

MELROSE HISTORIC DISTRICT COMMISSION
MEETING MINUTES
Tuesday, May 13, 2025
7:00 PM
Cassidy Conference Room
City Hall, 562 Main Street

PRESENT: Chair Michael Coleman, Richard Curl, Kevin Erb, Lindsay Toghill & Robert Tullis

ABSENT: None

Lori Massa, City Planner, & Adam Forrester, Assistant Planner, were present.

The meeting was called to order at 7:01 PM by Chair Coleman.

I. Approval of Minutes

Mr. Curl made a motion to approve the April 9, 2025 meeting minutes. Ms. Toghill seconded the motion. All voted in favor. None were opposed.

II. Applications for Certificate of Appropriateness

526 Main Street, Metro Sign & Awning of Tewksbury for Reading Cooperative Bank

Gary Bolduc of Metro Sign & Awning appeared to present the case for the signage for the business, Reading Cooperative Bank, at 526 Main Street. Mr. Bolduc presented the sign design submitted with the application, provided photos and dimensions of the previous tenant's signs, and the physical sample of a proposed letter for the Commission to review.

Members discussed the material and dimensions of the proposed sign. They asked about the material and finish of the proposed aluminum letters. The letters will have a satin finish. Mr. Bolduc provided a physical sample of the letters for the Commissioners to review. They asked how the letters will be attached to the wall. The letters will be attached by studs drilled through the wall and the existing drilled holes from the previous sign will be filled.

Members discussed the proposed design. They had the following questions and comments:

- One Commissioner asked for the dimensions of the sign for the business adjacent to the proposed sign. Mr. Bolduc provided the dimensions of the Café Nero sign. The letters of the Café Nero sign are slightly lower on the sign band than the proposed sign because of the accent symbol. The Commissioners felt the proposed location of the letters is more appropriate.
- The Commissioners asked whether the proposed window graphics on the front door will be exterior or interior. Mr. Buldoc explained that they are exterior graphics. Lori Massa, City Planner, explained that exterior window signs are prohibited and the window

graphics need to be placed on the interior to adhere to the regulations specified in the Zoning Ordinance.

- The Commissioners overall approved of the proposed sign and appreciated the Applicant providing a physical sample for their review.

No one from the public appeared to speak about the case.

The Members discussed approving the signage as shown on the plans with the note that the window graphics per zoning need to be installed on the interior of the glass and are out of the purview of the Commission.

Mr. Tullis made a motion to approve the request for a Certificate of Appropriateness for the signage proposal. Mr. Curl seconded the motion. All voted in favor. None were opposed.

Documents: Application for Certificate of Appropriateness dated April 18, 2025
Revised Signage plan dated March 13, 2025

Mr. Curl made a motion to adjourn. Ms. Toghil seconded the motion. All voted in favor. None were opposed. The meeting adjourned at 7:25pm.