

**Montpelier Design Review Committee**  
**Minutes of April 6, 2004**  
**Planning & Community Development Office**

**Members Present:** Margot George, Chair, Steve Everett, Vicki Lane (*intermittently*) and Soren Pfeffer

**Members Absent:** Eric Gilbertson and William Russell

**Others Present:** Gail Lawson, Administrative Officer, John Miller, Brad Keiser, Josh Fitzhugh, Greg Rabideau, David Frothingham

The meeting was brought to order by Margot George, Chair at 5:58 p.m.  
There were no comments from the Chair.

**7 Main Street - Sign (Pomerleau Realty):** John Miller of Sign Designs, representing the applicant, described the proposal as two wall signs, each comprised of four panels with a large number "7". One wall sign would be placed at the above-ground floor level on the "river-side" of the building facing Stone Cutters Way and the other sign placed on the "Main Street side" (north side) of the building. Actual sign designs for only two of the panels on each sign are submitted for review and approval at this time. The applicant will submit new applications for the other panels, as other tenants request a sign at this location.

Staff recommended elimination of the number "7" from the sign graphics, advising the committee that the zoning bylaws do not regulate street numbers, which fall under the jurisdiction of the Department of Public Works pursuant to the city's street-numbering ordinance. "Information signs" are allowed under the zoning ordinance but are restricted to one square foot per sign in size. Committee members concurred with staff's recommendation and Mr. Miller stated that the applicant is willing to eliminate the street number feature from the design.

Committee members next reviewed sign size and placement applying the *Cityscape* guidelines. Margot noted that the guidelines say signs must be beside or under windows so the rhythm of the windows is not interrupted. Adjusted placement recommendations were made for the Main St sign, which should be no lower than the bottom of the window sill of the second floor windows and no higher than the top of the arch of the window. The River-side and Main St. signs shall be of the same size. Mr. Miller confirmed that spacing between panels is close to 2 ½", but he will adjust to meet the recommendations of the committee, as needed. The signs will not be lighted.

The committee voted 4-0 to approve the signs (*See attached recommendation form*).

**100 State St. Sign (Salon Performance):** John Miller of Miller Signs presented the application on behalf of the applicant, Joyce Sweetser of Salon Performance. Approval is requested for two wall signs, one of which (the State Street sign) is all ready installed; it could have been administratively approved, however, it was mistakenly included as part of the application for the rear sign. The sign on the front of the building (Capitol Plaza) is lighted; the proposed sign on

the back of the building will not be lighted. On a vote of 4-0, the committee approved the application noting that at the applicant's discretion, the rear sign may have the logo between the two words. (*See attached recommendation form*).

**139 State St. (Union Mutual Fire Insurance Co.):** See attached DRC recommendation form.

**221 Barre St. (River Station Properties III):** See attached DRC recommendation form.

**Approval of Minutes:**

The minutes of October 21, 2003, January 6, January 20 and March 2, 2004 were unavailable for review. The committee unanimously approved the minutes of March 23, 2004, as presented.

The meeting adjourned at 9:40 p.m.

Respectfully submitted,

Gail M. Lawson, Administrative Officer