

Minutes of the HERITAGE COMMISSION'S

HERITAGE SIGN PROGRAM REVIEW COMMITTEE

June 5, 2024, 12:00 p.m. City Hall 2nd Floor Conference Rm, 41 Green St, Concord, NH 03301

Sign Committee Members Present: Carol Durgy Brooks, Dr. Bryant Tolles

Absent: none

Guests: Jane Guilmette

Staff: AnneMarie Skinner, Acting City Planner

AGENDA

1. Meeting was called to order at 12:04 pm

2. Election of Chair: Nomination of Chair Carol D Brooks. **Moved by Carol D Brooks; seconded by Bryant Tolles. Motion passed unanimously.**

3. New Business

Chair Brooks introduced the HC Heritage Sign Program: its Guidelines/Procedures/Resources and the Elements of the Sign Application Review Process. Also discussed was the procedure once Sign Application Text is Approved and the Sign Approval Letter is issued with next steps outlined and sent to the Applicant and Designated Signmaker for the approved Sign Text. The Applicant then contacts the Designated Signmaker, Advantage Sign, to order and pay for sign manufacture. Once Manufactured Sign is attached to Applicant's building, the Heritage Sign Committee will photograph the building with its Heritage Sign and write a Summary of the building's history derived from the application and supportive local resources including the Concord Room, Concord Public Library, etc.. The Heritage Sign Committee will forward the building summary and sign photo to the City to add to the online list of approved Heritage Commission Heritage Sign Summaries.

a. Application for 1 Cambridge St., Concord, NH. Applicant J. Guilmette was present to support her application.

The Committee discussed the Application Sign Text and attached information. The proposed sign text included the date of the building, residency of Judge Ira Perley and building location on farmland formerly held by Edward Abbot in 1727. All information was supported by documentation except for one detail. The sign text date for the date of death of Judge Perley was revised to reflect actual year of death and end of residency to 1874 as shown by the applicant's documentation. The applicant agreed to revise the date of death from 1888 to 1874 and signed proposed revised sign template.

Approval of Sign Application as Revised was moved by Carol D Brooks; seconded by Bryant Tolles. Motion passed unanimously.

4. Old Business

a. Revised materials for 2 Rum Hill Rd, Concord, NH. Applicant P. Young was not present for discussion of the application. The Committee discussed the original submission of the Jan 4, 2016 application and proposed sign text, including a 2003 letter from Darryl Thompson. The original application did not contain information that supported the proposed sign text. On Jan 7, 2016, the Sign Committee sent the Applicant an email to the

address given on the application relating to the lack of supportive information, encouraging and requesting the Applicant to submit additional information that supported the proposed date of '1920' for building construction

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and information supporting that 'Workers at Mary Baker Eddy' lived in the building. The Sign Committee indicated in the email that the file would remain open and on hold until additional information was received.

In May 2016, the Applicant was requested to submit additional information and submitted the same 2003 letter from Darryl Thompson as was submitted in 2016. No new information was provided. The applicant was not present to add new information.

In preparation for this meeting, the Sign Committee independently checked some property information and was prepared to discuss additional options with the applicant. The additional information included historic maps of Concord from 1902 (no Grandview Av or Rum Hill Road yet created) and a 1928 map showing the presence of Grandview Av aka Rum Hill Road, but no building. A copy of the assessor map listed the building as dating from about 1920. Circa or C. 1920 could therefore be listed on the sign template with this supportive information. The Sign Committee also reviewed the 1926 City Directory and found Mary D Rice as living at the address in 1926. Her death in 1927, provided the basis to list her residency at 2 Grandview Av (now 2 Rum Hill Rd) as 1926-27. The Directory listed her occupation as Christian Science Practitioner. This information could be used on Sign Text and is supported by these items.

The current Application Status as submitted in 2016 and resubmitted in 2024 was determined to be unsupported by the Applicant's combined submitted information to date. The Committee welcomes the Applicant, if they chose, to submit new supportive information, their application will be held open if they chose to submit their own additional information. The Sign Committee will review any new material submitted by the applicant.

However, the Sign Committee agreed that its additional new property information should be sent to the applicant for their review and consideration. This additional information forms the supported basis for 3 possible sign templates. The 3 suggested sign templates are purely optional, not mandatory. The Applicant has the option to continue their own research. However, if one of the 3 Suggested Committee 2024 sign templates is acceptable, the applicant may accept **one** and sign the desired sign template and **mail the signed original** to the Heritage Sign Committee, c/o City Planning, 3rd floor, 41 Green Street, Concord, NH.

The selected, signed revised 2024 sign template will be attached to the 2016 application and replace the existing 2016 proposed sign template. This will complete the Application and be considered approved upon receipt. The Sign Committee will then issue an Approval letter to the Applicant outlining next steps in obtaining the Heritage Sign.

The Sign Committee agreed to send a letter to the Applicant with the additional 2024 supportive information and the 3 optional 2024 suggested and supported sign templates. If the Applicant signs **one** of the 3 suggested sign templates, it is approved upon their signature and receipt by the Heritage Sign Committee. The Sign Committee will then issue a Sign Approval letter.

**Approval as to the actions described above: Moved by Carol D Brooks; seconded by Bryant Tolles.
Motion passed unanimously.**

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5. Other Business:

1. Discussion of future agenda items, if any: Any future Applicant submissions occur, the application needs to be filed 10 business days before the next scheduled Sign Committee Meeting.

**Approval as to the actions described above: Moved by Carol D Brooks; seconded by Bryant Tolles.
Motion passed unanimously.**

2. Discussion of next meeting date: Sept 4. Both Brooks and Tolles are out of state for July 3 and Aug 7 meeting dates.

**Approval as to the actions described above: Moved by Carol D Brooks; seconded by Bryant Tolles.
Motion passed unanimously.**

3. Discussion of Sign Committee Procedures, Meeting Preparation: Upon receipt of a Sign Application from City Planning, each Sign Committee member needs to print out and review the Sign application (or have online availability to review and comment) in preparation for the next meeting. Committee members need to identify sign text items that are **supported or not supported by the applicant's documentation and be prepared to address application questions at the next meeting**. Since Committee members cannot directly discuss an application outside of a meeting, Committee members may direct questions or need for additional research in an email to Acting City Planner, AnneMarie Skinner with a request to forward to all Committee members. Each Committee member should examine forwarded questions and be prepared to discuss possible actions, questions, etc. in order to make the most of the Application review and Applicant time at the next meeting.

**Approval as to the actions described above: Moved by Carol D Brooks; seconded by Bryant Tolles.
Motion passed unanimously.**

4. The Committee requests that all Committee members send confirmation of attendance and receive confirmation of Committee attendance (like HC meeting) to assure a quorum. The Sign Committee requests that all Sign Applicants be requested to attend their Sign meeting to assist in better understanding and advancing their application and their research efforts.

**Approval as to the actions described above: Moved by Carol D Brooks; seconded by Bryant Tolles.
Motion passed unanimously.**

6. Adjourn: Motion to adjourn by Carol D Brooks; seconded Bryant Tolles

Motion passed unanimously.

Adjourned at 1:17pm

Minutes prepared by Carol D. Brooks