

The regular meeting of the **Historic District Commission** was held on Thursday, June 23, 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, Jaime Groce; Assistant Town Planner, Ms. Nancy Boatwright; Planner, Ms. Donquetta Singleton; Mr. Josh Hankins, Planner; Administrative Specialist Sr., Lynette Denzer; Administrative Specialist Sr., Angela Gizzarelli

**Pledge of Allegiance**

Commissioner Lee 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	Present	Present	Present	Absent	Present

**Quorum present**

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**Approval of Minutes**

Chairman Lee asked if there were any corrections to the minutes from the May 26, 2022, 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 May 26, 2022, meeting.*

**Roll call:**

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

**Motion Approved.**

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**Approval of the Agenda**

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

Mr. Groce stated there were no changes.

*Motion by Commissioner Kelsey, and seconded, to approve the Agenda as published.*

**Roll call:**

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

**Motion approved**

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**Formal Agenda:**

**6.b Case #221724 – Request for a Certificate of Appropriateness for exterior alterations for Lot 1 of the Cooper College Subdivision (345 W. Poplar Avenue)**

Ms. Donquetta Singleton gave the Staff presentation, which is included as an exhibit. Spoke to the type of style of the structure style and stated the doors to not provide adequate security for the property owner. New doors will be steel, will be a smooth finish of oil bronze.

Chairman Lee asked if there were any questions for Staff.

Kelsey asked if the other doors were submitted for approval before the HDC. Ms. Singleton stated one home was submitted for a steel door with its original plans.

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

Ms. Kristianne Wargo, 345 W. Poplar Avenue came forward. Ms. Wargo presented Exhibit 6. Historic District Doors (6/23/22) to state further her personal findings.

Chairman Lee asked if there were any questions for the applicant.

Hearing no questions for the applicant, a discussion ensued how about the doors look much like the style of the existing doors and other doors on new homes in the Historic District.

Hearing no further comments Chairman Lee asked for a motion.

***Motion by Commissioner Rozanski, and seconded, to approve the request to Approve the Certificate of Appropriateness for exterior alterations for new doors for Lot 1 of the Cooper-College Subdivision (345 West Poplar Avenue), subject to the conditions in Exhibit 1.***

**CONDITIONS OF APPROVAL:**

1. Any changes or deviations from the approved plans will require staff and/or HDC approval prior to construction.

Hearing no additional discussion Chairman Lee asked for a roll call.

**Roll call:**

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

**Motion approved.**

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**Other Business**

Mr. Groce introduced Angela Gizzarelli and Josh Hankins as the newest staff members in the planning division.

<p><b>EXHIBITS</b></p> <p><b>The staff report and the following:</b></p> <ol style="list-style-type: none"> <li>1. Conditions of Approval (6/17/22)</li> <li>2. Cover Letter (5/24/22)</li> <li>3. Current Doors (5/24/22)</li> <li>4. Proposed Doors (5/24/22)</li> <li>5. Elevations and Plot Plan</li> <li>6. Historic District Doors (6/23/22)</li> </ol>
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Mr. Groce announced that this is Nancy's last HDC meeting. The HDC and audience gave their support and thanks for her years of service.

Mr. Groce provided update of projects and administrative cases approved being read into the record. PT Squared 110 N Main new permanent sign. 240 Burrows Road lot number 2 of the new subdivision added new fence. 338 N Rowlett made an expansion of their fence. The mural for Hewlit-Dunn will be painted next Monday, only closing the on-street parking, not the entire street. Mid-South Gifted Academy is moving forward and will be submitting for permits soon. Grove Square is rethinking the project due to budget concerns and will return to the HDC with a new plan. Redoing the HD limits, due to staffing issues, will be pushed back to August or September and staff will approach the public on the changes and give time for feedback.

Mr. Groce asked if any Commissioners had questions.

Question raised by Commissioner Todd about the mural being off center on the wall. Commissioner Rozanski stated that was to allow part of the old mural sign to be exposed and to blend with new mural.

Question-Rozanski asked why the doors on the case to night were brought to the HDC vs Administratively? Mr. Groce said the doors didn't fall in the Guidelines of a wood door or a wood grain finish and staff didn't feel comfortable approving it administratively.

Commissioner Kelsey addressed temporary signage that was placed at the square during the pandemic and how best to talk to the business owners to have those removed due to improved pandemic conditions and he would like to go back to the prior guidelines.

Mr. Groce stated it was a code enforcement issue and that the Town was mindful during the pandemic of the needs of business owners for innovative ways to remain in business. Mr. Groce stated he heard the BMA lament recently on a need to address the temporary signage issue and give businesses a time frame to begin removal before enforcing rules. No time frame has been given. Mr. Groce offered to bring up the matter on the behalf of the HDC to the BMA. It is concerning to have public parking spaces taken away for private business use.

With no further business, Chairman Lee adjourned the meeting at 4:20 p.m.

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Secretary, Laura Todd