



**ST BOTOLPH AREA ARCHITECTURAL CONSERVATION DISTRICT
COMMISSION**

PUBLIC HEARING MINUTES

Held virtually via Zoom

APPROVED BY COMMISSION
(1/21/2026)

November 19, 2025

COMMISSIONERS PRESENT: Doug Miller (Acting Chair), Jim Kutchin, Robert Steinberg

COMMISSIONERS ABSENT: Nancy Russell

STAFF PRESENT: Jacqueline Vanegas, Preservation Planner.

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

5:15 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 8/20/2025 PUBLIC HEARING MINUTES

COMMISSIONER MILLER MOTIONED TO APPROVE THE PUBLIC HEARING MINUTES, COMMISSIONER KUTCHIN SECONDED THE MOTION. THE VOTE WAS 3-0-0 (Y: JK, DM, RS) (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.

- #26.0344 SB** **195 ST.BOTOLPH STREET UNIT 1A:** Replace 5 non-original windows with black aluminum-clad windows.
- #26.0452 SB** **195 ST.BOTOLPH STREET UNIT 2,3,4:** Replace 5 non-original windows with aluminum-clad windows matching existing exterior color.

PUBLIC COMMENT: Lee Steele from the St. Botolph Neighborhood Association provided an update to Robert Steinberg's appointment to the Commission. Jessica Langham, a resident of St.Botolph Area Architectural Conservation District, wanted to confirm the scope of work with the applications listed in the agenda.

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



III. STAFF UPDATES

Staff introduced a new Commissioner – Robert Steinberg – to the St.Botolph Area Architectural Conservation District.

IV. ADJOURN – 5:28 PM

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