



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
January 26, 2023

Location: Town Hall Room 7 and Virtual by Zoom

Commissioners Present: Chairperson Rosemary Costello, John Round, Richard Smith, Don Halgren, Joe Sabella, Tracy Gothie

Commissioners Not Present: one vacant seat.

Guest: Paul Stremple

Staff Present: Helene Shaw-Kwasie, HDC Clerk

Chair Costello called the Historic District Commission (“HDC”) of Manchester-by-the-Sea (“MBTS”) to Order at 7:00 p.m. by Zoom and in Town Hall. She introduced the Board Commissioners and explained the HDC meeting procedures, the application procedures and the format of the meeting. She noted that at this evening’s meeting the Commission would be hearing two Applications for Certificates of Appropriateness for signs on the same sign board in the Historic District. The meeting was recorded and the typed minutes represent the permanent record of the Board.

APPLICATIONS FOR CERTIFICATE OF APPROPRIATENESS

Application of New Summit Investments for a **Certificate of Appropriateness** to install a 12” x 72” double-sided sign on the signpost located at 1 Elm Street where space has become available, Assessor’s Map 53, Lot 23 in District G filed with the Town Clerk on December 5, 2022.

Mr. Alex Lamb appeared before the Commission to discuss his application for Certificate of Appropriateness. He said that two spots are available and he would be happy with either one.

Mr. Round advised Mr. Lamb that construction on Central Street is scheduled to begin in the Fall of 2024, the signpost might be down for a few months during construction, and the signpost might be moved 6 - 8’ further up Elm Street.

There being no further discussion, upon motion made by Mr. Smith and seconded by Mr. Round with Members Costello, Halgren, Round, Gothie, Sabella and Smith voting in the affirmative by

roll call vote, it was VOTED that the proposed work is insubstantial in its effect on the Historic District and to waive the public hearing on the application of **New Summit Investments** for a **Certificate of Appropriateness** from the Historic District Commission

Upon motion made by Mr. Halgren and seconded by Mr. Round with Members Costello, Halgren, Round, Gothie, Sabella and Smith voting in the affirmative by roll call vote, it was VOTED to approve the application of **New Summit Investments** for a **Certificate of Appropriateness** from the Historic District Commission.

Ms. Costello advised Mr. Lamb that Notices of Waiver of Public Hearing will be sent to abutters. 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 Riverside Cycle for a **Certificate of Non-Applicability** to install a like-kind update to a 12" x 72" double sided sign that currently contains Seaside Cycle name and logo to contain Riverside Cycle name and logo. This sign is part of an existing structure located at 1 Elm Street comprised of six business signs. This one is the top most position. Assessor's Map 53, Lot 23 in District G filed with the Town Clerk on January 12, 2023.

Ms. Costello advised Ms. Conlon that the proper application for a sign in the Historic District is the Application for Certificate of Appropriateness and not Certificate of Non-Applicability. Ms. Conlon requested that her application be changed to seek a Certificate of Appropriateness.

Upon motion made by Mr. Smith and seconded by Mr. Round with Members Costello, Halgren, Round, Gothie, Sabella and Smith voting in the affirmative by roll call vote, it was VOTED to accept the change of the application of Riverside Cycle to Certificate of Appropriateness.

Ms. Peg Conlon appeared before the Commission representing Riverside Cycle. She said that since 1969 the bike shop has been Seaside Cycle. At the beginning of January, 2021 it was purchased by Mr. Millett who changed the name to Riverside Cycle.

Mr. Round advised Ms. Conlon that construction on Central Street is scheduled to begin in the Fall of 2024, the signpost might be down for a few months during construction, and the signpost might be moved 6 - 8' further up Elm Street.

There being no further discussion, upon motion made by Mr. Sabella and seconded by Ms. Costello with Members Costello, Halgren, Round, Gothie, Sabella and Smith voting in the affirmative by roll call vote, it was VOTED that the proposed work is insubstantial in its effect on the Historic District and to waive the public hearing on the application of **Riverside Cycle** for a **Certificate of Appropriateness** from the Historic District Commission

Upon motion made by Mr. Halgren and seconded by Mr. Smith with Members Costello, Halgren, Round, Gothie, Sabella and Smith voting in the affirmative by roll call vote, it was VOTED to approve the application of **Riverside Cycle** for a **Certificate of Appropriateness** from the Historic District Commission.

Ms. Costello advised Ms. Conlon that Notices of Waiver of Public Hearing will be sent to abutters. 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

Upon motion made by Mr. Halgren and seconded by Mr. Smith with Members Costello, Halgren, Round, Gothie, Sabella and Smith voting in the affirmative by roll call vote, it was VOTED to approve the minutes of January 5, 2023.

Update on Rosedale Cemetery and Crowell Chapel

The Commission was joined by Mr. Paul Stremple, a resident of Highland Avenue, who has a Masters in Architecture and Art History, who had recently spoken with Mr. Ben Haley at the Massachusetts Historical Commission about how to obtain funding for a survey and inventory. Mr. Stremple said he would like to be considered to be involved in the survey and inventory.

Ms. Costello said she had put in a line item in the Town Budget to do a match to a grant from the State for \$15,000. We will then have a mandate then we can seek additional funding from the State to hire a consultant to carry out the survey and inventory. We will have to issue an RFP and then kick off that process before we can start to identify properties or create local districts.

Mr. Stremple said that Mr. Haley had told him that we need to put together a preliminary list of possible projects. He said it would be a minimum of \$50,000 for everything in the Town. The preliminary list is how to get started. He asked his friend at the Trustees of Reservations if we could find private funding.

Ms. Costello said that tomorrow she will be talking to Jennifer Doherty at the Massachusetts Historic Commission.

Mr. Stremple said in doing the survey and inventory, we could find out if Rosedale could be part of this. Mr. Sabella said that for years he has been, and still is, very much involved in getting Rosedale on the National Register.

Ms. Costello will send Mr. Stremple a job description and an application to serve on the Historic District Commission and Historic Commission, and if he is interested he should send the information to Ms. Costello who would share it with the Select Board.

Discussion of amendments to Manchester Historic District Guidelines

Mr. Smith had prepared amendments to the HDC Guidelines which the Commission has not yet voted on. He will send his February 28, 2022 red-lined draft to members. Ms. Costello will put the Guidelines on the agenda for a vote at the next meeting.

Mr. Smith said that in 2018 the HDC sent Guidelines to all Merchants in the District.

Mr. Smith explained to the HDC members the changes he had made to the temporary signage section of the Guidelines.

Ms. Costello will write a letter to the owner of The Mooring with a copy to the Building Inspector asking him to change his “Open” sign. She will write to the owner of Boo Bird asking her to file an application for her new sign.

Mr. Smith explained the changes he had made to the Windows Section. Upon motion made by Mr. Sabella and seconded by Ms. Gothie with Members Costello, Halgren, Gothie, Round, Sabella and Smith voting in the affirmative by roll call vote, to update the Historic District Guidelines to reflect the changes to Section O, the Windows Section.

Mr. Halgren pointed out that he had reported at the January 5 meeting that there were very large inflatable holiday decorations on the overhanging balcony across Union Street from the real estate office at the corner of Beach and Union Street. Members discussed holiday décor in the Historic District including other holiday decorations on a roof top and in front of a building. After discussion, Mr. Smith said he would draft language for the Banner and Flags Section or the Temporary Signage Section of the Guidelines which would say “excessive holiday décor is discouraged”.

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

None

There being no further matters to come before the Commission, and upon motion made by Mr. Smith and seconded by Ms. Gothie with Members Costello, Halgren, Gothie, and Smith voting in the affirmative by roll call vote, and Mr. Round not voting as he left the meeting early, it was Voted to Adjourn at 8:05 p.m.

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

Approved by the HDC on March 30, 2023

Documents used at meeting:
Minutes of January 5, 2023
Application of Summit Investments, 1 Elm Street
Application of Riverside Cycle, 1 Elm Street