sent to businesses that have extra signs. Covid support signs, like where to pick up carry out, will be allowed to stay.
  - b. D.Southwick stated Dana Scofield has officially withdrawn his name from the board.
- 6. Confirm next meeting date: **SEPTEMBER 28, 2020 6:30 pm- Format TBD**

**D. Public Comment-none**

E.Champagne asked if there has been any public comment at the Zoom meeting for DAB. D.Southwick stated that there has not.

**Motion by E.Champagne to adjourn. Second by E.Reed and approved with all in favor at 7:05 PM.**

**On January 25, 2021, a motion to accept the minutes with changes was made by E.Reed, seconded by S.Poston, carried unanimously.**