

**Historic District Commission (HDC)**

**Minutes**

June 13, 2023

**HISTORIC DISTRICT COMMISSION**

**JUNE 13, 2023**

**APPROVED:** August 8, 2023

**AGENDA:** BRAINSTORMING DISCUSSION HDC COMMISSION INTEREST/RECRUITMENT  
SIGN PERMIT REQUIREMENTS IN HISTORIC DISTRICT PROCESS DISCUSSION

**ATTENDING:** Kyle Sandler (Vice Chair) **via Zoom** Shaun Lagueux (Select Board Representative), Dorcas Gordon, and Steve Favorite

**ABSENT:** Richard LaFlamme (Chair)

**STAFF:** Joanne Bailey (Land Use Manager) and Donna Sullivan (Land Use Administrative Assistant)

**OTHER:** Clayton Titus and Sheenah Duncan

Vice Chair, Kyle Sandler called the meeting to order at 7:06 PM with a quorum present in the room and a roll call.

**OLD BUSINESS:** None

**NEW BUSINESS:**

BRAINSTORMING DISCUSSION HDC COMMISSION INTEREST/RECRUITMENT

The Commission talked about coming up with ways to promote interest in the Historical District preservation efforts, communicating Town's Economic Development Programs like the Tax Incentive 79-E Program to Central Square Property Owners and possible ways to reach out to residents to serve as members or alternates on the Commission.

In regard to recruitment and membership information, Shaun Lagueux asked the staff how many members/alternates the Commission can have. Staff responded that the Commission can consist of five (5) members including one (1 Select Board member and up to five (5) alternate members. They would however confirm this in the Bylaws.

Following discussion, it was determined that the staff and Ms. Gordon can collaborate on ideas to promote the 79-E program, and these can be discussed at the August meeting. Commission members were encouraged to talk to those they know with similar interests to recruit as well. Mr. Lagueux stated that the Town could promote membership opportunities on the website too.

**OTHER BUSINESS:**

SIGN PERMIT PROCESS DISCUSSION

Ms. Sullivan introduced two members of the public in attendance. She stated that Ms. Duncan was opening an Art Studio and Tattoo business in Central Square, and the Land Use Office staff was interested in some clarification around the HDC COA process for sign permits. Ms. Duncan would like to have her business lettering on her business door, and it was not clear if this would be considered as a sign.

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#### SIGN PERMIT PROCESS DISCUSSION - continued

Ms. Bailey indicated that on the application for a Sign Permit, it indicated a HDC Certificate of Approval (COA) would need to be completed before the Land Use Sign permitting process. She was looking for the Commission's input to determine if Ms. Duncan would have to go through a COA case process with the HDC.

Ms. Gordon stated that this was changed sometime in the past to allow the Land Use Office staff discretion for signs in the Historic District. Discussion followed with staff comments about other Sign Permits granted in Central Square that had lettering on windows or doors. The outcome of discussion was that the word "sign" would be removed from the COA application and that permitting for signs in the Historic District is at the discretion of the Land Use Office and it the Land Use Sign permit application was all that was needed.

Ms. Bailey stated she thought it would be good to keep HDC updated as to any signage activity happening in the Historic District. She indicated that Mr. Russ Hertrich will be installing new signage on the building he is currently renovating and a couple others in Central Square. The examples of the signs were shared on the screen.

Mr. Favorite asked if there were going to be limitations for colors used. He talked about the history of discussion and events in the past dealing with color on building name signs and buildings. Mr. Lagueux stated that if there was a historic reason for a specific color then that may be an issue to make, but there are plenty of historic color choices for paints and to date, the choices and signage in the district have enhanced Central Square. Ms. Gordon agreed. Mr. Sandler stated in his work with Canterbury Shaker Village, historic paint colors were researched and documented, and the colors used may surprise many people. Mr. Lagueux brought up the expense of some colors, and Mr. Sandler added that blue colors like the one Mr. Hertrich used were very expensive in the 1800's.

#### **MINUTES APPROVAL:**

The minutes of the April 11, 2023, meeting were reviewed. Mr. Lagueux motioned to accept the minutes as presented. Ms. Gordon seconded. The motion carried with roll call vote 4-0-0.

**COMMUNICATIONS:** None

**COMMISSION MEMBER COMMENTS:** None

#### **NEXT MEETING: August 8, 2023**

Ms. Sullivan indicated that at present no cases are scheduled for this meeting. Ms. Bailey added that the August & September meetings are a "must meet" meeting.

#### **ADJOURNMENT:**

With no other business before the Commission, Mr. Lagueux motioned to adjourn. Mr. Favorite seconded. The motion carried 4-0-0. The meeting adjourned at 7:30 pm.

Respectfully submitted,

Janet Cote

Land Use Associate