

The regular meeting of the Historic District Commission was held on Thursday, March 23, 2023, at 4:00 p.m. in the James H. Lewellen Board Chambers at Town Hall.

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

Pledge of Allegiance

Commissioner Brooks led the Pledge of Allegiance.

Roll Call:

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

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

Quorum present.

Approval of Minutes

Chairman Lee asked if there were any corrections to the minutes from the February 23, 2023, 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 February 23, 2023, meeting.

Roll call:

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

Motion Approved.

Approval of the Agenda

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

Mr. Groce stated there were no changes to the agenda. Items 6a and 6b on the Formal Agenda are eligible to be moved to the Consent Agenda. The applicant for Cases #230612 and #230634 agrees with all Conditions of Approval.

Motion by Commissioner Rozanski, and seconded, to move Items 6a and 6b to the Consent Agenda.

Roll call:

Hall	Kelsey	Brooks	Walker	Rozanski	Cox	Lee
Absent	No	Yes	Absent	Yes	Absent	Yes

Motion Approved.

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

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

Motion Approved.

Approval of Consent Agenda

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

Motion by Commissioner Rozanski, and seconded, to approve the Consent Agenda.

Chairman Lee asked to call the roll.

Roll call:

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

Motion Approved.

CONSENT AGENDA

5. a. Case #230007 – Oakwood, Phase 2 – Request approval of a Certificate of Appropriateness for a 3-lot residential subdivision on 2.20 acres located at 262 East Poplar Avenue.

MOTION: To approve the request for a Certificate of Appropriateness for Oakwood, Phase 2 (Exhibit 7), a 3-lot residential subdivision on 2.20 acres located at 262 East Poplar Avenue, subject to the conditions in Exhibit 1.

CONDITIONS OF APPROVAL

1. No more than three lots are allowed in this subdivision.
2. The site data chart shall be revised to show the accurate bulk requirements as graphically depicted on the plat.
3. Any changes/deviations from the lot layout, building envelopes, or conditions of approval will require HDC approval.

EXHIBITS

The staff report and the following:

1. Example Conditions of Approval (3/17/23)
2. Cover Letter (3/15/23)
3. April 2021 HDC Minutes
4. Structures Approved for Demolition (2021)
5. Oakwood, Final Plat (1999)
6. Oakwood, Phase 2 Preliminary Plat (April 2021)
7. Oakwood, Phase 2 Preliminary Plat (February 2023)
8. Oakwood, Phase 2 Construction Drawing Excerpts (February 2023)

6.a. Case #230612– 225 North Main Street – Request approval of a Certificate of Appropriateness for the demolition of an accessory structure.

MOTION: To approve Case #230612 a Certificate of Appropriateness for demolition of an accessory structure at 225 N. Main Street, subject to the conditions in Exhibit 1.

CONDITIONS OF APPROVAL

1. Any changes/deviations from this request will require staff and/or HDC approval.

EXHIBITS

The staff report and the following:

1. Conditions of Approval (3/17/23)
2. Applicant's Cover Letter with Photos (3/1/23)
3. Fence Site Plan (3/1/23)
4. Accessory Structure Photos (3/1/23)
5. 2004 Historic Resource Survey
6. HDC Guidelines for Demolition

2. Concrete bases shall not be bright white or gray. Notify staff of any aggregate mix or staining for the concrete base.

6.b. #230634– 225 North Main Street – Request approval of a Certificate of Appropriateness for a fence.

MOTION: To approve case #230634 a Certificate of Appropriateness for a fence at 225 N. Main Street, subject to the conditions in Exhibit 1.

CONDITION OF APPROVAL

1. Any changes/deviations from this request will require staff and/or HDC approval.

Other Business

Mr. Groce gave an update on administratively approved projects. The next meeting is April 27, 2023. There is currently one item on the agenda, Grove Square, which was discussed in a previous work session.

Mr. Groce provided an update to the Historic resources survey, a digital version of survey exists now and will replace the map online when released. Images may be added in a future phase.

Notice was given to Gus's regarding their sign, the sign must be replaced, demolished, or refurbished within 30 days.

7.a Update on status of HDC's 2023 goal

Three memos were distributed to Commissioners. Two of the memos are related to preservation of existing trees and Wayfinding signage. These topics were not on the HDC's 2023 goals, but staff wanted to provide information about recent work done by the Town in these areas. This information could be used as the basis for future HDC projects. The third memo is regarding the HDC's two goals for 2023, which Mr. Groce reviewed.

Next steps for the expansion of the Local Historic District and Demolition by Neglect Ordinance were discussed along with project dates for completion of each task.

With no further business, Chairman Lee adjourned the meeting at 4:31 p.m.

Secretary, Chad Kelsey