

The regular meeting of the **Historic District Commission** was held on Thursday, January 28, 2021 at 4:00 p.m. in the Board Chambers of Town Hall, 500 Poplar View Parkway.

The following Staff members were present: Development Administrator, Mr. Jay Cravens; Town Planner, Mr. Jaime Groce; Planner, Scott Henninger; Planner, Donquetta Singleton, and Administrative Specialist Sr., Mrs. Amy King.

Pledge of Allegiance

Chairman Richard Lee led the Pledge of Allegiance.

Roll Call:

Chairman Lee asked Mrs. King to call the roll to confirm a quorum.

Cox	Todd	Brooks	Walker	Kelsey	Rozanski	Lee
Present	Present	Present	Absent	Present	Present	Present

Quorum present.

Election of Officers

Motion by Commissioner Rozanski, and seconded, to re-appoint all the existing officers by acclamation unless there was an objection.

Hearing no objection, Chairman Lee called for a roll call.

Roll call:

Todd	Kelsey	Cox	Walker	Brooks	Rozanski	Lee
Yes	Yes	Yes	Absent	Yes	Yes	Yes

Motion Approved .

The officers for 2021 will be:

- Chairman – Commissioner Lee**
 - Vice Chairman – Commissioner Walker**
 - Secretary - Commissioner Todd**
 - Historian - Commissioner Cox**
 - Parliamentarian & PC Liaison – Commissioner Rozanski**
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Approval of Minutes

Chairman Lee asked if there were any corrections to the minutes from the November 17, 2020, meeting.

Hearing none, Chairman Lee called for a motion to approve the minutes.

Motion by Commissioner Cox, and seconded, to approve the minutes from the November 17, 2020, meeting.

Roll call:

Rozanski	Todd	Brooks	Walker	Kelsey	Cox	Lee
Yes	Abstain	Yes	Absent	Yes	Yes	Yes

Motion Approved.

Approval of the Agenda

Chairman Lee asked if there were any changes to the agenda.

Commissioner Cox said he would like to move item 7b, HDC 20-024 -226 Natchez Street, to the Consent Agenda.

Motion by Commissioner Rozanski, and seconded, to move item 7b, HDC 20-024 -226 Natchez Street, to the Consent Agenda.

Roll call:

Brooks	Todd	Cox	Walker	Kelsey	Rozanski	Lee
Yes	Yes	Yes	Absent	Yes	Yes	Yes

Motion Approved.

Chairman Lee asked for a motion to approve the Formal agenda as modified.

Motion by Commissioner Kelsey, and seconded, to approve the Formal agenda as modified.

Roll call:

Kelsey	Rozanski	Brooks	Walker	Todd	Cox	Lee
Yes	Yes	Yes	Absent	Yes	Yes	Yes

Motion Approved.

Chairman Lee asked for a motion to approve the Consent agenda.

Motion by Commissioner Rozanski, and seconded, to approve the Consent agenda item 7b, HDC 20-024 -226 Natchez Street.

Roll call:

Cox	Kelsey	Rozanski	Walker	Brooks	Todd	Lee
Yes	Yes	Yes	Absent	Yes	Yes	Yes

Motion Approved.

Formal Agenda:

HDC 20-023 – 162 Hardwick Street – Request for a Certificate of Appropriateness for exterior alterations.

Ms. Donquetta Singleton gave the Staff presentation. She explained that this is a request for a Certificate of Appropriateness for exterior alterations, specifically solar panels. The Applicant and property owner is Austin Osborn. The home was built in 2001 and is approximately 3,672 square feet. There have been two other Conditions of Approval granted to the property for shingles and an addition.

EXHIBITS
1. Conditions of Approval (1/22/2021)
2. Cover Letter (1/4/2021)
3. Solar Panel & Mounting Rack (11/17/2020)
4. Staff Photos (11/16/2020)
5. Preservation Brief #3: Improving Energy Efficiency in Historic Buildings

Ms. Singleton said the applicant currently plans to add one single solar panel on his roof. The dimensions are

64.57” x 39.06” x 1.57” and it is 270 Watts. It will mount to the roof with the “Iron Ridge” roof rack mounting kit and can easily be removed. It is black.

The applicant would like to know the maximum number of solar panels the HDC would allow. He would like to eventually install a total of 23 panels. Solar panels provide back-up power in the event of power outages. The solar panel(s) would be able to generate enough power for medical equipment and to maintain refrigeration.

The south-facing roof was chosen because the visibility of the solar panels would be minimized from the public realm and it would provide optimum sun exposure.

The HDC Guidelines on Appurtenances state they may detract from the character of the dwelling and they should be placed in an inconspicuous area of the building. The HDC guidelines do not address solar panels.

The National Park Service report on alternative energy sources says they should be done in a manner that has minimal impact on historic roofing materials and preserve the character by placing them in locations with limited or no visibility.

The HDC should decide if the solar panels on the south side of the roof are appropriate and give guidance for a future expansion in the number of panels.

Chairman Lee asked if there were any questions for Staff.

Chairman Lee asked if the applicant had approval from the Homeowner’s Association to put the solar panels on his roof.

Ms. Singleton said she had talked to the HOA president, and they are waiting on the decision of the HDC.

A discussion ensued about the situation with the HOA and if the applicant needs to come back after the HDC gives approval. They feel it will be a case by case situation.

Commissioner Kelsey asked if they needed to decide now how many solar panels the applicant can have in total.

Ms. Singleton said the applicant would like guidance on what is appropriate.

Chairman Lee asked if there were any other questions for Staff. Hearing none, he asked the applicant to come forward.

The applicant, Mr. Austin Osborn of 162 Hardwick Street, came forward and addressed the Commission. He said he had solar panels at his previous home and would like to put some on his current home. He said he is most concerned about power outages. The panels could provide power indefinitely. He said there are no specific policies about solar panels in his HOA bylaws. His neighbors have said they are not opposed.

Mr. Osborn would like to install all 23 panels at once.

The Commissioners would like to see local guidelines established regarding solar panels. There are variables to consider like roof type and pitch, home location and age, and if the panels can be hidden from view. They feel they will still need to consider each home case by case.

Hearing no further comments Chairman Lee asked for a motion.

Motion by Commissioner Rozanski, and seconded, to approve HDC 20-023 with a certificate of Appropriateness, with a modification to item #1 to include the 12 panels at location A and 11 panels at location B maximum, and that a letter of concurrence be provided from the HOA at Magnolia Square for exterior alterations before any permits are issued.

CONDITIONS OF APPROVAL:

1. This Certificate of Appropriateness is to install twelve (12) solar panels in “Location A” and eleven (11) solar panels in “Location B”.
2. Any changes/deviations from the approved plans will require staff and/or HDC approval.
3. This Certificate of Appropriateness is contingent upon approval from the Magnolia Square Homeowner’s Association

Mr. Groce said he will ask the Town Attorney about the conditions. He said the HDC could pass them tonight, but he will check the Attorney for future issues with HOA’s not having signed off yet.

Hearing no further comments Chairman Lee asked for a roll call.

Roll call:

Todd	Kelsey	Brooks	Walker	Cox	Rozanski	Lee
Yes	Yes	Yes	Absent	Yes	Yes	Yes

Motion approved.

Other Business

Chairman Lee asked if there was any other business.

Mr. Groce said there have not been any administrative approvals since the last meeting.

Mr. Groce stated that the department has not seen any activity at Hammer’s Jewelry Store. The HDC gave approval in November 2020 for them to replace their awning with a deadline. The Staff may have to return to municipal court if the owner does not finish the project.

Café Piazza had some changes approved by the HDC and they have started to complete those. There have been a few things that are not correct so the Staff is communicating with them.

Collierville Imports paved an area that is not the correct buffer width per the HDC conditions, so Staff is communicating with them.

Chairman Lee asked if there were any more items to discuss.

Commissioner Todd asked about the status of new gateway signage.

Mr. Groce said he attended the Main Street Collierville Board meeting last week and it came up. Mr. Mark Underwood is taking the lead and designing it. They are planning another meeting in the next month.

Commissioner Cox asked what happens when a resident or business owned breaks one of the HDC Guidelines. Is there a penalty?

Mr. Groce said the current process is to take the case to Municipal Court and impose fees. They can be up to \$50.00 a day. But he feels the Town's goal is to try to communicate with the offender and get them to comply.

There was a discussion about the building Gus' Fried Chicken is moving out of. They are concerned it may become demolished by neglect. Mr. Groce mentioned that they look in to an ordinance that could be adopted to make an owner responsible for their property beyond the exterior. He will give them more information in the future.

With no further business, Chairman Lee adjourned the meeting at 5:50 p.m.

Secretary, Laura Todd