

MINUTES OF A MEETING OF THE MANCHESTER HISTORIC ZONING COMMISSION

7 March 2024

Call to Order

The regular meeting of the Historic Zoning Commission was called to order at 5:02 p.m. in the city hall Conference Room with Chair Rick Cook presiding. In attendance were: Vice Chair Tiffany Hoyne, Codes Director Brittany Fiske, City Planning Commissioner Ken Seuberling, Alderman Bob Bellamy, and Norm Vetter. Absent were Button Dale, Ellen Briggs, Will Painter, and Ray Amos. Also in attendance were Sherri Verner and Dallas Holmes

Minutes Approval

Minutes of the previous meeting (November, 2023) were read and approved.

New Business

Dallas Holmes, owner of the building at **108 N. Spring Street**, submitted a COA requesting approval for alterations and upgrades specific to (a) Door, (b) Façade / Windows, (c) Paint, and (d) Signs. All modifications detailed in the COA specific to the door, windows, and paint were approved as submitted.

Mr. Holmes expressed some concern about the square footage of the proposed sign. Brittany stated that per applicable C1 code, any signage for that address is restricted to 40 square feet in area. Mr. Holmes indicated that the COA as submitted sought approval for a 20 square foot sign (2' x 10'), though he may decide to increase the size prior to installation, and asked if that alteration would require further review by the Commission. Tiffany suggested that if the sign is constructed in the manner detailed in the COA, and it remain at 40 sq. feet or less, that Mr. Holmes be allowed to proceed without further review. Mr. Holmes accepted those guidelines as discussed.

Tiffany moved the request be approved in total as submitted. Rick seconded and the motion passed with unanimous voice approval.

Sherri Verner, Lessee of the storefront at **104 S. Spring Street**, submitted a COA requesting (a) Exterior signs to be erected. Attached to the COA was a detailed, colored illustration of the signs and a mockup of their placement on the building frontage. Again, C1 code for this specific address restricts the total sign area to 40 square feet. As submitted, the total area measured just under 36 sq. feet. No other alterations were requested at this time however, Ms. Verner inquired about approval for exterior lighting which she feels will be necessary at some future date for safety. She was advised that, yes, it would require her to repeat the COA submission and approval process. She indicated she understood and would comply at that time.

With no further discussion, Tiffany moved the application be approved as submitted. Rick seconded the motion and it passed with unanimous voice approval.

Adjournment

There was no further business to discuss so the meeting was adjourned at 5:25. Next meeting: 2 May, 2024 at 5:00 PM

Respectfully submitted,
Norm Vetter, Secretary