

MINUTES OF A MEETING OF THE MANCHESTER HISTORIC ZONING COMMISSION (HZC)

2 Oct 2025

Call to Order

The regular meeting of the Historic Zoning Commission was called to order at 5:00pm in the City Hall board room with Vice Chair Ken Seuberling presiding.

Roll Call

Present: Codes Director Brittany Fiske, Alderman Thomas Crosslin, Vice Chair Ken Seuberling, Secretary Sara Adams, Rick Cook, and Will Painter

Absent: Chairman Norman Vetter, Anne Hosea, and Madeline McLaughlin

Minutes approval

The minutes of the previous meeting of August 2025 were approved unanimously.

New Business

Exterior Sign/Door 116 S. Spring Street – Sharon and Ronnie Holmes

Dan and Tina Dunford attended to present proposed exterior changes to the property at 116 S. Spring Street, formerly occupied by the Bakehouse. They plan to update the existing pink exterior door, repainting it alabaster white to match the surrounding wall and to add a 30” by 96” exterior sign made by Silver Lining Signs. Printed materials were not available for review, but Will made a motion to approve the proposed exterior door color change and signage as presented, Rick seconded, and the motion was carried.

Exterior Sign 125 E. Fort Street – Steve Jernigan

Steve Jernigan attended to present proposed exterior changes to the property located at 125 E. Fort Street, formerly occupied by Bruce’s Florist. He proposed to replace the existing front sign with a backlit cabinet sign measuring 33” by 10’ from his previous building, add stonework to the building’s corners, repaint the exterior blue siding to black, and add an unlit 4’ by 8’ sign to the side of the building facing Woodland Street. Alderman Crosslin motioned to approve all the requested exterior improvements with exception of the backlit sign, Rick seconded, and the motion was carried. Alderman Crosslin motioned to approve the backlit sign as proposed, no one seconded, so therefore the motion died. It was agreed that Steve may install the proposed signage but may not illuminate it due to current code. Follow-up discussion regarding the internally illuminated sign was agreed to occur at the next HZC meeting.

Exterior Sign 206 N. Spring Street – Stacy Lee

Stacy Lee attended to present a request for an exterior sign at 206 N. Spring Street for her 501(c) nonprofit ministry, Peace Journey. She proposed a 24” by 24” double-sided sheet-metal sign to be mounted on the existing wooden posts located between the road and the sidewalk. The sign will not be illuminated and features a dark blue background with a red heart and white accents. Will made a motion to approve the sign as presented, Sara seconded, and the motion carried.

Old Business

No old business was brought forward to discuss.

Next Meeting

The next meeting is scheduled for **November 6th, 2025, at 5:00 PM.**

Adjournment

There being no further business, the meeting was adjourned at 5:50 PM.

Respectfully submitted,

Sara Adams, secretary