

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

11 December 2025

Call to Order

The special called meeting of the Historic Zoning Commission was called to order at 5:00pm in the City Hall board room with Chairman Norman Vetter presiding.

Roll Call

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

Absent: Anne Hosea, Madeline McLaughlin

Minutes approval

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

New Business

Exterior Sign 125 E. Fort Street - Steve Jernigan

The Historic Zoning Commission held a special call to review a revised signage proposal submitted by Steve Jernigan. Mr. Jernigan explained that after working with sign contractor Jamie Harden, he was replacing the previously proposed front sign with a new design featuring custom-routed, freestanding rounded letters mounted on a panel painted to match the building's black/metal color for a more blended appearance. He stated the front sign would not be internally illuminated and would instead be externally lit by fixtures mounted above the sign. He also requested approval to relocate his existing internally illuminated cabinet sign (approximately 3' x 10') from the front of the building to the Woodland-facing side, replacing a prior dilapidated 4' x 8' sign. The Commission discussed distinctions between external, internal, and backlit illumination and noted potential ambiguity in ordinance language regarding internally illuminated signage, agreeing that code clarification could be considered at a future meeting. Alderman Crosslin made a motion to approve the proposal as presented, including both the new externally lit front sign and the relocation of the internally illuminated side sign, Will seconded, and the motion passed unanimously by voice vote.

Old Business

No old business was brought forward to discuss.

Next Meeting

The next meeting is scheduled for **January 8th, 2025, at 5:00 PM.**

Adjournment

There being no further business, the meeting was adjourned at 5:28 PM.

Respectfully submitted,

Sara Adams, secretary