

The regular meeting of the Historic District Commission was held on Thursday, May 25, 2023, at 4:00 p.m. in the James H. Lewellen Board Chambers at Town Hall.

The following Staff members were present: Interim Development Director, Mr. Adam Hamric; Town Planner, Mr. Jaime Groce; Assistant Town Planner, Ms. Donquetta Singleton; Planner, Mr. Josh Hankins; Planner, Nabanita Nira; Administrative Specialist Sr., Ms. Lynette Denzer.

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

**Quorum present.**

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**Approval of Minutes**

Chairman Lee asked if there were any corrections to the minutes from the April 27, 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 April 27, 2023, meeting.*

**Roll call:**

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

**Motion Approved.**

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**Approval of the Agenda**

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

Mr. Groce stated the applicant has requested Formal Agenda item 6.a. Case #231379 – Cooper College Subdivision, Lot 3 – 185 Cooper Street – Request for a Certificate of Appropriateness for an accessory structure be deferred to the June 22, 2023 agenda.

*Motion by Commissioner Walker, and seconded, to approve deferring Formal Agenda item 6.a.*

**Roll call:**

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

**Motion Approved.**

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## **FORMAL AGENDA**

### **6. a. Case #231379 – Cooper College Subdivision, Lot 3 – 185 Cooper Street – Request for a Certificate of Appropriateness for an accessory structure.**

\*\*\*Deferred to June 22, 2023 at the request of applicant\*\*\*

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#### **Other Business**

Mr. Groce stated there have been no administratively approved projects since the last meeting.

The next meeting is Jun 22, 2023. The request of a CofA for an accessory structure at 185 Cooper St, the case deferred at this meeting, will be reviewed and possibly more discussion about a Demolition by Neglect ordinance.

May is National Preservation month. Staff is working with the Town's Public Information Officer on a press release. A postcard informing the need for approval for exterior alteration has been mailed to all property owners in the Historic District.

A meeting of the Tennessee Historic Commission will be held in Collierville on Friday, June 16. The TN Historic Commission will be touring Collierville on Thursday, June 15. There will be more information coming.

Mr. Groce provided an update to the HDC 2023 goals and timelines: Demolition by Neglect Ordinance, and the expansion of the Local Historic District Overlay. The Commission indicated the timeline presented is acceptable.

The Commission would like to proceed with an open house type meeting for property owners later this summer to gauge interest and support for being added to the local historic district.

Mr. Groce then reviewed the draft Demolition by Neglect language, he explained why this language was used as a starting point, and suggested several topics for the HDC to discuss: current state laws that affect demolition by neglect, who and how the ordinance would be enforced, which structures is this ordinance intended to impact, possible sidewalk maintenance redundancy, who has the authority to change the permits of the Local Overlay, clarity of the Building Official's role, HDC and BMA roles and responsibility. The goal of this ordinance is to provide a plan for issues to be resolved prior to demolition. Feedback should be sent to Jaime Groce by June 12 to be researched and / or incorporated, the Ordinance will be placed on the June HDC agenda for additional discussion.

Mr. Groce introduced the newly hired Planner, Ms. Nabanita Nira.

With no further business, Chairman Lee adjourned the meeting at 4:43 p.m.

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Secretary, Chad Kelsey