

## **Design Advisory Committee**

January 6, 2020, 5 PM at 3rd Floor Conference Room  
Welcome Center, St. Johnsbury, VT

Members Present: Bob Swartz, Mary Hughes, Diane Cummings, Kelly Doyle, Lorna Higgs, Michael Robey, Kim Behr, Ashleigh Moriarty

Others Present: Paul Berlejung (until 5:20 PM)

## **Minutes**

I. Review of the minutes of December 2, 2019 meeting: Approved

II. New Requests/Applications

- A. **100 Maple Street porch design:** The DAC recommends that the DRB *not* approve the porch as built. The DAC has made recommendations to the building owner via email to have design elements (i.e., roof, lattice, paint) added to the porch by a given date so that the building is in keeping with the historic area.
- B. **1111 Main Street:** Change of use and signage: Signage application has been tabled until further notice as the DAC has not received any details at this point. Application will be revisited once proposed plans are submitted.
- C. **1126 Main Street Courthouse Shed:** This proposal is for a new shed, matching the architectural design of the existing shed (grey vinyl sides and black roof) with a slightly larger footprint. The shed is on the outer edge of the property and will not be seen from the road. The DAC recommends approval for the shed as proposed.

III. Old Business:

- A. **275 Railroad Street:** Application for removal of the old McDonald's building did not include placing the concrete barriers in the entry/exit of the parking lot. The DAC does not feel that these barriers are in keeping with the designated downtown historic district and requests that the Zoning Office follow up with the property owner regarding removal of these barricades.
- B. **Rent-a-Center:** Kim Behr had volunteered to write a letter regarding the facade of Rent-a-Center, including the temporary signage that is permanently attached to the windows and the garbage in the municipal parking lot. The DAC would like this letter to be completed as soon as possible
- C. **Walgreens:** An email from Jen Melinski of Walgreens has indicated that the signage will be complete by the end of January 2020.

IV. New Business:

- A. **Appointment of new DAC Chairperson:** Kim Behr and Michael Robey will share the primary responsibilities of the committee. Kim will fill the role as the

lead Chairperson and Michael will work as the Vice-Chair. Kim will warn the meetings and create the agendas. Michael will work as the primary liaison to applicants and communicate with the Zoning Office regarding incoming applications and application updates. Leadership changes will be presented to the Select Board at a future date.

- B. New Flowchart/Checklist for Zoning:** A checklist/flowchart will be made by Kim Behr and given to Zoning to explain the process that applicants must go through when submitting an application. This chart can be shared by the Zoning Office to every applicant.
- C. Review Committee:** The DAC is interested in changing the name of the committee to include wordage that makes the role of the committee more clear and incorporates both the designated downtown and historic area (drafted name: Historic District Review Committee), as well as discussing an approval/disapproval status (vs. the current recommendation status).

V. Next Meeting Date: February 3, 2020, 5 PM, Welcome Center

Meeting Adjourned at 6:20 PM

Respectfully Submitted, Ashleigh Moriarty