



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
July 20, 2023

Location: Town Hall Room 7 and Virtual by Zoom

Commissioners Present: Chairperson Rosemary Costello, John Round, Joe Sabella by Zoom, Alison Moerland, Paul Stremple, Tracy Gothie by Zoom

Commissioners Not Present: Richard Smith

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 holding a Public Hearing on reviewing and amending the Historic District Guidelines, and hearing an Application of Kristine Hale for a Certificate of Appropriateness for a sign at 36 Union Street

APPLICATION FOR CERTIFICATE OF APPROPRIATENESS

Application of **Kristine Hale** for a **Certificate of Appropriateness** for a 5 inch x 17 inch sign made of a composite material. Black background with gold lettering. 2 signs to hang under the current Lance Law signs, one being fixed to the alley side of the building. One on the sign holder for visibility from the sidewalk. Assessor’s Map 51, Lot 9 in District G filed with the Town Clerk on June 6, 2023.

Ms. Hale was not in attendance.

Members reviewed the application and illustrations and opined that they had no problems with the location or size of the sign.

Upon motion made by Mr. Round and seconded by Mr. Stremple, it was Voted by roll call vote with Members Costello, Round, Moerland, and Stremple voting in the affirmative, to waive a public hearing.

Mr. Sabella arrived by Zoom at this point and reviewed the application.

Upon motion made by Mr. Round and seconded by Ms. Moerland, it was Voted by roll call vote with Members Costello, Round, Moerland, Stremple and Sabella voting in the affirmative, to approve the application of Kristine Hale, 36 Union Street for a Certificate of Appropriateness for a sign, Option 2, within the Manchester Historic District.

The Certificate of Appropriateness is for a 5 inch x 17 inch sign made of a composite material. Black background with gold lettering. 2 signs to hang under the current Lance Law signs, one being fixed to the alley side of the building. One on the sign holder for visibility from the sidewalk. Assessor's Map 51, Lot 9 in District G as shown on the application filed with the Town Clerk on June 6, 2023.

PUBLIC HEARING

The Manchester-by-the-Sea Historic District Commission held a Public Hearing on July 20, 2023, at 7:00 p.m., in Town Hall, 10 Central Street and via Zoom to review and amend the Historic District Guidelines, including without limitation guidelines regarding Windows and Signs and increased filing fee.

All members present reported that they had reviewed the revised section of the Guidelines regarding Windows and the revised section regarding Signs. They expressed their gratitude to Richard Smith for his work on the Guidelines revisions.

Upon motion made by Ms. Costello and seconded by Mr. Stremple, it was Voted by roll call vote with Members Costello, Round, Moerland, Stremple and Sabella voting in the affirmative, to close the Public Hearing.

Upon motion made by Ms. Gothie and seconded by Mr. Round, it was Voted by roll call vote with Members Costello, Round, Moerland, Stremple and Sabella voting in the affirmative, to approve the 2023 Historic District Guidelines.

ANY ADMINISTRATIVE MATTERS THAT COULD NOT REASONABLY HAVE BEEN ANTICIPATED IN ADVANCE OF THE REQUIRED 48-HOUR POSTING.

Ms. Costello reported that she had been working with Sue Croft on issuing an RFQ for consultants to do the Historic District survey plan. The RFQ was issued the first week in July with proposals due July 24. One proposal has come in. It was sent to eight individuals who were likely to respond. The pool can be expanded and the deadline can be extended. A letter can be issued to the State seeking grant funds in November to get the survey started. Ms. Costello will try to use the \$15,000 Administrative Funds. The Interim Town Planner has advised her that CPC funds can be used. Mr. Sabella said to contact Stuart Saginor in Boston who is the admin for the CPA program to see if it qualifies.

Ms. Costello reported that she and Mrs. Kwasi receive inquiries from people that do not lead to applications. 1-3 Union Street will come back with an application. Linda Crosby of Bridge Street inquired about repairing storm damage like for like; the Andersons of Bennett Street inquired about replacing a stockade fence like for like; Seaside One Museum inquired about

adding air conditioning. An inquiring was made about 40 Beach Street which is not in the Historic District.

Mr. Round reported that the Town is considering installing a second flag pole behind the town fountain. It is due to happen in the next six months. Mr. Round said that all flags must be reviewed by the Select Board. He suggested that the Guidelines be reviewed or changed as they apply to flags. Mr. Sabella said he would like the HDC to review anything that is being put on the pole.

ADMINISTRATIVE MATTERS

- Approval of Minutes: May 25, 2023 (if available). No action taken.
- Update on Rosedale Cemetery and Crowell Chapel. No action taken.
- Discussion of and vote on amendments to Manchester Historic District Guidelines. Voted at this meeting.

There being no further business to come before the Commission and upon motion made by Mr. Round and seconded by Ms. Gothie, it was Voted by roll call vote with Members Costello, Round, Moerland, Stremple and Sabella voting in the affirmative voting in favor to adjourn. Adjourned at 7:41 p.m.

Submitted,

Approved by the Commission on August 23, 2023

Helene Shaw-Kwasie
Clerk

Documents used at this meeting:
2023 Guidelines
Application of Kristine Hale