

Historic District Commission Minutes  
Thursday, February 2, 2023

The meeting was called to order by Chairman Fulton at 3:10 pm. in the Scout Building in St. Mary's Square: the following members were present in person: Debra Alms, Walda DuPriest, Code Compliance Officer Eric Knapp, and staff Kim Shellem. Glenn Fong joined virtually. New member Michael Bibb was not in attendance.

The meeting proceeded without the use of zoom. Pete Leshar was in attendance to present the CBMM application, Ms. Narrett joined via phone.

**OPENING STATEMENT:**

Chairman Fulton determined a quorum was present, he then read the opening statement into the record. He then swore in persons intending to testify.

**NEW BUSINESS:**

HD-22-814 Addendum 1

CBMM                      Revised signage  
109 Mill Street

Representing the applicant, Pete Leshar presented the application HD-22-814 Addendum 1. Application HD-22-814 was previously submitted and approved on November 3, 2022. In that submission, the sign approved was for individual aluminum letters to be painted and be individually mounted on the siding to the right of the entrance door with a vinyl logo above. The new submission is the same with an addition of painted aluminum backer, with the sign assembly mounted to the siding in the same location.

Chairman Fulton noted that the building is non-contributing and a lenient standard of review appropriate, members concurred.

Chairman Fulton cited Chapter 7 Signs, page 33 of the guidelines.

Member DuPriest made a motion to approve application HD-22-814 Addendum as submitted. Motion seconded by Member Fong and carried on a vote of 4:0 in favor.

HD-23-824

Nancy Narrett              Replace fence  
202 E. Chestnut Street

Via a phone call, Ms. Narrett is seeking approval to install a new 6' fence wood on east side of property, built in kind to existing fence at the rear and west side of backyard. Fence consists of 5-foot board on board construction with a 1-foot lattice section for a total of 6 foot. The fence will run east from the front corner of the house with an inswing gate, then proceed south to connect with existing fence corner post. A connector section in kind will replace a 2-foot section at back right corner of house and a screen of same design will be added to hide the existing HVAC unit from the street.

Chairman Fulton noted that the property dated circa 1897 and is valued as a "B" on the National Register Map finding a strict standard of review appropriate. Members concurred.

Chairman Fulton cited Section 9, page 35 of the guidelines.

Member DuPriest made a motion to approved application HD-23-824 as submitted. Motion seconded by Member Fong and carried on a vote of 4:0 in favor.

Town Planner Steve Ball joined the meeting at 3:55 and Town Administrator Rob Straebel joined the meeting at 4:00.

Matters for Commission and Staff

**Discussion items:**

**String lights:** Members noted that the issue of string lights had been going on for about a year, a discussion of proposed verbiage, regulations, and types of lighting ensued. Code Enforcement Officer Eric Knapp stated that to address and regulate the use of “string lights” in the historic district it will be necessary for the commission to provide a policy statement which would make the lighting issue enforceable. The guideline should also address seasonal decorations, i.e., Christmas lights and time lines.

Town Planner Steve Ball noted a few issues members need to consider – the guidelines (recommended versus not recommended), enforcement, and clarification of regulations. Secondly, the impact on the Community, any changes should be transparent to the Community he suggested holding a public workshop to discuss verbiage then draft language before enforcing the new regulations.

Chairman Fulton noted that the guidelines need to include a definition of temporary versus permanent, and a definition of “string lights.” He then offered draft language of the policy, “It is the position of the historic district commission that string lights are not appropriate, that any new application for string lights will not be approved, those installed without historic approval are violations.”

Member Alms noted past tent violations.

Chairman Fulton said the guidelines were updated 2017 and will need amendments to the rules of procedure to incorporate a revision process which should be regular the question is the authority to amend the guideline’s and whether it needs to go before the Commissioners.

Steve Ball agreed that the guidelines on the historic district commissions authority to regulate is not clear, he offered to draft language for discussion at the next HDC meeting March 2, 2023. Members stressed the need to be able to enforce violations.

Rob Straebel said the enforcement issue will need to go to the Town’s Attorney for review. The HDC agreed to consider draft language to amend the design guidelines.

Proposed signage denoting boundaries of the Historic District- In response to Chairman Fulton, Rob Straebel noted the historic commission would need to provide a visual of proposed signage, size, locations, and cost to the Commissioners for review to possibly include in the 2024 draft budget. Staff to research previous drafted signs.

Member Alms wanted to clarify the false statements made by the Architects of the Hotel project at 906 S. Talbot Street, Chairman Fulton noted that the HDC have certain restrictions and advised the Architect that they could only meet at regular advertised meeting.

Members talked about the use of “heaters” on main street. Eric Knapp added that he spoke to Ava’s and Wildset asking them to remove the propane heaters, and asked members for direction on allowable heaters in the historic district.

Eric Knapp noted open enforcement issues of the Old Brick Inn:

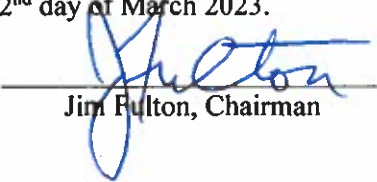
- The plastic sign which was approved as an MDO sign is changing from “Café” to a Bar, Mr. Wilson will return to the commission for approval of the sign. He will also need to apply to the Planning Commission for a Site Plan review which will include a tent.
- Sliding glass doors at 412 S. Talbot Street – Member duPriest noted that Mr. Wilson did not return as agreed, to seek approval of the installed sliding doors. Eric Knapp said he met with Member Fulton to discuss the option of probable legal issues should they require the removal of the door. He confirmed that the door does have the divided lights.
- Pathway Lights- Boy Scout Cabin- Member duPriest noted that the lights were approved with false information. Director of Public Works Brian Thompson is working with Eric Knapp regarding lighting, lumens, deflectors, and removal of some poles to lessen the impact on neighboring properties- update next month. Rob Straebel said the lights are only used the nights the Boy Scouts are in a meeting.

- Tents – Member Alms asked about the existing tent at 401 S. Talbot Street. Eric Knapp responded- there is nothing in the Code prohibiting tents. Ms. Alms recalled a discussion of tents by the Commissioners. Eric Knapp said Mr. Wilson is required to apply to the Planning Commission for a Site Plan Review for the proposed bar and tent.

Chairman Fulton asked if the zoning code will address temporary structures? Eric responded in the affirmative.

ADJOURNMENT      The meeting adjourned at 4:55 pm.

Minutes approved as submitted on a vote of 5-0 in favor on the 2<sup>nd</sup> day of March 2023.

  
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Jim Fulton, Chairman