

**TOWN OF KINGSTON, NEW HAMPSHIRE**  
**HISTORIC DISTRICT COMMISSION**  
**Thursday, September 13, 2018**  
**Public Meeting**

**Members Present:**

Virginia Morse, Chair  
Susan Prescott, Vice Chair  
Madelynn Ouellette  
Nancy Pratt  
Stanley Shalett

**Absent:** Glenn Coppelman  
George Korn  
Stacy Smoyer

**Other Attendees:** Mike Stevens

Ms. Morse called the meeting to order at 7:06 PM.

**Town Board Updates:**

**HDC:** *Acceptance of Minutes:* Ms. Morse asked for omissions, additions, and/or corrections to the transcribed Minutes of the meeting held on August 14, 2018. Ms. Prescott made a motion to approve the minutes. Ms. Ouellette seconded this. All in favor, none opposed.

**Planning Board and CIP:** Ms. Morse informed the Board that there was a Planning Board meeting where Rick Korn brought his plan for an outdoor seating area for his restaurant for their approval. In this instance, the HDC did not direct Rick to the Planning Board for approval; although not required, this helpful advice is usually afforded to applicants. Although Mr. Korn (HDC representative) is not present at tonight's meeting, he intends to propose that any paperwork for new applications will automatically go to the Planning Board so that they are aware that an applicant may need approval from the Planning Board as well. In consideration of the strict regulations for properties in the Historic District, this should be reflected in the approval process with the Planning Board. In this particular instance, Rick got approval from the Planning Board via an expedited process, so this particular project is already underway. When Mr. Korn gets back, he will make a motion for the HDC to vote on this.

**Heritage Commission:** Ms. Prescott attended the Heritage Commission meeting on August 23, 2018, and there were 2 items of note. The Commission is sending RFPs for masonry repair on the Nichols Building with an end date of November 2019. The Commission is also in the process of making "Welcome to Kingston" signs, and those will be replicas of signs in town 30 years ago.

**Melissa Burleigh, 160 Main Street**

**Application for Sign for New Business**

Ms. Burleigh handed out paperwork to the Board. She is an attorney in Kingston and is looking to lease space at 160 Main Street at the old Cahill's location next to "What's the Scoop." She wants to put her business sign above where the current sign is placed. She also would like to put up a window sign, similar to other businesses in the District. For guidance, she gave Bill at Salem Sign the information from the current HDC Ordinances/Regulations regarding signage, and he provided paperwork and drawings to Ms. Burleigh, and this is what was handed out tonight to the Board.

Ms. Morse asked if there were lights at the location. Ms. Burleigh was not sure if the picture shows an existing light or security camera. She was not planning on lighting the sign. Ms. Morse stated that the sign cannot be back-lit but can be lit from above or below, but that would need to be decided at tonight's meeting before approval can be granted. Ms. Burleigh stated she would like lighting from below the sign if allowed. Ms. Morse informed her that the light cannot be left on all night long, only during hours of operation.

Ms. Ouellette asked if the lighting should match across the entire strip of businesses in that area, and Ms. Morse agreed. Ms. Morse clarified that there are some signs that were grandfathered in before the Ordinance was adopted. In the meantime, Ms. Ouellette went outside to verify the existing lighting at the location, which is right across the street from Town Hall. Only 1 or 2 businesses have lighting, and it looks like their service windows are being lit, not necessarily just their signs. It did not appear to be uniform.

Ms. Morse asked if the additional window sign would detail the hours of operation or the name of the business; 2 window signs would bring her above the allowed sign footage. Ms. Burleigh agreed to only one sign displaying the hours of operation. Ms. Morse stated she liked the design overall.

In seeing the apparently darkened store window in the drawings, Ms. Prescott asked about possible tinting of the storefront glass, and Ms. Burleigh does not intend to change the glass, only maybe put a shade or something similar in the window.

Ms. Morse stated since she will be next door to the business "What's the Scoop," and that particular business utilizes lighting from under the sign, it would look more uniform if Ms. Burleigh's signage reflected the same. Ms. Burleigh concurred. Ms. Morse stated she will note on the submitted application that the sign will be lighted from below. Ms. Burleigh again concurred.

Mr. Shalett asked if the proposed signage was within the square footage allowed by the HDC in consideration that the plaza itself has a sign with businesses listed on it. Ms. Burleigh stated that the plaza sign currently states "Nextel." The Board members now took some time to review the Ordinances and Regulations. Ms. Morse stated in Ordinance 303.3 section D3, Multi-Tenant Developments, the allowed signage for the development itself is 6 inches x 4 feet per unit. This allows for additional signage at the

business location itself, so Ms. Burleigh will be in compliance with the plan she has offered on her application.

**MOTION:** Ms. Prescott now made a motion to approve the application with the following provisions:

1. Removal of the window sign detailing the business name and have only a window sign with the hours of operation.
2. Addition of up-lighting if desired.

Ms. Ouellette seconded this motion.

*Members in favor:* 5.

*Members opposed:* None.

*Members abstained:* None.

*Members recused:* None.

Ms. Morse explained the process of approval to Ms. Burleigh and ensured she had the correct address for Ms. Burleigh.

**Julie Weego (represented by Mike Stevens), 173 Main Street**  
**Proposed Chimney Repair**

Mr. Stevens approached the Board regarding the cinderblock chimney done in the 70s. It houses the boiler vent and is in severe disrepair. In the documentation given to the Board at this meeting by Mr. Stevens, Ms. Weego provided photos representing the proposed replacement; she is proposing vinyl exterior.

Ms. Morse stated she discussed this project already with Ms. Weego as she was unaware she needed a permit for the demolition involved in this project.

Many of the Board members expressed the existing chimney is not attractive and in severe disrepair.

Ms. Morse asked if the existing chimney is wrapped in vinyl. Mr. Stevens stated there is vinyl only on the back, and there are pine and cedar clapboards on the other sides. Ms. Morse stated the HDC has approved vinyl before, and the chimney sits at the back of the property.

Mr. Shalett asked if the new chimney will be made of cinderblock. Mr. Stevens stated he will have a stainless still liner and will build a wood frame around it and then wrap this frame with vinyl siding. Mr. Stevens clarified that the liner will be a stainless steel double-lined pipe, and there will not be any other vents from the chimney.

Ms. Prescott asked if this kind of design has been approved before, and Ms. Morse stated that it has.

Ms. Pratt asked if stone veneer or stone was considered. Mr. Stevens stated this would increase the cost, and the existing structure is already vinyl. Ms. Morse stated right now, the chimney is not safe and could not simply be re-faced; the entire cinderblock structure would need to be replaced.

Ms. Morse asked if it will have molding on the edge. Mr. Stevens stated that it would.

**MOTION:** Mr. Shalett now made a motion to accept the project, including the demolition permit, and that the new chimney will be built as stated in the application. Ms. Prescott seconded this motion.

*Members in favor:* 5.

*Members opposed:* None.

*Members abstained:* None.

*Members recused:* None.

Ms. Morse now asked if Mr. Stevens knew to which address Ms. Weego would like the approval to be mailed. He was not sure but stated he would have her contact Ms. Morse. Ms. Morse stated she would work on the permit and explained the process to Mr. Stevens.

#### **Expiration of Certificates of Approval: Mari Eggleston and Others**

As Ms. Smoyer is not in attendance, there is no update pertaining to Mari Eggleston's expired application in reference to confirmation that the work was completed as approved. Ms. Morse will check with her regarding any available updates.

Ms. Prescott now checked the list of outstanding applications to see if any are approaching their expiration dates. There are 3 of note:

1. The All American Assisted Living Facility, which is currently being built. The approval date was 12/14/2016 (work to be completed by 12/14/2018). Although the HDC provided approval for their sign, the Planning Board had a longer approval process which delayed the construction start date. Ms. Morse will look into the date the Planning Board approved the project and go from there. She is unsure if an extension needs to be filed.
2. \_\_\_\_\_ 37:18 (name inaudible): Plan was modified in March of 2017.
3. Jim \_\_\_\_\_ 37:28 (name inaudible): Expiration date 11/16/18, solar panels at 172 Main Street.

#### **Continuation of Discussion Regarding Sign Ordinance/Regulation Review**

Last month, the Board reviewed Ordinances/Regulations from 4 other towns regarding signage. The intent of the HDC is to update the town's Ordinances and/or Regulations for clarity and guidance for future applicants.

In brief, the following topics were discussed at a high level:

- Usage of "not permitted" rather than "discouraged" to reduce ambiguity.
- The specificity of the Ordinances and/or Regulations.
- Awnings.
- Electronic signs, such as neon signs.
- Usage of pictures of desired sign designs and where they should be located in the Ordinances and/or Regulations, potentially as a glossary at the end.
- The inclusion of logos on signs.
- If pictures of products will be allowed to be displayed in storefront windows.
- The amount of discretion an applicant will be allowed in the design of a sign.
- Updating the purpose statement to reflect the Board's desire for the success of all businesses in the District, necessitating some uniformity and a welcome appearance for customers.
- The importance of agritourism to local farms and their desire for directional, temporary/seasonal signs to sell their farm goods. The design of these signs, where they can be displayed, and the duration of time they are allowed to be displayed must be discussed.

At this meeting, Ms. Morse also shared a binder that was created at the time that Hannaford's had applied to build a store in Kingston. This book had many pictures of signs of varying types, and the Board members reviewed these pictures and discussed them.

Ms. Morse asked if the Board wanted to review the suggestions page-by-page at this time. Ms. Prescott stated she believes Mr. Coppelman and Mr. Korn would want to discuss this as well and are not present at this meeting. Ms. Morse suggested each member review the available information in detail and come up with a rough draft for future discussion.

**Couture Eclectic, 167 Main Street**  
**Update on Signage/Lighting in Violation**

Ms. Morse will send a 2nd registered letter to the Coutures again as they did not pick up the first registered letter sent to them. She would like to have Mr. Coppelman and Mr. Korn present when this discussion is held. There are a number of violations to be discussed with them including lighting, the amount of signage, and nonadherence to the approved design.

**MM&S to adjourn at 8:25 PM.** \_\_\_\_\_ moved to adjourn the meeting. Ms. Ouellette seconded. All other members agreed.