

## **MINUTES OF A MEETING OF THE MANCHESTER HISTORIC ZONING COMMISSION**

November 3, 2016

### Call to Order

The regular meeting of the Historic Zoning Commission was called to order by Chairman Amos at 4:30 p.m. in the City Hall Boardroom with the following members in attendance: Ray Amos, Evans Baird, Pat Berges, Roger Guess, Gary Trail, Scott van Velsor and Codes Director Jamie Sain. Terri Hudson joined the meeting in progress. Absent were Alderman Ryan French and John Mancini.

### Minutes Approval

Minutes of the previous meeting were read and approved upon motion by Evans Baird seconded by Gary Trail.

## **NEW BUSINESS**

### COA – Health Nutt

Owner Sharon Holmes appeared before the commission for review of the proposed new sign for the Health Nutt. Considerable discussion ensued as to what simple variation might be effected to bring this large sign more in keeping with neighboring structures and signage. A number of other downtown signs were shown as examples. An agreement was reached that the corners of the sign would be altered slightly to appear similar to the Parsons and Nichols sign, and the COA was approved on this basis after motion by Evans Baird seconded by Gary Trail.

### COA – Totalgraphics

Lee Nettles presented a COA application for extensive upgrades to the Totalgraphics building. These included a new roof, repainting the entire structure, repaving the parking area, new awnings and exterior light fixtures, new guttering, and replacement of windows and garage doors. He explained that all the windows would be the same style with white vinyl borders, and the garage door would be replaced with a similar one. He hasn't decided about the awnings and it was requested that these be tabled until a decision was made and he could resubmit them. The commission asked that all the awnings be the same style and material. It was also suggested that the entire building be painted the same tan color. With these conditions, motion was made by Pat Berges, seconded by Scott van Velsor, and the COA was unanimously approved.

## **OLD BUSINESS**

### Sign Ordinance Follow-up

Codes Director Sain was asked about the flashing, scrolling neon sign in one of the downtown business windows. He replied that according to the city attorney, the Commission had no authority over this since it was an interior sign. Several commissioners recalled that the BOMA overruled this and did not want flashing neon signs in the historic zone. The ordinance that passed, however, did not include this. Secretary Berges will research the matter and report back.

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Downtown Steering Committee Report

Terri Hudson advised that the workshop in Gallatin was attended by four members of the Steering Committee and proved very helpful. The committee meets again on Monday, November 7, to begin the workplan for the grant.

Notice to New Downtown Business Owners

Pat Berges presented a draft of a notice to new business owners within the Historic District advising them of the Historic Zoning Commission's guidelines for their buildings. Scott van Velsor suggested it might be edited somewhat to sound more friendly. He will review the document for any changes that might be helpful and it will then be e-mailed to Commission members for approval. It was felt that the Water Department would be the appropriate office to handle distribution of the notice.

Accenting the Positive

Evans Baird recommended that since so many positive changes have taken place recently within the Historic District, with building upgrades, new business owners, and increased activities around the square, It would be a positive step for the Commission to recognize these improvements by featuring a monthly newspaper article about one of the buildings, its original construction date, history, owners, what kind of business occupied the structure over the years, and appreciation for the recent upgrades. Everyone agreed this was an excellent idea and it was decided to begin with the West Main Brick Oven building.

Adjournment

There being no further business for discussion, the meeting was adjourned at 6:00 p.m.

Respectfully submitted,



Pat Berges, Secretary