



Historic District Commission Sign Advisory Council

Commissioners: Chris Young (Chair), Kevin Kuester, Paul Wolf, Mark Cutone, Ben Normand

MINUTES

Tuesday December 9, 2025

Remote participation via Zoom.

I. Procedural Business

Call to order at 9:00 am.

Attending members: Chris Young, Ben Normand, Paul Wolf, Mark Cutone, Kevin Kuester

Staff in attendance: Cathy Flynn, Land Use Specialist; Rodlisha Dixon, Administrative Specialist.

Absent members: None

Late arrivals: None

Early Departures: None

Motion to Adopt Agenda made by made by Wolf; seconded by Kuester.

Vote: carried unanimously.

Approval of Minutes: October 21, 2025 (motion by Wolf; seconded by Normand).

Vote: carried unanimously.

II. Public Comment- none

III. Commissioner Comments-none

IV. New Business

Property owner name

Street Address

Scope of work

Map/Parcel

Agent

Minutes December 9, 2025; adopted January 6, 2026

1. 22 Federal, LLC 13804	22 Federal St	Projecting sign- Café 22	42.4.2/31	Jonas Baker
2. 22 Federal, LLC 13806	22 Federal St	Projecting sign- Café 22	42.4.2/31	Jonas Baker

Discussion:

The Council reviewed two applications proposing replacement projecting signs at existing bracket locations. Members discussed overall size compliance, material authenticity, sign thickness, and the presence of other signage at the property. Questions were raised regarding the thickness of the signs, confirmation that the signs are wood (not MDO), and consistency with previously approved signage and any existing master sign plan for the property.

Motion:

Motion to hold both applications for representation, including clarification of sign thickness, material, and submission of the applicable master sign plan.

(Motion made by Normand; seconded by Kuester)

Vote: Carried unanimously.

3.N.I.R., Retail, LLC 13803	Zero Main	Wall sign- Coldwell Banker Realty	42.3.1/181	Sign Here Nantucket
4. N.I.R., Retail, LLC 13802	Zero Main	Updated Master Sign Plan	42.3.1/181	Sign Here Nantucket

Discussion:

The Council reviewed the proposed replacement wall sign and associated master sign plan update.

Motion 1 (Wall Sign):

Motion to approve as submitted. (made by Wolf; seconded by Kuester)

Vote: Carried unanimously.

Motion 2 (Master Sign Plan):

Motion to approve as submitted. (made by Kuester; seconded by Normand)

Vote: Carried unanimously.

4. Robert Trapanick 13622	32 Tomahawk	Wall sign- entrance	69/345	Simple Signs
5. Robert Trapanick 13624	32 Tomahawk	Wall sign- side	69/345	Simple Signs

Discussion: The applicant explained that both signs will be replaced in-kind matching the existing carved signs in materials, font, and color. Council had no concerns.

Motion: Motion to approve both applications as submitted. (made by Young, seconded by Wolf)

Vote: carried unanimously.

6. 111B OSR LLC 13853	111 Old South Rd	Wall sign-Upstate Door	68/167	Emeritus, LTD
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Discussion:

The applicant presented a proposed wall sign located on the second-floor elevation. Council discussed sign placement and determined that the proposed location functions as billboard-style signage rather than entrance identification and is inconsistent with sign guidelines, as no business operates on the second floor. Members recommended relocating signage closer to the tenant entrance and advised that a master sign plan should be submitted for the multi-tenant building to establish future signage parameters.

Motion:

Motion to hold the application for revisions, including alternative sign locations and submission of a master sign plan.

(Motion made by Kuester; seconded by Normand)

Vote: Carried unanimously.

V. Enforcement:

Minutes December 9, 2025; adopted January 6, 2026

Discussion: Cathy Flynn reported no formal enforcement updates. She noted recent observations of freestanding event signage along Surfside Road and indicated that outreach letters would be sent to event organizers. She also reported renewed noncompliance at the fudge shop following a brief period of compliance and stated that a follow-up letter would be issued.

The Council discussed enforcement tracking practices, treatment of older violations, certified mail procedures, and constraints related to Open Meeting Law requirements. Staff agreed to review prior-year enforcement items and explore potential updates to enforcement correspondence language in coordination with Town administration. The Council also suggested possible future revisions to sign application forms to clarify prohibited materials and require thickness dimensions.

VI. Motion to adjourn at 9:38 am by Wolf; seconded by Cutone. Carries unanimously.

Submitted by Rodlisha Dixon