

MINUTES OF A MEETING OF THE MANCHESTER HISTORIC ZONING COMMISSION

5 October 2023

Call to Order

The regular meeting of the Historic Zoning Commission was called to order at 5:00 p.m. in the city hall board room. In attendance were: Codes Director Brittany Fiske, City Planning Commissioner Ken Seuberling, Alderman Bob Bellamy, Ellen Briggs, Will Painter, Ray Amos and Norm Vetter. Absent were, Button Dale, Vice Chair Tiffany Hoyne and Chair Rick Cook. Also in attendance was Joel Lawrence of Cook Signs and Service representing the downtown business owner.

In the absence of both the Commission Chair and Vice Chair members, the group elected Ellen Briggs to serve as the Temporary Chair for the purposes of this meeting. She presided accordingly.

Minutes Approval

Minutes of the previous meeting (February, 2022) were distributed electronically prior to this meeting.

New Business

Mr. Joel Lawrence submitted a COA on behalf of the owner of a new restaurant opening at 108 West McClean Street for an exterior sign to be erected onto the building façade. Mr. Lawrence, responding to a question from Ken, stated the size (square footage) of the sign falls within the specs explicitly stated in the code regulations. Responding to a question about the requirements specific to backlighting signage, it was noted that the commission had previously approved backlit signage in cases where the light itself remained steady in color and intensity, i.e., no pulsing, flashing, or color change. Based upon that precedent and the previous note of the sign's size and placement, Will moved the application be accepted as submitted. The motion was seconded by Ken and the application was approved with unanimous voice vote.

In a separate discussion, Brittany informed the group that a second round of Appalachian Regional Commission (ARC) Downtown Improvement Grants for Facades is being offered to the merchants in the Historic Zone in the near future. Applications for this round can be submitted starting November 7, 2023. The deadline for application submission is Friday, January 5, 2023. Application materials are presently available in the Codes Department. Brittany also suggested the Commission meeting date normally scheduled for the first Thursday each month be moved in January, 2024 to the second Thursday, January 11, to accommodate the ARC deadline. That action was agreed to and notices will be sent out prior to the regularly scheduled January 4 meeting date informing the public of its rescheduling.

Adjournment

With no further business, the meeting was adjourned at 5:23. Next meeting: 2 November 2023 at 5:00 PM

Respectfully submitted,
Norm Vetter, Secretary