

The regular meeting of the Historic District Commission was held on Thursday, October 27, 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; Planner, Ms. Donquetta Singleton; Planner, Mr. Josh Hankins; Administrative Specialist Sr., Lynette Denzer.

**Pledge of Allegiance**

Commissioner Todd 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
Present	Present	Absent	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 October 6, 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 October 6, 2022 meeting.*

**Roll call:**

Kelsey	Brooks	Walker	Todd	Rozanski	Cox	Lee
Yes	Absent	Absent	Yes	Yes	Yes	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 are no changes to the agenda.

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

**Roll call:**

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

**Motion Approved.**

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**Formal Agenda:**

**6.a Case #223141– 185 Cooper Street – Request for a Certificate of Appropriateness for fencing and exterior alterations.**

Ms. Donquetta Singleton gave the Staff presentation, which is included as an exhibit. Proposed design of the fence, a retaining wall (to match the home) under a fence consisting of brick columns with horizontal boards, and a 15’ brick wall, was presented. The fence is being built on the property line and does not allow room for landscaping to be in front of the fence, because the property to the north is owned by someone else.

Chairman Lee asked if there were any questions for Staff.

It was discussed that the applicant is wanting more specific information and clarification about adding vertical columns in Condition 1.

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| <b>EXHIBITS</b>   |
| <b>The staff report and the following:</b>              |
| 1. Conditions of Approval (10/21/22)                    |
| 2. Applicant’s Cover Letter (9/9/22)                    |
| 3. Fence Renderings (9/9/22)                            |
| 4. Excerpt from Historic District Guidelines (10/21/22) |
| 5. Wide Board Fence Examples (10/21/22)                 |
| 6. Recently Approved Wide-Board Fences (10/21/22)       |
| 7. Lot 2 Cooper - College Street Subdivision Plot Plan  |
| 8. Fence Layout & Drawings (10/2/22)                    |

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

Mr. Donmark McCulloch, 185 Cooper Street, came forward to answer questions. Discussion ensued about Condition of Approval Item 1, spacing of posts and column materials, the possibility of adding landscaping, the purpose of the retaining wall under the fence, and spacing of the horizontal boards to prevent a “stockade” fence look for the wall.

***There was a motion made by Commissioner Cox, and seconded, to table the application until the November meeting.***

A discussion ensued about how the applicant should discuss off-site landscaping possibilities with his neighbors and review with the HDC at the November 15 meeting.

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

**Roll call:**

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

**Motion approved.**

**6.b Case #223560– 152 East Poplar Avenue – Request for a Certificate of Appropriateness for new residential construction.**

Mr. Jaime Groce gave the Staff presentation, which is included as an exhibit. This is a recently subdivided, two-lot subdivision approved by HDC and PC. This new home, on the flag lot, will have limited visibility to Poplar. The placement of the attached garage does not comply with the HDC Guidelines; however, it will have limited visibility from nearby streets. The lot has topography changes that limit the placement of the garage. The applicant agrees with all Conditions of Approval except Condition 4.

Chairman Lee asked if there were any questions for Staff. Discussion ensued about the garage location and center line of the house.

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

Mr. Cade Peeper, 109 N. Center Street, came forward. A discussion ensued about windows, and the drive requirements.

Hearing no further comments Chairman Lee asked for a motion.

***Motion by Commissioner Cox, and seconded, to approve the applicant's request for approval of a Certificate of Appropriateness for new residential construction at 152 East Poplar Avenue (per Exhibits 3, 4, and 5), subject to the conditions in Exhibit 1, with condition 4 removed.***

<b>EXHIBITS</b>
<b>The staff report and the following:</b>
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

**CONDITIONS OF APPROVAL:**

1. Additional information about the texture, color, and finish of the concrete walk and driveway shall be provided on Exhibit 5. The finish shall be compatible with other driveways and sidewalks in the area and shall be approved by staff if compliant with the Historic District Design Guidelines. Bright white concrete shall be avoided, as it is not appropriate for the area.
2. Exhibit 5 shall be revised to depict how it connects to the driveway on Lot #1. Label the surfaces of the driveways.
3. Exhibit 4 shall be revised to include a roof plan.
4. ~~The garage shall be relocated so that it is not beyond the front of the centerline of the house.~~
5. Exhibit 3 shall be revised to specify that the simulated divided light windows shall have exterior grids with either paintable cellular PVC material or a wood product for windows visible from public streets, with the finish, sash, depth of reveal and muntin (grid) configuration to closely resemble recently approved simulated divided light windows in the Historic District.
6. Change the address to 152 East Poplar Avenue on all plans and exhibits.
7. Label (in feet) how high the front elevation is raised.
8. Any changes or deviations from the approved plans will require staff and/or HDC approval prior to construction.

Hearing no comments Chairman Lee asked for a roll call.

**Roll call:**

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

**Motion approved.**

**Other Business**

Mr. Jaime Groce shared recent administrative approvals.

The agenda for the next meeting will have the item deferred tonight and discussion of a non-voting item: Grove Square, 165 S Rowlett, proposed paired town homes which are a type of structure not currently in the historic district.

Chad Kelsey and Laura Todd have terms expiring. Mr. Kelsey intends to re-apply; Ms. Todd has announced she will not be returning.

There is a possibility of the Development Department moving. The Historic High School is being considered for its new home but there is no announced timeline.

With no further business, Chairman Lee adjourned the meeting at 5:18 p.m.

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Secretary, Laura Todd