



**ST BOTOLPH AREA ARCHITECTURAL CONSERVATION DISTRICT
COMMISSION**

PUBLIC HEARING MINUTES

Held virtually via Zoom

APPROVED BY COMMISSION
(11/19/2025)

August 20, 2025

COMMISSIONERS PRESENT: Doug Miller (Acting Chair), Jim Kutchin, Nancy Russell

COMMISSIONERS ABSENT: None

STAFF PRESENT: Joseph Cornish, Director of Design Review, Jacqueline Vanegas, Preservation Planner.

A full recording of the hearing is available at [Boston.gov/landmarks](https://boston.gov/landmarks)

5:19 PM: Commissioner Miller called the public hearing to order. He explained that, pursuant to the Commonwealth of Massachusetts Executive Order Suspending Certain Provisions of the Open Meeting Law, that the public hearing was being conducted virtually via the online meeting platform Zoom in order to review Design Review applications. He also briefly explained how to participate in the online hearing. There were no members of the press present.

Following this brief introduction, he called the first agenda item.

I. RATIFICATION OF 6/18/2025 PUBLIC HEARING MINUTES

COMMISSIONER KUTCHIN MOTIONED TO APPROVE THE PUBLIC HEARING MINUTES, COMMISSIONER RUSSELL SECONDED THE MOTION. THE VOTE WAS 3-0-0 (Y: JK, DM, NR) (N: NONE) (ABS: NONE).

- II. ADMINISTRATIVE REVIEW/APPROVAL:** *In order to expedite the review process, the Commission has delegated the approval of certain work items, such as those involving ordinary maintenance and repair, restoration or replacement, or which otherwise have a minimal impact on a building's appearance, to Commission staff pending ratification at its monthly public hearing. **Having been identified as***



meeting these eligibility criteria and all applicable guidelines, the following applications will be approved at this hearing:

► Applicants whose projects are listed under this heading **NEED NOT APPEAR** at the hearing. Following the hearing, you will be issued a Determination Sheet to present at the Inspectional Services Department (1010 Massachusetts Avenue) as proof of project approval when applying for permits. ISD personnel will send an electronic copy of your building-permit application to the commission staff for review. (To avoid potential confusion, the text of your building-permit application should be consistent with the project description given below.) Commission staff will accordingly authorize the execution of the work, attaching any applicable provisos, reflecting the relevant guidelines and precedents.

► **PLEASE NOTE THAT FOLLOWING ISSUANCE OF THE DETERMINATION SHEET NO FURTHER CORRESPONDENCE WILL BE ISSUED FOR THE APPLICATIONS LISTED BELOW.** The electronic building-permit application as annotated by commission staff will constitute your Certificate of Appropriateness; this will be valid for two years from the date of the approval letter. The applicant is required to notify the commission of any project changes; failure to do so may affect the status of the approval.

If you have any questions not addressed by the above information, please contact staff at 617.635.1935 or StBotolphACDC@boston.gov. Thank you.

APP # 26.0009 SB

94 ST. BOTOLPH STREET APT.1: Replacing all nine existing aluminum double hung windows with bronze aluminum clad exterior and with aluminum half screens.

PUBLIC COMMENT: Lee Steele from the St. Botolph Neighborhood Association requested an update on the status of Robert Steinberg's appointment to the Commission. Angie Brutus from the District 7 City Councilor's Office introduced herself and expressed interest in learning more about preservation efforts in the district.

COMMISSIONER RUSSELL MOTIONED TO APPROVE THE ADMINISTRATIVE REVIEW APPLICATION, COMMISSIONER KUTCHIN SECONDED THE MOTION. THE VOTE WAS 3-0-0 (Y: JK, DM, NR) (N: NONE) (ABS: NONE).

III. STAFF UPDATES



Staff introduced a new preservation planner – Jacqueline Vanegas for the St.Botolph Area Architectural Conservation District.

IV. ADJOURN – 5:40 PM

**COMMISSIONER MILLER MOTIONED TO ADJOURN THE HEARING,
COMMISSIONER RUSSELL SECONDED THE MOTION. THE VOTE WAS 3-0-0
(Y: JK, DM, NR) (N: NONE) (ABS: NONE).**