

**Hollis Historic District Commission
Minutes of the April 5, 2018 Meeting**

Call to Order

D. Setaro called the meeting of the Hollis Historic District to order at 7:00 p.m.

Election of Officers

Setaro asked for nominations for Chairman;

P. Jones nominated T. Cook to serve as Chairman.

M. Bates seconded.

There were no other nominations.

Motion unanimously approved.

Setaro asked for nominations for Vice Chairman;

P. Jones nominated J. Waters to serve as Vice Chairman.

T. Cook seconded.

There were no other nominations.

Motion unanimously approved.

Setaro asked for nominations for Clerk;

T. Cook nominated P. Jones to serve as Clerk.

M. Bates seconded.

There were no other nominations.

Motion unanimously approved.

The following were present: Tom Cook; Chairman; Jessica Waters; Vice Chairman Regular Member; Peter Jones, Alternate Member; and Frank Cadwell, Selectmen's Representative Regular Members.

T. Cook assumed the chair.

The following were present: Tom Cook, Chairman; Peter Jones and Michael Bates, Regular Members.

Members absent: Jessica Waters and Frank Cadwell, Selectmen's Representative

HDC2018-002

The application of Rick Hardy, property owner, to permit the alteration of an existing business sign, located at 38A-38B & 38C Broad Street, Map 024, Lot 002.

Rick Hardy stated is requesting approval for a replacement business sign located at his wholesale business. The current sign is in disrepair and the original placement of the sign keeps getting knocked down by trailer trucks picking up produce. The new sign would be the same sign however, the design will be changing. The design is based on the sign located at the Brookdale Fruit Farm retail location. (see file for depiction) The colors would be cranberry red, white and black and would be located approximately 6 feet from its original location to prevent damage. The new post will match the post used at the retail location.

The Historic District Commission (HDC) members had no questions or concerns with the application.

T. Cook moved to approve the application as submitted.

M. Bates seconded.

The motion was carried unanimously.

HDC2018-003

The application of Rick Hardy, property owner, to erect a 12' x 20' temporary tent to be used yearly from September to October, located at 41 Broad Street, Map 018, Lot 009.

Rick Hardy stated he is requesting approval to install 2 - 12' x 20' steel frame tents. The tents would be used from September 1 to October 31 each year. The first tent would be located in the front area of Brookdale Fruit Farm near his annually fall display. The tent would be used for hay and to keep his employees out of the weather.

The second tent would be placed behind Brookdale Fruit Farm and be used during harvest time. D. Setaro stated the second tent would not be visible from the street. No further questions from the HDC.

T. Cook moved to approve the application as submitted.

P. Jones seconded.

The motion was carried unanimously.

HDC2018-004

The application of Classic Signs, to permit the alteration of an existing business sign, located at 1+3 Proctor Hill Road, property owned by Hollis Country Kitchen Trust, Map 052, Lot 022.

Cathy Roukas stated she is requesting approval for a new business sign for Hollis Country Kitchen. The current sign is in disrepair and does not project the image Hollis Country Kitchen is trying to portray. Cliff Conti, Classic Signs, explained the new design is simplified and pared down from the original sign. The new sign would be a deep green, tan, white letters and will have an illustration of a wine glass and grapes. (see file for depiction) The design is more upscale than the original but does have a traditional font. The sign would be mounted to the existing post.

T. Cook asked D. Setaro if the sign met the HDC ordinance for color and size. D. Setaro replied yes adding if a sign has an illustration it may include additional colors. The HDC found no issues with the sign design or size.

T. Cook moved to approve the application as submitted.

P. Jones seconded.

The motion was carried unanimously.

HDC2018-005

The application of Debra DePaulis, property owner, to permit the installation of two new garage doors, located at 8 Silver Lake Road, Map 052, Lot 019.

Debra DePaulis explained she is requesting approval to replace 2 wood garage doors located on the existing detached garage. The existing doors are falling apart and are not the same style. The new door would be shaker XL style, color ice white and be made of galvanized steel. T. Cook asked would there be windows in the doors. D. DePaulis replied yes the windows would be placed in the top and second pane of the doors. T. Cook asked if the doors would be decorative hardware. D. DePaulis replied no. No further questions from the HDC.

T. Cook moved to approve the application as submitted.

P. Jones seconded.

The motion was carried unanimously.

HDC2018-006

The application of Michael Buckley, property owner, to permit the alteration of an existing building, install additional windows, and outside lights, located at 9 Market Place, Map 052, Lot 039-009.

Michael Buckley explained he had recently purchased the old Bank of America building with the Harvest Market complex and would like approval for the following alterations to the existing structure;

1. Enclosing the existing drive through area to be used as the kitchen area for the café.
2. Re-paint the structure;
 - a. Body-Wilmington tan,

- b. Trim – Quincy tan,
 - c. Shutters – Alexandria beige,
 - d. Doors- Dorset gold.
3. Install 1 new window depending on actual floor plan.
4. Install fire rated door at the rear of the structure.
5. Install new outside light fixtures. (see file) bulbs soft white.

M. Buckley stated all materials proposed would match the existing structure to include, 4 inch clapboard, 1 x 8 trim, 1 x12 freeze board and if a window and the additional shutter are installed they will match the existing exactly. The colors chosen were picked out of the historical color pallet located at Town Hall. D. Setaro handed out actual color chips to the HDC members for their review. M. Buckley stated that D. Setaro was extremely helpful with the creation of a complete and detailed application. M. Bates asked if approved, the enclosed drive through area would be used for what purpose. M. Buckley replied a kitchen area. M. Bates stated in his opinion he likes the colors chosen. The HDC members agreed.

T. Cook moved to approve the application as submitted.

P. Jones seconded.

The motion was carried unanimously.

Approval of Minutes

P. Jones move to approve the HDC minutes of January 18, 2018 as written.

M. Bates seconded.

Motion unanimously approved.

Adjournment

T. Cook moved and M. Bates seconded to adjourn.

The motion carried unanimously.

The meeting was adjourned at 7:30 pm.

Respectfully submitted,

Donna Lee Setaro, Building and Land Use Coordinator