

## Heritage Sign Review Committee Minutes

### HERITAGE COMMISSION HERITAGE SIGN PROGRAM REVIEW COMMITTEE

Date: May 7, 2025; 12:00 p.m. City Hall 2nd Floor Large Conference Room, 41 Green St, Concord, NH 03301

#### AGENDA

1. Meeting was called to order at 12:03 pm by Chair Brooks

2. Minutes from April 2, 2025: Motion to approve made by Rick Jaques; seconded by B.Tolles, no discussion, All in favor, motion to approve passed.

3. New Business: Prior to reviewing a new sign application, the Chair provides a summary of the Committee's Guidelines, Procedures, Resources and the Elements of the Sign Application Review Process. Once a Sign Application Template is Approved, the Sign Committee will issue an Original Signed Approval Letter to the Applicant with a list of the next steps for sign production. A copy of the Approval Letter is also sent to the Designated Signmaker containing the Committee's Approved Sign Template. The Applicant then contacts the Designated Signmaker, Advantage Sign with Applicant's Approval Letter and orders and pay for their sign manufacture. Once a Heritage Sign is created and attached to the Applicant's building, the Heritage Sign Committee will photograph the building with its Heritage Sign. The Committee will also write a summary of the building's history that is derived from the application and any supportive local resources including the Concord Room, Concord Public Library, etc. The Heritage Sign Committee will forward its summary and sign photos to the City to add to the online list of Approved Heritage Commission Heritage Sign Summaries.

a. 16 Auburn St: Applicant Maura Weston attended in support of the application.

Commission members reviewed the submitted Application and attached plan; reviewed additional Commission documentation and supplemental documentation from the Applicant regarding the Swenson family and the Concord Swenson Granite Quarry. Discussion of the proposed sign template and all the submitted documentation resulted in a motion to approve the Heritage Sign Application by Rick Jaques, seconded by B. Tolles. Motion passed unanimously by Jaques, Tolles and Brooks.

4. Old Business:

a. 25 Ridge Road: Discussion of April 2 Application, Approval with condition; condition met with supplemental information and sign template approved for large sign.

b. Heritage Sign Workshops have been scheduled for May 13 and September 9 at the Concord Public Library, 5:30 pm -7:30 pm. Carol Brooks and Bryant Tolles will host for up to 10 attendees. Online signups required by the day before the workshops on the CPLibrary website. The Heritage Commission webpage contains the notice and link to the CPLibrary site.

5. Other Business:

a. Revised Guidelines, Procedure and Application Form. Discussion of the new form located on the Heritage Sign Website. Applicants will submit a Sign Application to the City Planning Office and pay the \$10 Fee. City Planning will mail the original to the Sign Committee Chair. Sign Committee Chair will copy or scan and forward to Sign Committee Members for review prior to a meeting.

b. Meeting Dates-The Heritage Sign Committee will not meet on July 2, August 6 or October 1

6. The meeting adjourned at 12:47 pm on a motion to adjourn from R. Jaques, seconded by B.Tolles. All in favor: Jaques, Tolles and Brooks

DRAFT