

Heritage Commission

Heritage Sign Program Review Committee

December 4, 2024, 12 p.m.

City Hall 2<sup>nd</sup> Floor Conference Rm, 41 Green St, Concord, NH 03301

### AGENDA

Sign Committee Members Present: Carol Durgy Brooks, Dr. Bryant Tolles,

Absent: Rick Jaques

Staff: AnneMarie Skinner, City Planner

1. Meeting called to order by Chair, Carol Durgy Brooks at 12:01 p.m.
2. Approve meeting minutes from June 5, 2024: Motion to Approve made by Dr. Tolles; seconded by Carol Brooks. Motion passed.
3. New Business

Chair Brooks reviewed procedures for review of new sign applications as discussed at June 5, 2024 meeting minutes:

*Chair Brooks outlined the HC Heritage Sign Program: its Guidelines/Procedures/Resources and the Elements of the Sign Application Review Process. Once a Sign Application Template is Approved and the Sign Committee Approval Letter issued to the Applicant, it will outline next steps for the Applicant. A copy of the Approval Letter is also sent to the Designated Signmaker with the Committee's approved Sign Text. The Applicant then contacts the Designated Signmaker, Advantage Sign, to order and pay for sign manufacture. Once a Manufactured Sign is attached to Applicant's building, the Heritage Sign Committee will photograph the building with its Heritage Sign and write a Summary of the building's history derived from the application and supportive local resources including the Concord Room, Concord Public Library, etc. The Heritage Sign Committee will forward its building summary and sign photo to the City to add to the online list of approved Heritage Commission Heritage Sign Summaries.*

- a. Sign Application for 13 Auburn Street, Concord: Applicant was not present.

The Committee discussed the Application Sign Text and attached information. The proposed sign text included the date of residency by Walker in the building, building location, Queen Anne elements and wraparound as shown on photos of removed

clapboard siding and earliest residency of Lorinda Walker and spouse Nathaniel Walker, a Silversmith. Applicants also provided information on later residents: Violet McIvor and Donald McIvor, Surgeon.

The Committee concluded that the proposed sign text was supported by the submitted documentation.

**Motion to approve the Sign Application was made by Dr. Tolles and seconded by Carol Brooks. Motion passed unanimously.**

- b. Sign Application for 11 Auburn Street, Concord (Applicant Carol Brooks).

Chair Carol Brooks tabled this application until a future meeting as two of three Committee members were needed to address this application submitted by Carol Brooks, Chair of the Sign Committee.

#### **4.Old Business**

- a. **Update on Committee's Response to 2024 to 2 Rum Hill Road application.**

See Minutes of June 5, 2024 and attached letter to Youngs

The Committee discussed the June 11, 2024 letter to the Youngs regarding the original 2016 application (found to need additional information to support sign text) and 2024 revised application (resubmission of 2016 information). The Committee offered 3 sign text proposal options that were supported by the existing 2016/2024 applications. At the June 5<sup>th</sup> meeting, the Sign Committee approved each of the 3 sign text options and offered that the Application would be held open for new information or the 3 sign options.

**The Committee noted that no response from the Applicants has been received to date.**

**The Committee discussed the status. A motion was made to continue to hold the application open in perpetuity by Carol Brooks and seconded by Dr. Tolles. The motion passed unanimously.**

The file will continue to be held open until and unless a response is received.

- b. Review of Heritage Sign Program Review Procedures Committee Application review as discussed at June 5, 2024 meeting. See Minutes Section 5)

The Committee discussed the criteria and procedures for review of Sign Applications and found that the procedure worked well for review of this meeting's application. No need for changes were noted.

Motion made by Carol Brooks to continue to use the Review Procedures and seconded by Dr. Tolles. Motion passed unanimously.

4. Discussion of 2025 meetings: Due to scheduling conflicts, the January 8 and February 5 meetings are canceled. The next meeting will be March 5, 2025. The Brooks application will be reviewed at that time as well as any new applications received.

Motion to approve the revised schedule made by Carol Brooks, seconded by Dr. Tolles, passed unanimously.

5. Adjourn: **Motion to adjourn made by Carol Brooks, seconded by Dr Tolles. Motion passed unanimously.**

**Adjourned at 12:32 p.m.**

Respectfully submitted,

Carol Brooks