

The regular meeting of the **Historic District Commission** was held on Thursday, December 14, 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, Mr. Jaime Groce; Assistant Town Planner, Ms. Nancy Boatwright; Planner, Ms. Donquetta Singleton; Planner, Scott Henninger; Administrative Specialist Sr., Mrs. Amy King and Lynette Denzer.

**Pledge of Allegiance**

Commissioner Brooks led the Pledge of Allegiance.

**Roll Call:**

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

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

**Quorum present.**

**Approval of Minutes**

Chairman Lee asked if there were any corrections to the minutes from the October 28, 2021, meeting.

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

*Motion by Commissioner Kelsey, and seconded, to approve the minutes from the October 28, 2021.*

**Roll call:**

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

**Motion Approved.**

**Approval of the Agenda**

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

Mr. Jaime Groce stated that when the Town advertised item 6b, they only mentioned the exterior alterations, but the applicant is also asking for fencing so that needs to be added to the caption. He also stated there are two items that are eligible for the consent agenda - 6a and 6c. These two applicants have agreed to all of the conditions of approval.

*Motion by Commissioner Kelsey, and seconded, to approve the agenda as amended.*

*Commissioner Rozanski joined the meeting.*

**Roll call:**

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

**Motion Approved.**

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Chairman Lee asked for a motion to approve the Agenda as it had been modified.

*Motion by Commissioner Rozanski, and seconded, to approve the amended agenda.*

Chairman Lee asked if there were any comments.

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

**Roll call:**

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

**Motion approved.**

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**Approval of Consent Agenda**

**5.a Case #219117 – 146 E Poplar Avenue – Request Certificate of Appropriateness for exterior alterations.**

**MOTION:** Approve the applicant’s request for a Certificate of Appropriateness for a carport (per Exhibits 2 and 3) subject to the conditions in Exhibit 1.

<b>EXHIBITS</b>
The staff report and the following:
1. Conditions of Approval (12/10/21)
2. Cover Letter (11/22/21)
3. Applicants’ Site Plan (11/22/21)
4. Applicants’ Photos (11/22/21)
5. Staff Photos (12/8/21)
6. Aerial Photos

**CONDITIONS OF APPROVAL**

1. The carport shall be attached to the residence to avoid violating the Zoning Ordinance requirement that an accessory structure be located no closer than 5 feet to another building.
2. A building permit from the Codes Division is required prior to the resumption of construction.
3. Any deviations from the approved Certificate of Appropriateness shall require the approval of the HDC and/or staff prior to beginning work.

**5.c Case #219218 – Mid-South Gifted Academy – Request for a Certificate of Appropriateness for demolition of two structures located at 220 South Center Street.**

**MOTION:** To approve a Certificate of Appropriateness for the demolition of two structures at 220 South Center Street, subject to the conditions in Exhibit 1.

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| <b>EXHIBITS</b>                                      |
| <b>The staff report and the following:</b>           |
| 1. Conditions of Approval (12/10/21)                 |
| 2. Applicant’s Cover Letter (11/29/21)               |
| 3. Non-binding School Building Exhibits (11/29/21)   |
| 4. Survey Showing Existing Buildings (11/29/21)      |
| 5. Photographs of the Site and Structures (11/29/21) |
| 6. Aerial Photo showing existing and proposed campus |

**CONDITIONS OF APPROVAL**

1. Within 60 days of demolition, the footprints of the structures and any exposed soil shall be sodded or surrounded by erosion control measures to minimize potential erosion or silt runoff. This condition shall not be applicable if there is an active Development Agreement for Site Modifications for the area to be turned into surface parking.
2. A demolition permit shall be obtained from the Building Official prior to any demolition.
3. Any changes/deviations from the approved plans or conditions of approval will require staff and/or HDC approval.

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

*Motion by Commissioner Kelsey, and seconded, to approve the Consent agenda.*

**Roll call:**

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

**Motion approved.**

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**Formal Agenda:**

**6.b Case#219129 – 245/247 Main Street – Request for a Certificate of Appropriateness for Exterior Alterations and Fencing.**

Mr. Jaime Groce gave the Staff presentation, which is included as an exhibit.

Chairman Lee asked if there were any questions for Staff.

A discussion ensued about how tall the future garage will be, the spacing between the houses, whether the item will come

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| <b>EXHIBITS</b>                            |
| <b>The staff report and the following:</b> |
| 1. Conditions of Approval (12/10/21)       |
| 2. Cover Letter (11/23/21)                 |
| 3. Plot Plan Showing Additions             |
| 4. Existing Elevations & Recent Photo      |
| 5. Proposed Elevations                     |
| 6. Interior Layout                         |
| 7. Similar Homes in Area                   |
| 8. Examples of Proposed Exterior Finishes  |
| 9. Proposed Fencing                        |
| 10. Explanation for 2-lot Subdivision      |

back to a public meeting or if the post approval revisions can be approved by Staff.

Hearing no more questions for Staff, Chairman Lee asked the applicant to come forward.

Mrs. Nancy Steadman, 218 N Main Street, came forward. She stated the street facing garage is placed where it is so she will not enter the house through the bathroom. She also cannot move it any more to the rear of the lot.

A discussion ensued about other homes on the street that have street facing garages, symmetrical design characteristics of the plan, leaving the brick on the first floor front façade, using less board and batten siding, if doing this remodel is actual demolishing the existing structure rather than improving the structure, if demolishing the building would require different setbacks, if the concrete stairs can be in the required setbacks, and the second story balcony.

It was recommended that the applicant come back to the HCD if she decides to tear down the whole structure and start over with a different design.

Hearing no further comments Chairman Lee asked for a motion.

***Motion by Commissioner Rozanski, and seconded, to approve the applicants request for a Certificate of Appropriateness for exterior alterations and fencing for 245/247 Main Street subject to the conditions in Exhibit 1, with changes to Condition 1 and the addition of Condition 9.***

Conditions of Approval:

1. The street-facing garage shall be relocated at least 14 feet from the front façade, which excludes the front porch.
2. The Plot Plat (Exhibit 3) shall be revised to show no portion of the building within 7.5 feet of a property line, except for encroachments allowed per § 151.005.
3. The elevations (Exhibit 5) shall be revised to show the windows as six over six with simulated divided lights per Exhibit 8.
4. Concrete walks and drives shall not be bright white or gray. Note any aggregate mix or staining on the plans (Exhibit 5) or provide a detail or other example.
5. Revise Exhibit 9 to show the location of the arched gate and its height.
6. The fences of differing heights shall be designed to have a “transition” in heights per the Zoning Ordinance. Note how this will be done on Exhibit 9.
7. Adjustments to the street-facing portions of the 6-foot tall, solid wood fence are needed to avoid a stockade appearance. Exhibit 9 shall be revised to show how this will be addressed.
8. Any changes or deviations from the approved plans will require staff and/or HDC approval prior to construction.
9. Brick shall be used on the front façade below the porch.

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

**Roll call:**

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

**Motion approved.**

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## **Other Business**

Chairman Lee asked if there was any other business.

Mr. Groce said there has been one administrative approval since they met last for a sign at 120 N Main Street.

Commissioner Michael Walker has been reappointed for a five year term to the HDC.

Commissioner Todd asked about the Collierville wayfinding signage. Mr. Groce said he had attended a Main Street meeting and they mentioned they are working to finish this project and present the results to the Town Administrator.

With no further business, Chairman Lee adjourned the meeting at 4:54 p.m.

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Secretary, Laura Todd