



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

MINUTES of the MANCHESTER-BY-THE-SEA HISTORIC DISTRICT COMMISSION
August 25, 2022

Zoom Meeting:

<https://us06web.zoom.us/j/86379560526?pwd=N2JEVTLwOUM4Q3V1UmowdDIxZWJQT09>
Meeting ID: 863 7956 0526 Passcode: 517052

Commissioners Present: Chairperson Rosemary Costello, John Round, Richard Smith, Joe Sabella

Commissioners Not Present: Tracie Gothie, Don Halgren, one vacant seat.

Ms. Costello called the Historic District Commission (“HDC”) of Manchester-by-the-Sea (“MBTS”) to Order at 7:00 p.m. by Zoom. She then introduced the Board Commissioners to anyone who might be in the Zoom audience and explained the HDC meeting procedures. She explained the application procedure and the format of the meeting. The meeting was recorded and the typed minutes represent the permanent record of the Board. She noted that at this evening’s meeting the Commission would be hearing two Applications for certificates of Appropriateness for work done in the Historic District.

HDC APPLICATIONS

Application of **A. Atwater Kent III MRTL Trust** for a **Certificate of Appropriateness** from the Historic District Commission, or other such relief as may be necessary to replace the existing roof with Certainteed Brand, Landmark Designer Roofing Shingles, Moire Black/Georgetown Grey at **43 Union Street**, Assessors Map No. 46, Lot No. 5 in District G, filed with the Town Clerk on August 10, 2022.

Mr. Christopher Putnam appeared virtually before the Commission representing the Trustees of the A. Atwater Kent MRTL Trust. He said that the insurance company required a new roof. Contractor Gibley recommended the replacement shingles. The shingles would be same for same, similar in color, asphalt.

Responding to Mr. Round, Mr. Putnam said the replacement shingles are architectural shingles.

All members reported that they looked at the sample that was left for them in Town Hall

Mr. Putnam said that a window at the rear of the house would be replaced that cannot be seen from the public way. Ms. Costello advised him that the window would not require HDC review.

The Commission determined that the proposed work is insubstantial in its effect on the Historic District.

There being no further discussion, motion was made by Mr. Round and seconded by Mr. Sabella with Members Round, Sabella, Smith and Costello voting in the affirmative by roll call vote, to waive the public hearing on the application of A. Atwater Kent III Mrtl Tr, William Jaget, Trustee for a Certificate of Appropriateness to replace existing roof with Certain Brand, Landmark Series, Moire Black shingles at **43 Union Street**, Assessors Map No. 46, Lot No. 5 in District G, as shown on the application filed with the Town Clerk on August 10, 2022

There being no further discussion, motion was made by Mr. Smith and seconded by Mr. Sabella with Members Round, Sabella, Smith and Costello voting in the affirmative by roll call vote, to approve the application of A. Atwater Kent III Mrtl Tr, William Jaget, Trustee for a Certificate of Appropriateness to replace existing roof with Certain Brand, Landmark Series, Moire Black shingles at **43 Union Street**, Assessors Map No. 46, Lot No. 5 in District G, as shown on the application filed with the Town Clerk on August 10, 2022

Pending no applicable written objection to the Commission's decision and after a lapse of 10 days from date of the notice of Waiver, it will proceed with the issuance of a Certificate of Appropriateness to the above-named owner.

Application of **Santander Bank by Philadelphia Sign Company** for a **Certificate of Appropriateness** from the Historic District Commission, or other such relief as may be necessary to replace three existing signs with signs as follows: E01 Hanging Sign – 1 ft H x 2 ft W use existing bracket, double faced non-illuminated HDU sandblasted hanging sign, carved with raised border and letters, clean and paint pole PMS Cool Grey 5; E02 Wall Sign 1 ft H x 8 ft W, single faced non-illuminated HDU Sandblasted Wall sign, carved with raised border and letters; and E03 Hours Plaque, plastic, slide hours in and out when need updating at **17 Union Street**, Assessors Map No. 45, Lot No. 10 in District G, filed with the Town Clerk on August 17, 2022.

Heather Dudkow, Sign Permit Consultant, appeared virtually representing the applicant and described the signs being requested in the application. She said the signs will have texture, the letters and logo are raised, the font and logo are changing slightly, the signs are the same size as the existing, and they will be the same color although the new signs are smoother. The plastic sleeve with hours is removable. The directional sign on site will remain as it is.

All members reported that they looked at the sample that was left for them in Town Hall

Mr. Smith said the sign sample looks synthetic.

Mr. Round said the font looks like sans serif, the same as was approved 7 or 8 years ago. It will not be reflective.

The Commission determined that the proposed work is insubstantial in its effect on the Historic District

There being no further discussion, motion was made by Mr. Round and seconded by Mr. Sabella with Members Round, Sabella, Smith and Costello voting in the affirmative by roll call vote, to waive the public hearing on the application of Santander Bank by Philadelphia Sign Company for a Certificate of Appropriateness to replace three existing signs with signs as follows: E01 Hanging Sign – 1 ft H x 2 ft W use existing bracket, double faced non-illuminated HDU sandblasted hanging sign, carved with raised border and letters, clean and paint pole PMS Cool Grey 5; E02 Wall Sign 1 ft H x 8 ft W, single faced non-illuminated HDU Sandblasted Wall sign, carved with raised border and letters; and E03 Hours Plaque, plastic, slide hours in and out when need updating at **17 Union Street**, Assessors Map No. 45, Lot No. 10 in District G, as shown on the application filed with the Town Clerk on August 17, 2022.

There being no further discussion, motion was made by Mr. Smith and seconded by Mr. Round with Members Round, Sabella, Smith and Costello voting in the affirmative by roll call vote, to approve the application of Santander Bank by Philadelphia Sign Company for a Certificate of Appropriateness to replace three existing signs with signs as follows: E01 Hanging Sign – 1 ft H x 2 ft W use existing bracket, double faced non-illuminated HDU sandblasted hanging sign, carved with raised border and letters, clean and paint pole PMS Cool Grey 5; E02 Wall Sign 1 ft H x 8 ft W, single faced non-illuminated HDU Sandblasted Wall sign, carved with raised border and letters; and E03 Hours Plaque, plastic, slide hours in and out when need updating at **17 Union Street**, Assessors Map No. 45, Lot No. 10 in District G, as shown on the application filed with the Town Clerk on August 17, 2022.

Pending no applicable written objection to the Commission's decision and after a lapse of 10 days from date of the notice of Waiver, it will proceed with the issuance of a Certificate of Appropriateness to the above-named owner.

ADMINISTRATIVE MATTERS

Approval of Minutes: July 28, 2022.

Upon motion made by Mr. Round and seconded by Mr. Sabella, it was Voted with Members Round, Sabella, Smith and Costello voting in the affirmative by roll call vote, to approve the minutes of July 28, 2022.

Discussion and possible vote to reduce number of copies of applications required from 8 to 4.

Upon motion made by Mr. Round and seconded by Mr. Smith, it was Voted with Members Round, Sabella, Smith and Costello voting in the affirmative by roll call vote, to reduce the number of applications and plans required from 8 to Original plus 2; to amend the application

form to add “Detailed” (bold and underlined) before “Narrative”, and to add a final sentence that reads “Please a consult with HDC Guidelines for details.”

Discussion of amendments to Manchester Historic District Guidelines.

The Commission will discuss further amendments to the Guidelines at a subsequent meeting.

Any other administrative matters that could not reasonably have been anticipated in advance of the required 48-hour posting.

Members discussed the need for an architect on the Commission and whether they would waive the requirement if necessary in favor of a candidate with history knowledge.

Mr. Round said the Historic Museum has new members and a new director. He will ask to be put on their agenda.

Mr. Sabella said he was working on the Crowell Chapel since 2012. He would like to see the chapel useable year-round once it becomes year round. The CPA gave \$500,000 to restore the chapel.

Mr. Sabella said he had worked on an application for Rosedale. It appears that some of the information has been lost.

There being no further matters to come before the Commission, and upon motion made by Mr. Round and seconded by Mr. Smith, with Members Costello, Round, Sabella and Smith voting in the affirmative by roll call vote, it was Voted to Adjourn at 7:45 p.m.

Respectfully submitted,
Helene Shaw-Kwasie, Clerk
Historic District Commission

Approved by the HDC on December 1, 2022

Documents used at meeting:
Minutes of July 28, 2022
Application of 43 Union Street
Application of 17 Union Street