

**LOWELL HISTORIC PRESERVATION BOARD MEETING**  
**November 29th, 2018**  
**9:00am**

Chairman Floyd called the meeting to order at 9:00AM. The Pledge of Allegiance was recited. Recording Secretary Dianna Cade took roll call. Members answering the roll call were Ken Floyd, Connie Schrombeck, Susan Riley and Tony Kinnis. Also, present were Aj Bytnar Director of Planning and Development, and Jeff Sheridan, Town Manager.

**APPROVAL OF MINUTES**

Mr. Kinnis made a motion to approve the November 5th, 2018 regular meeting minutes, seconded by Mrs. Schrombeck and carried by voice vote of all ayes.

**NEW BUSINESS**

**HISTORIC: #18-034– 318 E. Commercial**

**PETITIONER: Attorney Gerald Stout**

**CERTIFICATE OF APPROPRIATENESS PURPOSE:**

Signage

Attorney Stout stated his office is on the South side of Commercial Ave at 318 E. He noted the dimensions, and the location of the sign he is proposing. He stated it will be framed and it is made of a vinyl material. Director Bytnar stated that is not a permanent material. The Board agreed. Director Bytnar stated that a vinyl sign is temporary and it must be permanent. Mr. Stout stated this sign is identical to most of the others that are hanging downtown right now. Mrs. Schrombeck stated that is true. Director Bytnar stated he is not sure that they have been approved. Mr. Floyd stated most of them are pre-historic Board. Director Bytnar stated signs need to be permanent and of a more historic character in keeping with what the historic district was set up for. He noted that the Board cannot speak as to what was approved before the Board was constituted. Attorney Stout asked when the Board was constituted. It was stated that the Board was established in 2009. Attorney Stout stated there were signs that were put up after that date that are vinyl. Mr. Sheridan asked the petitioner if he had looked at the cost to have it made in a different material. Attorney Stout stated no, his intention is to be able to hang the sign himself. He noted that if he has one made out of wood, he has to hire somebody to hang it. He stated that the sign he is proposing is vinyl material that will be stretched very tight like art work and it will be put on a wooden frame.

Director Bytnar discussed the façade grant that was available thru the RDC to help defray some costs that enables businesses to utilize higher grades of material. Attorney Stout asked if the Town had written specifications on what was allowed in the Historic District. Mr. Sheridan stated yes and asked if he had gotten a copy of it. Mr. Stout stated no and since he did not get a copy of the design guidelines, he had it designed based on what was already up in the area. Discussion followed on enforcing design guidelines. Director Bytnar stated that it is his recommendation that the Board defers the petition. He will meet with the petitioner and work out additional details. Director Bytnar discussed the

façade grant.

Ms. Riley made a motion to table the petition until the next meeting, seconded by Mr. Kinnis and carried with a voice vote of all ayes.

**HISTORIC #18-035 – 222 & 224 E. Commercial**  
**PETITIONER: Renee and Richard Helton**

**CERTIFICATE OF APPROPRIATENESS PURPOSE:**  
Windows

Mr. Helton stated that they have a four-unit building and they would like to replace the window fronts on two of them. He stated it would be the west two units addressed as 222 and 224 E. Commercial. He stated that it would be a phasing project. Mr. Sheridan asked if they would be going thru the façade program once this process is approved. Mrs. Helton stated yes. Mr. Helton asked if you can only get funding once from the RDC. Director Bytnar stated that is the policy and it is a question for the RDC not the Historic Board. Discussion followed on the RDC.

Mrs. Helton and Director Bytnar discussed the diagrams and pictures that were presented to the Board and where the transient windows are located. Director Bytnar asked what material the windows would be wrapped in. Mr. Helton stated it will be aluminum in a bronze color. Director Bytnar asked if they would be doing the doors at the same time. Mr. Helton stated yes. Director Bytnar asked if the doors will match the windows. Mrs. Helton stated yes.

Ms. Riley made a motion to approve the Certificate of Appropriateness for Historic #18-035, because it does meet the Findings of Fact and all the requirements, seconded by Mrs. Schrombeck and carried with a voice vote of all ayes.

**MOTION PASSED 4-0**

**ADJOURNMENT:**

With no further questions or comments, Mrs. Schrombeck, made a motion to adjourn at 9:22am, motion was seconded by Ms. Riley and carried by voice vote of all ayes.

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Ken Floyd

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Connie Schrombeck