

**Exeter Historic District Commission
August 15, 2013**

Call Meeting to Order: Chairwoman Pam Gjettum called the meeting to order at 7:00pm in the Nowak Room of the Town Office Building. Members present were: Pete Cameron, Selectwoman Julie Gilman, Fred Kollmorgen, Nicole Martineau and Patrick Gordon.

New Business: Public Hearing

The application of Bradford W.Gile, Jr. for a change of signage at 121 Water Street. The subject property is located in the WC-Waterfront Commercial zoning district. Tax Map Case #13-08.

Ms. Wendy Robinson proprietor of Sign of the Times, represented Mr. Gile. Accompanying the application was a mock up design of the new signage. The proposed sign is 32" L x 10"H and made of ½" MDO (modified density overlay-standard industry signboard). It is to be painted with vinyl graphics and will slide into an existing iron frame/bracket in a space over the Exeter Tailor signage at the 121 Water St. address.

Mr. Kollmorgen moved to *accept* the application; seconded by Ms. Gilman. Motion passed.

In the discussion leading to an approval, Mr. Gordon remarked the iron bracket appears to be fine but felt the links holding the frame/sign showed signs of rust; perhaps would want to touch up before staining occurs to the new sign. Ms. Robinson will have installer do the touch up.

Mr. Kollmorgen moved to *approve* the application with the condition the links be touched up (with paint); seconded by Ms. Gilman. With no further discussion, the Chair called for the vote. Motion passed.

Other Business:

- **Approval of minutes for June 20, 2013 meeting.**

Mr. Gordon moved to accept the minutes as presented; seconded by Ms. Martineau. Mr. Cameron noted the minutes outlined fourteen (14) points of information the Commission wished to have before making a decision on the application of Mr. Chase; how was that information conveyed to the applicant. Mr. Gordon explained before the applicant left that evening there was a general discussion and the points of information needed were noted; it was not necessary for him to read the minutes to know what information he was to obtain and bring back to HDC. Motion for approval passed with Ms. Gilman abstaining as she was not at meeting.

- **Approval of minutes for July 18, 2013 meeting.**

A typo in the text was noted by Mr. Gordon. With that determined, Mr. Kollmorgen moved to accept the minutes with the correction noted; seconded by Mr. Gordon. Motion for approval passed with Mr. Cameron abstaining.

- **Second reading of proposed changes to Article VII (Minutes and Records) of the HDC Rules of Procedure.**

Mr. Gordon proposed a revision to Article VII and read into the record at the July 18, 2013 meeting. Any revisions to the Exeter HDC Rules of Procedure require (3) public readings; this was the second public reading. Revisions are italicized in the following proposed revision.

Draft Minutes

Minutes of all meetings shall include the names of the members present, persons appearing before the Commission, a brief description of the subject matter discussed *and final decisions. Minutes drafted during a meeting of the Historic District Commission are presented to the Commission for their approval, and amendment if necessary, at the next meeting. If Commission members who were at the meeting when the minutes were recorded are not available during the subsequent meeting when the minutes are to be approved, approval of the minutes is tabled until the next meeting. Approval of the minutes may be tabled for up to three subsequent meeting if members who were at the meeting when they were recorded are not available to approve them. If the minutes have not been approved after three (3) subsequent meetings, they may be approved and amended, if necessary, by the Commission members at the fourth meeting after the minutes were recorded.* Minutes of meetings and records of the decisions shall be filed with the town clerk. The records shall be open for public inspection during regular business hours of the clerk within 72 hours of the meeting, except those matters which are excepted from the scope of RSA 91-A:3.

- **Review of HDC application form and format**

At the July 18, 2013 meeting Mr. Benjamin raised the concern that the current application form does not ask for information on the age –actual or approximate- of the structure as it may provide more information to the Commission members on more of the history of the property and any proposed changes requested in the application. It was agreed to review at a future meeting the application form and determine if revisions should be made. A sample of the Bedford, NH application for certificate of approval for their HDC was provided for members to review. Using the present Exeter application cross references were made where additional information may be provided.

Discussion followed on various items for inclusion. Ms. Martineau did suggest adding to the application that plans, elevations and details be required so as to better communicate the design-intent of the structure and/or property. She suggested eliminating the request for “drawings” as often they were too generic to get an actual representation of what was being proposed. As for the requests being overkill, other members felt by having all the information needed at the first hearing would lessen the need for applicant to return for a second hearing.

Mr. Gordon agreed to work on a revised application format; will use present Town application as template.

- Ms. Gilman stated the immediate need for a HDC representative to the Heritage Commission following the resignation of Ron Schutz. The Heritage Commission meets on the second Wednesday of the month. Ms. Gilman thanked Ms. Gjettem for agreeing to assume the position.

With no further business, Ms. Gilman motioned to adjourn; noted non debatable by Chair. Meeting adjourned at 7:25 pm.

Respectfully submitted,

Ginny Raub
Recording Secretary