Design Advisory Committee Meeting
02/03/20

Members Present: Diane Cummings, Kim Behr, Mary Hughes, Kelly Doyle, Lorna Higgs
Others: Paul Berlejung

I.   Minutes Approved – January 6, 2020 meeting

II.   New Requests / Applications (none)

III. Old Business – Updates

   100 Maple Street Porch: Diane and Michael attended the 1/23/20 DRB meeting to reinforce the committee's recommendation that the DRB *not* approve the porch as built. The design elements are not in compliance with historic district guidelines. At the meeting, the owner/landlord seemed receptive to working with committee members (later) on specific recommendations such as paint, base enclosure, and a possible roof overhang above the entrances.
   1111 Main Street: The DRB change-of-use application was tabled.
   Walgreens: No action yet on the installation of new signage – the company had informed us that the work would be complete by the end of January. The ZA will follow up.

   Other Old Business: Committee spent time discussing issues related to: banners (temporary & permanent); porta-potty at Champlain Farms; Rent A Center signage; and the removal of signs after a business closes. No action taken.

IV.   New Business: Kim and Paul are working together to create a DAC guidebook for permit applicants to outline procedures and cover pertinent information to prepare them for a DAC review and DRB approval. A work session is planned before March 1st to formulate ideas for the flowchart and draft language. (date TBA)

   FYI - The Town of St Johnsbury has launched a Rental Housing Improvement Grant Program to encourage landlords to invest in Universal Design modifications to rental housing property located in St. Johnsbury. The initiative is intended to improve the quality of existing rental stock in town resulting in a more livable, and marketable environment for everyone. (information will be posted to the Town website)

V.   Next Meeting: Monday, March 9, 2020 @ 5:00 pm

Respectfully submitted,
Lorna Higgs (for Ashleigh Moriarty)