

Town of St. Johnsbury

Design Advisory Committee

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

Design Advisory Committee

April 13, 2026 - Minutes

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

Others Present: Matt Walsh, Thomas Griffiths

Members absent: Tom Turek, Ashleigh Moriarty, Gillian Sewake

Approval of Minutes – March 9, 2026 minutes will be approved at the May meeting

Zoning Administrator – Matt Walsh explained new Bylaws that pertain to the DAC. He will email copies of the complete document to members for reference.

Old Business – Sign Applications

- **Caledonia Food Co-op Sign(s)** Missing details about signage material & size were submitted to ZA. The sign follows compliance with bylaws.
- **Good Shepherd Catholic School** ZA approved a backlit sign to be installed soon.

Other Business

- Changes to Meeting Schedule – To resolve monthly conflicts between DAC and Selectboard meetings currently scheduled on the same date, agreement was reached to change **DAC monthly meetings to the first Wednesday @ 5 pm.**
- Membership - Maggie Gray, owner of The Buttery, is unable to join the committee now due to time constraints. She asked to be considered later. Thomas Griffiths, St. Johnsbury resident and owner of Colonial Apartments, attended this meeting at the invitation of Tom Turek. He indicated that he would follow up with a Letter of Interest to the Town Manager and ZA for selectboard approval. Angela Wheeler, owner of Strong Oaks Physical Therapy, has been invited to attend the May meeting to learn about the committee's function.

- Committee Leadership – After informal discussion, Diane and Lorna agreed to continue as Co-chairs, and Ashleigh will be asked to continue as Secretary. All agreed that Gillian is doing a good job with Outreach to downtown business and property owners.
- FAQ Sheet – When the user-friendly document is complete, it will be distributed to downtown business owners. Sarah suggested that it would also be helpful to distribute widely to existing residential property owners in the historic district who may appreciate the information and learn about available resources.

Meeting adjourned, 6:30 PM

****Next Meeting: Wednesday, May 6, 2026 @ 5:00 pm**

Submitted by Lorna Higgs, DAC Co-Chair