

The regular meeting of the **Historic District Commission** was held on Thursday, January 27, 2022 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, Scott Henninger; Administrative Specialists Sr., Lynette Denzer and Gina Salvatore.

**Pledge of Allegiance**

Commissioner Walker led the Pledge of Allegiance.

**Roll Call:**

Chairman Richard Lee asked Ms. Denzer to call the roll to confirm a quorum.

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

**Quorum present.**

**Approval of the Agenda**

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

There were no changes to the agenda.

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

**Roll call:**

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

**Motion Approved.**

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**Election of Officers**

*Motion by Commissioner Cox, and seconded by Commissioner Walker, 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
Absent	Yes	Yes	Yes	Yes	Yes	Yes

**Motion Approved .**

**The officers for 2022 will be:**

**Chairman – Commissioner Lee**

**Vice Chairman – Commissioner Walker**

**Secretary - Commissioner Todd**

**Historian - Commissioner Cox**

**Parliamentarian & PC Liaison – Commissioner Rozanski**

**Approval of Minutes**

Chairman Lee asked if there were any corrections to the minutes from the December 14, 2021 meeting.

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

*Motion by Commissioner Rozanski, and seconded, to approve the minutes from the December 14, 2021.*

**Roll call:**

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

**Motion Approved.**

**Formal Agenda:**

*Commissioner Rozanski recused himself for this agenda item.*

**7.a Case #219128 – Mid-South Gifted Academy – Request approval of a Preliminary Site Plan and a Certificate of Appropriateness for a 10,580 square-foot, two-story, non-residential school building located on 0.80 acres at 220 South Center Street.**

Mr. Scott Henninger gave the Staff presentation, which is included as an exhibit. He noted that staff received a revised site layout since the packet was released but the applicant has not yet provided the window details.

Chairman Lee asked if there were any questions for Staff.

A discussion ensued about final approvals of materials with current supply challenges, the need for a tapered corner sidewalk if possible, and position of the building on the site.

<b>EXHIBITS</b>
The staff report and the following:
1. Conditions of Approval (1/21/22)
2. Applicant’s Cover Letter (1/11/22)
3. Aerial Photo showing existing and proposed campus
4. Illustrative Site Plan Rendering (1/18/22)
5. Preliminary Site Plans (1/11/22)
6. Revised Layout

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

Mr. Scott Rozanski, Spirit Architecture Group, LLC, 108 E. Mulberry Street, came forward. He believes the design of the building will work as a neighborhood transition between commercial and residential as the neighborhood currently exists and as it will develop and change in the future. The position of the building was chosen to maximize green space and lot size. He also understands staff will review the final exterior building materials and any problems will have to be reviewed by the HDC board.

A discussion ensued about whether the building should be designed to face Center Street as the 2040 Plan designed Center Street as the “entrance” of Historic Downtown.

Mr. Groce clarified for the Board that the 2040 Plan is advisory but not binding in decision-making and that the Board should use their HDC guidelines to make decisions in regards to site changes such as this.

Hearing no further comments Chairman Lee asked for a motion.

*Motion by Commissioner Cox and seconded, to defer the application. Mr. Cox added that deferring would allow all material to be available.*

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

**Roll call:**

Brooks	Todd	Walker	Rozanski	Cox	Kelsey	Lee
Yes	Absent	Yes	Recused	Yes	Yes	No

**Motion to defer approved.**

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**Other Business**

*Commissioner Todd has joined via conference call.*

**Mr. Groce noted there have been two administrative approvals since last HDC meeting:**

- 231 College Street – Window replacement in sunroom
- 118 E Mulberry Street - Signage for Berkshire Hathaway Home Services McClellmore & Co., Realty

**8.a Review and discuss the implementation of the recommendations from the 2020 Historic Resources Survey.**

Mr. Jaime Groce gave the Staff presentation. He reviewed a memo provided to the HDC in their packet.

The 202 Historic survey made recommendations to consider amending the limits of the National Registry boundary. Mr. Groce also noted that the HDC may want to consider revising the limits of the Local Historic Overlay, adopting a demolition by neglect ordinance, and making revisions to Historic District Design Guidelines, specifically to address landscaping and existing trees, and previously unpainted brick.

Chairman Lee asked if there were any questions for Staff.

A consultant would be hired to perform National Registry work and should be considered in the budget. Chairman Lee said this project should be the Commission’s priority for the current year and worked on before we undertake other preservation projects. A work session will be scheduled.

Chairman Lee asked if there was any other business.

Ms. Nancy Boatwright stated revised copies of the Design Guidelines will be provided to the Commission at the next regularly scheduled meeting. This copy will reflect recently adopted amendments.

Ms. Nancy Boatwright also stated a letter with a deadline to respond will be sent to the homeowner of the home on College St that constructed a driveway extension without notification.

With no further business, Chairman Lee adjourned the meeting at 5:59 p.m.

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Secretary, Laura Todd