

**Minutes of the St. Albans City Design Advisory Board**  
**Regular Meeting**  
**St. Albans City Hall**  
**100 North Main Street St. Albans, VT**  
**Meeting Date: November 23, 2015**

***DRAFT***

Called To Order At: 6:34 p.m. by Katy Collin, Chair

Members	Present	Absent	
Katy Collin, Chair	x		
Jack Tremblay	x		
Evan Champagne	x		
John Morrie, V. Chair		x	
KarenMarie Peltier		x	

**Staff Present:**

Chip Sawyer - Director of Planning & Development  
 Curtis Comfort-Planning &Permitting Administrator  
 Robin Morrill, Minute Taker

**Public Present:**

Summer Willis  
 Michael Willis  
 Samantha Willis

**A. Open Meeting**

1. Consider any additions or deletions to agenda. NONE

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

1. **Summer Beausoleil / 255 South Main Street -** The applicant requests a favorable recommendation to construct a twenty (20) ft by twelve (12) ft shed at the Southeast portion of the subject parcel. This property is located in the (B-2) Business and (DR-4) Gateway Districts.

a. Staff report - The Planning & Permitting Administrator read the account into record and presented plans and reviewed for the board, sections of the regulations pertinent to this application.

b. Applicant presentation - Applicant's Summer & Michael Willis were present, provided drawings included in packets provided to Board members.

- c. Public comment NONE

d. Questions and comments from the Board - E. Champagne asked the applicant if the roof would be asphalt shingles and the applicant responded that the proposed roof would be of corrugated steel.

e. Consideration of request and conditions. E. Champagne suggested that asphalt shingles be considered versus the proposed corrugated steel roof.

**Motion by J. Tremblay for a favorable recommendation, second by Evan Champagne with all in favor.**

C. Discuss Design Review standards - C. Sawyer informed the Board that the current regulations are 12 years old. Gateway Districts were discussed and the importance that they play in the revitalization of the City. Discussion on regulatory disparity and its effects on business growth. E. Champagne discussed adding corrugated roofs to the list of materials not allowed. Discussion on the properties on the west side of Federal St. versus the East Side of Federal St. Brief discussion on Certificates of Occupancy and Certificates of Compliance as well as sign colors in the Historic Downtown District. Proposed City Plan Schedule and the zoning rewrite schedule was reviewed. Jack Tremblay questioned the life of the City Plan once it is rewritten, C. Sawyer responded that every 5 years the plan must be reviewed at the very least. Permit and approval procedures, application processing procedures and deliberative review discussed. E. Champagne suggested that under Administrative Review section b that the New structures with a proposed building square footage less than 30,000 sq. ft. be changed to a much lower square footage allowed under Administrative review. E. Champagne stated that projects having a prominent building of significant size must have a rigorous review. E. Champagne discussed buildings with two facades and the declaration of secondary frontages and whether an applicant should have this in their request. Building materials and specific definitions of materials discussed. The removal of vinyl siding as an acceptable product discussed. Metal siding, embossed metal, corrugated metal siding and metal panels discussed.

D. Other Business -

1. Approve Minutes -

**Motion by Evan Champagne to approve the minutes of August 24, 2015, second by Jack Tremblay with 2 in favor and Jack Tremblay abstained**

**Motion by J. Tremblay to approve the minutes of November 2, 2015, second by E. Champagne with all in favor.**

2. Other - NONE

E. Public Comment C. Sawyer commended Katy Collin as a Board member holding a seat on two City Boards.

**Motion to adjourn at 8:21pm by Evan Champagne second by Jack Tremblay with all in favor.**

Respectfully submitted, Robin Morrill, Minute taker.