

**PROCEEDINGS
OF
LOWELL DOWNTOWN HISTORIC DISTRICT COMMISSION
CITY OF LOWELL
TUESDAY, JUNE 26, 2012, 6:00 P.M.**

1. **CALL TO ORDER; PLEDGE OF ALLEGIANCE; ROLL CALL**

The Meeting was called to order at 6:04 p.m. by Chairman Doyle and Lori Gerard called the roll.

Present: Commissioners Bob Reagan, Greg Canfield and Chairman Steve Doyle

Absent: Commissioners Chris Fleszar and Nancy Wood

Also Present: Councilmember Jim Hall, Steve & Andrea Pierce, Mark Batchelor and Lori Gerard

2. **APPROVAL OF MINUTES OF PREVIOUS MEETING**

IT WAS MOVED BY CANFIELD and supported by REAGAN to approve the regular minutes of the May 29, 2012 as written

YEA: 3. NAY: 0. ABSENT: 2. MOTION CARRIED.

3. **104 W MAIN – STEVE PIERCE - SIGNAGE**

Steve Pierce new tenant of 104 W Main presented application for approval of signage for his business Barefoot Gardener. Pierce stated that the sign will be a one sided, 3' x 6', made from materials called illumilite (thin aluminum sheet). Pierce commented that he is renting 102 & 104 W Main so he will be centering over the two units. Pierce stated that the store will sell live plants. Pierce noted that his plan was to apply the sign onto OSB board. Commissioner Canfield commented that a lot of times there is a frame or edging around the signs. Commissioner Reagan stated that the sign should be looked at before any changes are made. Pierce commented that sign will be placed on existing brackets.

IT WAS MOVED BY REAGAN and supported by CANFIELD to approve the signage as presented for 104 W Main pending City approval.

YEA: 3. NAY: 0. ABSENT: 2. MOTION CARRIED.

Pierce questioned if grand opening or new management banners were allowed in the historic district. It was noted that he would need to have a temporary sign permit but if banner was inside window nothing was needed. It was noted that sandwich boards were allowed also. It was recommended that he speak to the City Manager Mark Howe.

4. **219 & 307 E MAIN – MARK BATCHELOR – EXTERIOR RENOVATIONS**

Mark Batchelor owner of 219 E Main (North Country Trails office) presented a permit application for exterior renovations for brick replacement, closing up openings in metal cornice; replace wood that is shrinking, brick replacement and repainting south east elevations in the same color.

IT WAS MOVED BY CANFIELD and supported by REAGAN to approve the permit application for 219 E Main as presented.

YEA: 3. NAY: 0. ABSENT: 2 MOTION CARRIED.

Batchelor also owner of 307 E Main (law office & coffee shop) completed a permit application for caulking of open joints in wood, and painting of mullions and lower store front wood in existing colors.

IT WAS MOVED BY CANFIELD and supported by REAGAN to approve the permit application for 307 E Main as presented.

YEA: 3. NAY: 0. ABSENT: 2 MOTION CARRIED.

A grant application was submitted for each project. Bids were presented as follows:

219 E. Main	Bid #1. \$5800	Bid #2. \$6310
307 E Main	Bid #1. \$1200	Bid #2. \$1425

IT WAS MOVED BY CANFIELD and supported by REAGAN to approve a 30% historic grant for work of \$7000. Grant not to exceed \$2100. Deadline will be 11/1/2012.

YEA: 3. NAY: 0. ABSENT: 2 MOTION CARRIED.

5. **307 E. MAIN – NOREEN K. MYERS – SIGNAGE**

Mark Batchelor presented an application for signage for his tenant Noreen K. Myers as she could not be present. Myers would like to add signage across the store front windows for her law office. Signage will be 80” x 16” black sign with brass lettering measuring 10” – 12”. Batchelor noted that he would be anchoring sign to window frames.

IT WAS MOVED BY REAGAN and supported by CANFIELD to approve permit application for signage for 307 E. Main as presented.

YEA: 3. NAY: 0. ABSENT: 2 MOTION CARRIED.

6. **PROJECT UPDATES**

It was noted that the Museum has completed their fencing project and submitted an invoice for their grant payment but did not complete a fence permit for the City. Payment for fencing will not be paid until permits are all completed.

It was noted that a memo from City Manager Mark Howe was presented regarding temporary signage he approved at 318 E. Main. Commissioner Canfield commented that the sign looked more like a ground sign than banner.

Chairman Doyle noted that the City will no longer be using IMS for permits and zoning but rather will be using Cascade Township for building permits effective July 1, 2012.

7. **OLD BUSINESS.** None.

8. **NEW BUSINESS.** None.

9. **PUBLIC COMMENTS.** None

IT WAS MOVED BY REAGAN to adjourn at 6:50 p.m.

DATE:

APPROVED:

Steve Doyle, Chairman

Greg Canfield, Vice Chairman