

The regular meeting of the **Historic District Commission** was held on Thursday, April 28, 2022 at 4:00 p.m. in the Board Chambers of Town Hall, 500 Poplar View Parkway.

The following Staff members were present: Town Planner, Mr. Jaime Groce; Mr. Scott Henninger; Planner, Ms. Donquetta Singleton; Administrative Specialist Sr., Lynette Denzer.

Pledge of Allegiance

Commissioner Kelsey led the Pledge of Allegiance.

Roll Call:

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

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

Quorum present. *Arrived after roll called.

Approval of Minutes

Chairman Lee asked if there were any corrections to the minutes from the March 24, 2022 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 March 24, 2022 meeting.

Roll call:

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

Motion Approved.

Approval of the Agenda

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

Mr. Groce stated there is an applicant request to change the order of the Formal Agenda, bringing Item 6c - Case #221150 to the beginning. Item 6b - Case #218412 received no comments and the applicant is in agreement with all conditions of approval, therefore item is eligible to move to the Consent Agenda.

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

Roll call:

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

Motion Approved.

Approval of Consent Agenda

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

Motion by Commissioner Todd, and seconded, to approve the Consent Agenda as presented.

Chairman Lee asked for the roll to be called.

Roll call:

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

Motion approved.

Consent Agenda:

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

The property owner is requesting a modification to a Certificate of Appropriateness for exterior alterations related to an addition and new porches. The item received no comments and the applicant agrees with the following Conditions of Approval as provided in Exhibit 1.

Motion: Approval with conditions listed in Exhibit 1.

CONDITIONS OF APPROVAL:

1. All conditions of approval from October 28th, 2021, shall still apply.
2. Do not change siding types at an outside corner. Board and batten siding should “turn the corner”.
3. Any changes/deviations from the approved plans will require staff and/or HDC approval.

<p>EXHIBITS</p> <p>The staff report and the following:</p> <ol style="list-style-type: none"> 1. Conditions of Approval (4/22/22) 2. Cover Letter (4/4/22) 3. Proposed Architectural Renderings (4/4/22) 4. Previously Approved Architectural Renderings (10/28/21) 5. Material Board (10/28/201) 6. 2004 Historic Resources Survey 7. October HDC Minutes (10/28/21) 8. Staff Photos (4/20/22)

Formal Agenda:

*Commissioner Todd recused herself.
Commissioner Rozanski arrived at 4:06.*

6.c Case # 221150 – 111 North Center Street (Hewlett and Dunn/The Stamps Real Estate Co.) – Request of a Certificate of Appropriateness for exterior alterations

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| <p>EXHIBITS</p> <p>The staff report and the following:</p> <ol style="list-style-type: none"> 1. Conditions of Approval & Next Steps (4/22/22) 2. Cover Letter (received 4/8/22) 3. Mural Artwork (received 4/8/22) 4. Photos of Property (4/19/22) 5. 2004 Historic Resources Survey Excerpt & National Register District Excerpt 6. Preservation Brief Tuckpointing Brick 7. Preservation Brief Cleaning Brick |
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Mr. Jaime Groce gave the Staff presentation, which is included as an exhibit. Main Street Collierville (MSC) is requesting a Certificate of Appropriateness (CofA) for façade modifications related to the painting of a mural on the north/Mulberry Street façade of the building at this location.

Chairman Lee asked if there were any questions for Staff.

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

Mr. Charles Hall, 110 W Poplar, came forward to answer questions. Questions about the look of the new mural, the Golden Flour ghost mural, and the number of fonts used on the rendering were discussed. A complete rendering will be provided to Staff, as outlined in the Conditions of Approval, prior to starting the mural. Further discussion about the possibility of restoring, exposing, and preserving the Golden Flour mural, where possible, ensued.

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

Motion made by Commissioner Rozanski, and seconded, to approve the Certificate of Appropriateness subject to the conditions as provided in Exhibit 1.

CONDITIONS OF APPROVAL:

1. Product specifications for the clear coat sealant shall be provided to staff for review prior to mural installation. A conservation-grade acrylic varnish shall be used for the sealant.
2. Provide a rendering of the entire north wall of the building with the mural design superimposed on the wall. Label the dimensions of the mural and the distance from the corner of the building and from the ground.
3. Duplicate the existing historic mortar in strength, composition, color and texture. Portland cement shall not be used when repointing old brick. The original tooling configuration and joint width shall be maintained.
4. Further cleaning of the wall shall be performed according to the recommendations in Preservation Brief #1.
5. Any changes/deviations from this request will require staff review and/or HDC approval prior to the work commencing.

A discussion ensued about Condition 4 and how it was flexible enough to allow the applicant to maintain and preserve more of the Golden Flour ghost mural than has already been exposed.

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

Roll call:

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

Motion approved.

*Commissioner Todd rejoined the meeting.
Chairman Lee asked for Public Comment Cards to be submitted.*

6.a Case #221147 – 344 W. Poplar Avenue – Request for a Certificate of Appropriateness for Exterior Alterations.

Mr. Scott Henninger gave the Staff presentation, which is included as an exhibit. The owners of the property are requesting a Certificate of Appropriateness (CofA) to replace the existing gravel driveway with asphalt at their residence on Poplar Avenue, east of Ashley Hall Court. Applicant is asking that the condition to have a concrete apron be waived.

Exhibit 8, a letter in support of the request, has been emailed to the Commission.

Chairman Lee asked if there were any questions for Staff.

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

Mr. Richard Toms and Mrs. Nancy Toms, 344 W. Poplar Avenue, came forward. A discussion ensued about the wanting to uniformly asphalt the driveway.

Mr. Webb, 277 College Street, came forward in support of the applicant’s request.

A discussion ensued about the amount of asphalt driveways in the vicinity, the length of driveway, and needing to work with multiple crews if the applicant had to do both asphalt and concrete.

Hearing no further comments Chairman Lee asked for a motion.

Motion by Commissioner Todd, and seconded, to approve the request for a Certificate of Appropriateness subject to the revising the conditions of approval by removing the first condition in Exhibit 1.

CONDITIONS OF APPROVAL:

1. ~~The applicant shall install a concrete driveway to the existing concrete pad at the attached garage and install asphalt pavement for the remaining portion of the driveway.~~
2. Any changes/deviations from this request will require staff review and/or HDC approval prior to the work commencing.

Hearing no comments Chairman Lee asked for a roll call.

Roll call:

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

Motion approved.

EXHIBITS

The staff report and the following:

1. Conditions of Approval (4/22/22)
2. Applicant’s Cover Letter (dated 4/5/22)
3. Applicant’s Proposed Site Plan (4/5/22)
4. Property Photos (4/5/22)
5. Survey of driveway materials in the vicinity
6. 2008 Site Plan
7. Site Plan with concrete and asphalt paving
8. Letter of Support

Other Business

At 4:40 PM a recess was called so the HDC could reconvene in the Development Conference Room for a non-voting discussion.

7.a Review and discuss potential amendments to the limits of the Local Historic Overlay.

Mr. Jaime Groce stated this non-voting discussion is to review and discuss an updated map outlining the previously discussed proposed amendments to the limits of the Local Historic Overlay and property information to help the HDC plan how to communicate changes to the potentially affected properties. The map shows four separate areas that could be added to the local overlay with no properties proposed for removal from the existing overlay limits.

A discussion about the benefits of belonging to the Historic District ensued, as well as differences between Design Review Commission and Historic District Commission criteria. Next steps are how, when, and what information should be presented to the public. Home owner input surveys, open houses, and a staff presentation of options will be explored. Staff should seek feedback from the BMA before proceeding with a communication plan.

With no further business, Chairman Lee adjourned the meeting at 5:10 p.m.

Secretary, Laura Todd