

Minutes — Design Review Board
Thursday, January 12, 2023 at 4:00 PM
Remote Meeting (via Zoom)

Attending were Chairperson Barbara Sassaman, Vice-chairperson Francis “Pancho” Cole, Secretary Andrea Lepcio, and member Mike Rogers.
Present for town staff were Code Enforcement Officer Angie Chamberlain, Assistant Planner Steve Fuller, Administrative Assistant Tammy DesJardin, and Planning Director Michele Gagnon.

I. CALL TO ORDER

Chairperson Sassaman called the meeting to order at 4:00 PM.

II. EXCUSED ABSENCES

Ms. Macko was excused.

III. ADOPTION OF AGENDA

Mr. Cole moved to adopt the agenda. Mr. Rogers seconded the motion, which then carried unanimously on a roll call vote (4-0).

IV. APPROVAL OF MINUTES

- a. April 28, 2022
- b. June 9, 2022
- c. July 11, 2022
- d. October 27, 2022
- e. November 10, 2022
- f. December 8, 2022

None of the above-listed minutes were ready for Board review/approval.

V. PUBLIC COMMENT

No comment.

VI. BUILDING PERMIT REMINDERS

Chairperson Sassaman reminded the applicant that they would need to get a building permit for any work approved by the board.

VII. REGULAR BUSINESS

a. Certificate of Appropriateness

Application: DRB-2023-01
Applicant: Peter Hastings (Steamboat Landing)
Owner: No Frills Energy Co.
Project Location: 64 Cottage Street (104-307-000)
Proposed Project: Changes to exterior appearance of non-historic building (installation of new, 24' x 24' canopy over fuel pumps)

Mr. Cole moved to approve the application with the caveat that the paint color match the existing building. The motion was seconded by Ms. Lepcio and it passed unanimously a roll call vote (4-0).

VIII. OTHER BUSINESS

Approval of 2023 Design Review Board meeting schedule.

Ms. Sassaman moved to approve the 2023 meeting schedule for the Design Review Board. The motion, was seconded by Mr. Cole and passed unanimously on a roll call vote (4-0).

The board expects to return to in person meeting in April.

The board will hold a workshop to discuss Appendix A on Friday January 27 from 2:00 to 4:00 PM.

VIII. BOARD MEMBER COMMENTS AND SUGGESTIONS FOR THE NEXT AGENDA

No comment.

IX. ADJOURNMENT

At 4:38 PM, Chairperson Sassaman moved to adjourn the meeting. Mr. Cole seconded the motion which passed unanimously on a roll call (4-0).

Signed as approved:



Andrea Lepcio, Secretary

5/11/23

Date