

**City of Salem Massachusetts  
Public Meeting Minutes**

<b>Board or Committee:</b>	<b>Design Review Board – Regular Meeting</b>
<b>Date and Time:</b>	<b>Wednesday, December 22, 2021 at 6:00 pm</b>
<b>Meeting Location:</b>	<b>Remote Participation via Zoom</b>
<b>DRB Members Present:</b>	<b>Chair Paul Durand, David Jaquith, Glenn Kennedy, Catherine Miller, Marc Perras</b>
<b>DRB Members Absent:</b>	<b>Helen Sides, J. Michael Sullivan</b>
<b>Others Present:</b>	<b>Kate Newhall-Smith</b>
<b>Recorder:</b>	<b>Colleen Brewster</b>

Chair Paul Durand calls the meeting to order at 6:00PM. Roll call was taken.

**Signs in the Urban Renewal Area**

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1. There are no sign applications to review.

**Projects in the Urban Renewal Area**

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1. **302A and 302B Essex Street:** Small Project Review – Replacement of three doors

Liz Frazier of Witch City Wicks, also representing Sarah Jane Kurpeski of Moon Baby Salon, were present to discuss the project.

Frazier stated that they are seeking approval to upgrade the two storefronts after both businesses were broken into, Moon Baby Salon at the end of November and Witch City Wicks two weeks later. The existing doors are residential style wood doors with glass lites and the thief was able to break the glass and reach in and open the door from the inside. Their customers sometimes have difficulty operating them, so they reviewed commercial entrances on their side of Essex Street which are all commercial style doors. This change will help differentiate them from the actual residential doors, reduce heat loss, and provide better security. No signage is proposed at this time, except for perhaps adding their addresses to either the door or transom.

Chair Durand noted that tempered or laminated safety glass for security would be safer. Frazier replied that she would consult with the supplier. Perras stated that he was in favor of the door, asked if the doors will open out, and requested the storefront window material. Frazier replied that the window is painted wood and the doors will open out.

Miller asked which of the three proposed doors belong to her business. Frazier replied, the far right only, the two doors to the left belong to Moon Baby, and the residential door to the right leads to the residential units at the upper floors. Miller stated that she was in favor of the doors and noted that proposed signage would need to be reviewed and approved by DRB.

Public Comment:

No one in the assembly wished to speak.

Miller: Motion to approve as submitted. Seconded by: Perras.  
Roll Call: Kennedy, Miller, Perras, Durand in favor. Passes 4-0.

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Jaquith joined the meeting.

### **New / Old Business**

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1. Approval of Minutes:
  - a. November 18, 2021

Miller requested that her specific comments/suggestion regarding proposed plantings at the Harmony Grove site be added to the meeting minutes.

Miller: Motion to approve the meeting minutes from November 18, 2021, with Miller's edits. Seconded by: Kennedy.

Roll Call: Kennedy, Jacquith, Miller, Perras, Durand in favor. Passes 5-0.

2. DRB Meeting: Discussion of Remove, Hybrid, and In-Person Meetings

Newhall-Smith asked how the Board wished to handle the January through March meetings, since in April all city boards will return to in-person meetings. Chair Durand suggested the meetings remain remote due to Covid concerns. The board agreed.

Miller: Motion to remain remote until April. Seconded by; Jacquith

Roll Call: Jacquith, Kennedy, Miller, Perras, Durand. Passes 5-0.

3. 2022 Meeting Schedule

Newhall-Smith stated that the meetings will continue to be the fourth Wednesday of each month, and they may need to adjust the meeting schedule in December of 2022, during Christmas holiday.

4. Staff Updates, if any:

#### Applicant Concerns

Miller asked if applicants could return to the Board to say that they completed their proposed work as approved, since numerous applicants aren't following the approval as directed. Chair Durand replied that the Building Department provides enforcement on violations. Newhall-Smith added that they enforce larger concerns only and nothing is in place to inspect completed Board work. She suggested a list of applicants be sent to her so she can reach out to the Building Department. Miller noted 25 Lynde Street's use of textured Hardi Board siding where smooth is the preferred finish and the painting of steel elements at Brix various shades of green which wasn't an approved color.

Newhall-Smith noted that her research into Brix determined that nothing that can be done at this time, there wasn't much oversight when it came to colors, the renderings weren't conclusive and showed various "dark colors" throughout the review of the project, and the associated documents don't specifically state those proposed colors. Perras suggested that at the very least, the lighter green be painted to match the darker color tones for consistency.

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Miller noted that the new Eastern Bank included the bank name in their “Enter and Exit” signs and Ginger Seafood installed a frosted film at their windows without approval. Perras noted that City Smoke Shop added window signage that weren’t approved. Newhall-Smith replied that the SRA approved the Smoke Shop signage without referring it to the DRB. She requested all additional application concerns be sent to her.

### **Courthouses and Crescent Lot**

Newhall-Smith stated that the city signed a P&S with Winn for the crescent lot, and they also signed a MOU with the state for the Court buildings. The Secretary sent a letter stating that they don’t want to relocate the Registry of Deeds to the courthouse so they will remain at Shetland Park.

### **Covid-19**

Newhall-Smith stated that residents can pick up one free Covid-19 test each from City Hall Annex.

### **Adjournment**

Perras: Motion to adjourn. Seconded by: Miller.

Roll Call: Jaquith, Kennedy, Miller, Perras, Durand. Passes 5-0.

Meeting is adjourned at 6:30PM.

Know your rights under the Open Meeting Law M.G.L. c. 30A §18-25 and City Ordinance Sections 2-028 through 2-203