

The regular meeting of the **Historic District Commission** was held on Thursday, October 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 Director, Jay Cravens; Town Planner, Jaime Groce; Planner, Ms. Donquetta Singleton; Planner, Scott Henninger; Administrative Specialist, Sr., Mrs. Gina Salvatore; and Administrative Specialist Sr., Mrs. Amy King.

Pledge of Allegiance

Commissioner Walker led the Pledge of Allegiance.

Roll Call:

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

Walker - Present, Todd – Present, Brooks – Present, Kelsey – Present, Rozanski – Present, Lee - Present, Cox - Absent.

Quorum present.

Approval of Minutes

Chairman Lee asked if there were any corrections to the minutes from the August 26, 2021 meeting.

Motion by Commissioner Kelsey, and seconded, to approve the August 26, 2021 minutes as presented.

Roll call:

Rozanski – Yes, Brooks – Yes, Kelsey – Yes, Lee – Yes, Walker - Abstain, Todd – Abstain.

Motion Approved.

Approval of the Agenda

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

Mr. Jaime Groce stated that there was one change to the agenda. One item was added and

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

Motion by Commissioner Walker, and seconded, to approve the agenda as presented.

Roll call:

Kelsey – Yes, Rozanski – Yes, Todd – Yes, Brooks – Yes, Walker - Yes, Lee - Yes

Motion Approved.

Approval of Consent Agenda

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

Mr. Jaime Groce stated that there were no changes or additions to the agenda.

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

Motion by Commissioner Walker, and seconded, to approve the agenda as presented.

Roll call:

Todd – Yes, Kelsey – Yes, Rozanski – Yes, Walker – Yes, Brooks – Yes, Lee - Yes

Motion Approved.

Consent Agenda

5.a Case# 218528 – 160 Poplar Avenue – Request approval of a Certificate of Appropriateness for a Final Plat for a 2-lot subdivision on 1.07-acre located on the north side of E. Poplar Avenue and the west side of N. Main Street.

Mr. Steven Williams, with McCarty Granberry Engineering, on behalf of property owner, Darryl Darnall, is requesting a Certificate of Appropriateness (CofA) from the Historic District Commission (HDC) for a two lot subdivision at 191 Mills Street (see Figure 1).

EXAMPLE MOTION: Approve the Certificate of Appropriateness for the 2-lot 160 E. Poplar Avenue Subdivision (Exhibit 8) on 1.07 acres located on the north side of E. Poplar Avenue and west of N. Main Street, subject to the conditions in Exhibit 1.

- | EXHIBITS |
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| 1. Conditions of Approval (10/22/21) |
| 2. Applicant's Cover Letter (10/5/21) |
| 3. HDC Minutes (5/27/21) |
| 4. Front Setback Exhibit (10/5/21) |
| 5. Historic District Map |
| 6. National Register District Registration Form |
| 7. 160 E. Poplar Avenue lot layout with ingress/egress easement (10/20/21) |
| 8. Final Subdivision Plat (10/5/21) |

5.b Case # 216789 – 191 Mills Street – Request for a Certificate of Appropriateness for a two-lot subdivision of a 0.96 acre tract located on the west side of Mills Street.

EXAMPLE MOTION: Approve the Certificate of Appropriateness for a two-lot minor subdivision of a 0.96 acre tract located 191 Mills Street

- | EXHIBITS |
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| 1. Conditions of Approval (9/17/21) |
| 2. Applicant's Cover Letter (dated 8/25/17) |
| 3. Photographs of the Property (9/21/17) |
| 4. Aerial Photograph of the Property |
| 5. Setback & Spacing Exhibit (9/13/21) |
| 6. Final Subdivision Plat (9/13/21) |

Formal Agenda:

6.a Case # 218412 – 237 North Main – Request for a Certificate of Appropriateness for exterior alterations.

Ms. Donquetta Singleton gave the Staff presentation, which is included as an exhibit.

EXAMPLE MOTION: Approve the Certificate of Appropriateness for exterior alterations (Exhibits 2, 3, & 4) to

- | EXHIBITS |
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| 1. Conditions of Approval (10/22/21) |
| 2. Cover Letter (9/24/21) |
| 3. Site Layout & Architectural Renderings (9/24/21 & 10/18/21) |
| 4. Material Board (9/24/2021) |
| 5. 2004 Historic Resources Survey |

237 North Main Street

Chairman Lee asked if there were any questions for Staff.

Hearing no other comments, Chairman Lee asked for a motion.

Mr. Alex Moffatt, 237 N Main Street, came forward and stated he was in agreement with the conditions of approval.

Motion by Commissioner Rozanski, and seconded, to approve the Certificate of Appropriateness for exterior alterations at 237 North Main subject to the Conditions of Approval.

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

Roll call:

Brooks – Yes, Kelsey – Yes, Rozanski – Yes, Todd – Yes, Walker – Yes, Lee – Yes.

Motion Approved.

Other Business

7. a Review and discuss a potential application for exterior alterations to 355 College Street (Project Planner: Jaime W. Groce)

Mr. Groce said the applicant has requested to review their exterior alterations with the Commissioners before they submit a formal request.

Perkins, 369 W Poplar, stated they are proposing to convert their garage to a living area and add a detached garage. They have come to get opinions from the Commissioners. They feel they have used the Guidelines to determine the setbacks.

A discussion ensued about the garage, construction of the porch, the setbacks, and if the neighbor has been contacted. The Commissioners did not have any concerns with the alterations.

7. b Review and discuss Case# 54468, Ordinance 2020-09 (Mid-South Gifted Academy), a request to rezone 1.00 acres from GC: General Commercial to MU: Mixed Use, located at 220 South Center Street. (Project Planner: R. Scott Henninger, PLA, AICP)

Commissioner Rozanski recused himself from this item.

Mr. Scott Henninger gave the report.

Mr. Scott Rozanski, 108 East Mulberry, came forward and stated his client has made a few alterations based on the comments from the Commissioners. They are hoping for some comments on the General Design of the structure.

The Commissioners said they like the design.

7.c Review and discuss the results of the 2020 Historic Resources Survey (Project Planner: Jaime W. Groce)

Commissioner Rozanski rejoined the Commissioners.

Mr. Groce introduced Mr. Philip Thomason, who has done the survey on the Historic District. The last study was done in 2004. His gave a review of the findings of the report.

Mr. Scott Henninger had an image to show the Commissioners about an application from a couple of years ago. The applicant wanted approval on his roof material choice.

The Commissioners were in agreement of the roof material.

7.d Review and discuss the results of the Poplar Avenue Corridor Study (Project Planner: Donquetta Singleton)

Ms. Donquetta Singleton gave the review.

The lot widths and front and side-yard setbacks have been studied and evaluated.

A discussion ensued about the way the Commissioners will use this information. It could become a district within a district. There will be further discussion about amending the Guidelines. The whole survey could be put in the Guidelines.

A discussion ensued about the Guidelines changing in August after the BMA meeting. This will be added to the website and distributed to the Commissioners.

Mr. Groce

With no further business, Chairman Lee adjourned the meeting at 5:34 p.m.

Secretary, Laura Todd