



**MANCHESTER-BY-THE-SEA**  
**HISTORIC DISTRICT COMMISSION**  
**Town Hall, 10 Central Street**  
**Manchester-by-the-Sea, Massachusetts 01944-1399**

**MINUTES**  
**MANCHESTER-BY-THE-SEA**  
**HISTORIC DISTRICT COMMISSION**  
**Virtual/Online Meeting April 22, 2021**

**Commissioners Present:** Chairperson Rosemary Costello, John Round, Donald Halgren, Tracy Gothie, and Joseph Sabella.

**Commissioners Not Present:** Richard Smith and Robert Coppola.

Ms. Costello called the Historic District Commission (“HDC”) of Manchester-by-the-Sea (“MBTS”) to Order at 6:35 p.m. Ms. Costello then introduced the Board Commissioners to those in attendance and explained the HDC meeting procedures. Ms. Costello also explained that if the HDC Commissioners approve an application and agree to waive the public hearing on an application, the abutters of the applicant's property will receive a Waiver of Public Hearing by US mail and then there is a 10 day appeal period. Once the appeal period is over, the applicant will receive the Certificate of Appropriateness. This process takes approximately two weeks. It is noted that this meeting is a virtual/online meeting and is also being digitally recorded by Ms. Ardolino, the HDC clerk, and the typed minutes represent the permanent record of the Board. The format of the hearing was explained to those in attendance by the Chairperson.

**CONTINUED APPLICATION**

Application of **Kitfield-Holt House**, for a Certificate of Appropriateness from the Historic District Commission, or other such relief as may be necessary, to construct a one (1) freestanding sign, with raised black lettering on a white field stating the building name and address, eight (8) equal black panels with carved 22kt gold leaf lettering listing individual businesses, at **24 Bridge Street**, Assessors Map No. 21, Lot No. 21 in District G, filed with the Town Clerk on February 11, 2021.

Ms. Costello explained that she had spoken to Mr. Paul Orlando, the Building Inspector, who had spoken to the owners of 24 Bridge Street and Ms. Thompson the MBTS Assessor. The owners understand that the third floor had been residential and the last time Ms. Thompson visited this property was in 2017 and the third floor was residential at this time. The owners will modify their plans to reflect offices only on the second floor. At this time, Mr. Orlando is waiting for the modified building and parking plans, to be sure that there are the adequate number of parking spaces for the offices and

residential tenants. In the event that there are not the adequate number of parking spaces, then the applicants will be required to file an application for a change of use with the MBTS Zoning Board of Appeals ("ZBA"). Ms. Ardolino will contact Ms. Gigi Gowdy to request a copy of the revised plans for HDC review.

The window replacement project had HDC approval and is moving forward. The modified building and parking space plans will not require any change(s) to the approved window project.

## NEW APPLICATION

Ms. Costello introduced the application of **Kevin Patey**, for a Certificate of Appropriateness from the Historic District Commission, or other such relief as may be necessary, to hang a sign for **Jack's Barber Shack** and a red, white, and blue barber light (required by law), at **26 Central Street, Unit B**, Assessors Map No. 45, Lot No. 3 in District G, filed with the Town Clerk on April 6, 2021.

Mr. Kevin Patey introduced himself as the applicant and owner of Jack's Barber Shack and explained as follows: This is a traditional barber shop, located at the former Cuddle Fish site. We have painted the entrance door red, to match the red on the bottom of the Jack's Barber Shack sign and the trim on the picture window. There is a light above this door. The sign is 4 feet by not quite 2 feet, not perfectly rectangular, shaped like a boat transom and will be hung flat against the wall to the left of the large store front picture window. The logo/image will be painted on finished/clear varnished oak panels. There will be a vintage (1950s) Barber Pole Light located to the left of the entrance door and this light will only illuminated during business hours. This revolving Barber Pole Light is red, white, and blue and housed in glass and supported by a silver chrome fixture with a round white light at the top—35" height, 9" width, 16" glass width, projecting approximately 11" from the building. Opening day will be May 4th.

Ms. Gothie complimented the sign's transom design and the other Commissioners agreed.

There were no further questions, concerns, or comments by the HDC Commissioners or the public.

Ms. Costello requested the following motions on the application of **Kevin Patey**, for a Certificate of Appropriateness from the Historic District Commission, or other such relief as may be necessary, to hang a sign for **Jack's Barber Shack** and a red, white, and blue barber light (required by law), at **26 Central Street, Unit B**, Assessors Map No. 45, Lot No. 3 in District G, filed with the Town Clerk on April 6, 2021.

Mr. Round made a motion to waive the public hearing on the application of Kevin Patey, Jack's Barber Shack, 26 Central Street, Unit B for the sign and barber shop pole. Ms. Gothie seconded the motion. Vote: Ms. Costello, Mr. Round, Mr. Halgren, Ms. Gothie, and Mr. Sabella voted unanimously in favor of waiving the public hearing on this application.

Mr. Round made a motion to approve the Certificate of Appropriateness on the application of Kevin Patey, Jack's Barber Shop, 26 Central Street, Unit B for the sign and barber shop pole. Ms. Gothie seconded the motion. Vote: Ms. Costello, Mr. Round, Mr. Halgren, Ms. Gothie, and Mr. Sabella voted unanimously in favor of approving the Certificate of Appropriateness on this application.

## ADMINISTRATIVE MATTERS

**24" Solar Flashing SLOW Sign on Central Street, just before the Black Arrow Restaurant:** Ms. Costello stated that Mr. Round, a MBTS Board of Selectmen ("BOS") member, forwarded the HDC Commissioners their decision to approve this sign. Mr. Round added that Chief Todd Fitzgerald was at the BOS meeting and the Chief stated that they are not going to install a post, but the flashing SLOW sign will be placed on an existing post, just before the Black Arrow Restaurant and will be like the existing sensor speeding warning signs (School Street). This sign will only be in place as long as dining is permitted outside the Black Arrow Restaurant.

**February 25, 2021 and March 25, 2021 HDC Minutes:** Ms. Costello requested motions on the February 25, 2021 and March 25, 2021 HDC minutes.

Mr. Halgren made a motion to approve the February 25, 2021 and March 25, 2021 minutes. Mr. Round seconded the motion. Vote: Ms. Costello, Mr. Round, Mr. Halgren, Ms. Gothie, and Mr. Sabella voted unanimously in favor of approving these minutes.

**Fence Modification at 35 Central Street:** Mr. Halgren stated that he would like to replace an existing fence, which is located between the far end of the driveway and the beginning of the back yard, with an attached gate that opens to the rear yard, right next to the right side of the house. The replacement fence will be exactly like the existing fence in appearance, 12 feet wide, but will not be cedar. The new fence will be a Walpole AZEK outdoor fence, which is strong, substantial, lasting material, with the appearance of real wood. This fence is not visible from the street or public view, and is basically a like for like replacement, except for the material. Mr. Round commented that that fence is set far back. The HDC has approved AZEK on a number of occasions for trim on houses, etc. and I agree the AZEK material mimics wood very closely, including having the look of grain on the cuts. Mr. Halgren added that it looks better than wood and the HDC should consider allowing AZEK in the HDC Guidelines.

Ms. Costello asked the HDC Commissioners if anyone objects to Mr. Halgren not submitting an application for a Certificate of Appropriateness for an essentially "in kind" replacement. None of the HDC Commissioners objected. Ms. Costello thanked Mr. Halgren for asking the permission from the HDC Commissioners. Mr. Halgren will share some photos of

**MBTS DPW Culvert Project:** Mr. Round asked if there is any news or updates on this project, and the HDC Commissioners replied that they haven't heard any updates on the project. Mr. Halgren said he will share some photos of a guard rail in

Kennebunkport, ME. Ms. Costello stated that we have to find an alternative that will be approved.

**Adjournment:** Mr. Halgren made a motion to adjourn the meeting. Mr. Round seconded the motion. Vote: Ms. Costello, Mr. Round, Mr. Halgren, Ms. Gothie, and Mr. Sabella voted in favor of adjourning this meeting. The meeting was adjourned at 7:16 p.m.

Respectfully submitted,  
Adele Ardolino, Clerk  
Historic District Commission  
Manchester-by-the-Sea, MA