



Historic District Commission Sign Advisory Council

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

MINUTES

Tuesday January 6, 2025

Remote participation via Zoom.

I. Procedural Business

Call to order at 9:00 am.

Attending members: Chris Young, Ben Normand, Paul Wolf,

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

Absent members: Kevin Kuester & Mark Cutone

Late arrivals: None

Early Departures: None

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

Vote: carried unanimously.

Approval of Minutes: December 9, 2025 (motion by Normand; seconded by Wolf).

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 January 6, 2025; adopted January 20, 2026

1. 22 Federal St LLC-13953 22 Federal Street Master Plan 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 approve the master sign plan with Sign C removed (the projecting sign at the lower-level entrance), with the understanding the Council would entertain a compliant alternative configuration for that location in the future (e.g., wall sign).

(Motion made by Normand; seconded by Wolf)

Vote: Carried unanimously.

2. 111 OSR LLC-13931 111B Old South Road Master Plan 68/167 Emeritus LTD

Discussion:

Applicant presented revisions consistent with prior Council feedback, relocating signage to the flanking one-story masses. Members discussed the need for small door-identification signage and advised that such secondary signs should comply with size limits.

Motion 1 (Master Sign Plan):

Motion to approve the master sign plan as presented, with Signs #2 and #4 limited to one (1) square foot each (made by Wolf; seconded by Normand)

Vote: Carried unanimously.

Motion 2 (Wall Sign OB):

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

Vote: Carried unanimously.

Motion 3 (Sign # 2):

Motion to approve with stipulation that sign dimensions be 12" x 12" (one square foot). (made by Normand; seconded by Wolf)

Vote: Carried unanimously.

3. 111 OSR LLC-13853 111B Old South Road Upstate Door Wall Sign (OB) 68/167 Emeritus LTD

Discussion: Applicant proposed removing an awning and replacing it with a carved-style wall sign. Council discussed material, noting the application referenced PVC, while guidelines call for wood. Applicant agreed to revise to wood. A separate freestanding sign was mentioned; Council indicated it would be addressed separately, if needed.

Motion: Motion to approve the wall sign with material changed to wood. (made by Wolf, seconded by Normand)

Vote: carried unanimously.

V. Preliminary Discussion / Other Business

A. Discussion with Nantucket Chamber of Commerce (Window signage / off-season conditions)

Discussion:

James Voyages described concerns about papered-over windows and inconsistent seasonal closures impacting visibility of open businesses downtown. Ideas discussed included seasonal sidewalk signage, uniform “open” indicators, and Chamber-managed directional signage.

Council Feedback:

- Creating an “off-season signage bonus” could be a slippery slope and difficult to enforce.
- Existing tools already available include allowable flags (subject to guidelines) and chalkboards where compliant and counted toward allowable signage.
- Encouraged continued communication and education through the Chamber regarding sign guidelines.

No vote taken.

B. Chapter 340 – Codification of Construction Signs (technical language update)

Discussion:

Staff presented minor technical edits to align codified bylaw language with the sign book language adopted following prior SAC work (2021). Staff noted a public hearing process would follow.

Motion: Motion to approve the proposed technical codification edits for advancement to the public hearing/adoption (made by Wolf; seconded by Normand) process.

Vote: carried unanimously.

VI. Enforcement:

Staff reported no new formal enforcement updates. Council discussed process improvements for tracking and publicly posting enforcement items consistent with Open Meeting Law, including potential updates to violation letter language and use of a posted spreadsheet once notice has been provided.

No vote taken.

VII. Motion to adjourn at 9:55 am by Wolf; seconded by Normand. Carries unanimously.

Submitted by Rodlisha Dixon