

Town of St. Johnsbury

Design Advisory Committee

51 Depot Square, 3rd floor, St. Johnsbury, VT 05819

Design Advisory Committee

June 23, 2025, 5PM

Minutes

Members present: Mary Hughes, Lorna Higgs, Sarah Gagne, Diane Cummings,

Others Present: Matt Walsh

Members absent: Tom Turek, Ashleigh Moriarty, Gillian Sewake

Approval of Minutes - Minutes from May 12, 2025, Approved

New Business – Sign Applications

- **Good Shepherd Catholic School:** The new sign, in front of the building on Maple Street, will replace an existing sign - length, width & height and sign posts remain unchanged. The updated sign will have an ultra-low power digital display built for outdoor use to show information about activities and events at the school. Approved.

Old Business – Matt Walsh

- **Updated Bylaws** - The new bylaws are being presented to the Selectboard for adoption today at 7:00 pm. **Re:** permit applications for signage. The updated document will allow a streamlined process for the DAC and ZA to communicate directly with applicants who seek approval for signs. The DRB will no longer be required to review the applications, either to endorse or overrule DAC recommendations. **Note:** Under the current bylaws, the DRB's recent approval of Whirligig's application disregarded DAC recommendations. The business owner chose to move ahead with his original design concept.

- **Questions for the Zoning Administrator:** What is the most effective way to report on properties within the Design Control District that are undergoing construction without permit approval? Matt explained that by filing a complaint with the ZA, a site visit becomes official. Property owners may not be aware of the consequences resulting from unpermitted remodeling or construction. A form is available and can be signed by the DAC or submitted anonymously.

Meeting adjourned at 6:15 PM

Next Meeting: July 14, 2025 @ 5:00 pm

Submitted by Lorna Higgs, DAC Co-Chair