

The regular, holiday scheduled meeting of the Historic District Commission was held on Tuesday, November 14, 2023, at 4:00 p.m. in the James H. Lewellen Board Chambers at Town Hall.

The following Staff members were present: Assistant Town Administrator, Mr. Adam Hamric; Town Planner, Mr. Jaime Groce; Planner, Ms. Maria De Mesa; Administrative Specialist Sr., Ms. Lynette Denzer.

Pledge of Allegiance

Commissioner Hall 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
Present	Present	Present	Present	Present	Present	Present

Quorum present.

Approval of Minutes

Chairman Lee asked if there were any corrections to the minutes from the August 24, 2023, meeting.

Hearing none, Chairman Lee called for a motion to approve the minutes.

Motion by Commissioner Walker, and seconded, to approve the minutes from the August 24, 2023, meeting.

Roll call:

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

Motion Approved.

Approval of the Agenda

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

Mr. Groce stated there are no changes to the published agenda.

A motion was made by Commissioner Cox, and seconded, to move Formal Agenda Item 7a Case #220492 – Grove Square Subdivision – Request approval of a Certificate of Appropriateness for fencing, signage, landscaping, common open space, and conceptual architectures for a 34-lot residential (townhouses and single family detached) subdivision on 7.10 acres located on South Rowlett Street and west of Mills Street to the Consent Agenda as the applicant agrees with all Conditions of Approval and the HDC has seen previous presentations about this project.

Mr. Groce stated the Applicant is requesting a waiver to allow the use of 4-foot iron fence along the South Rowlett.

Commissioner Cox amended his motion to include in the example condition the granting of a waiver to allow the use of 4-foot iron fence along South Rowlett. The second agreed to this change.

Roll call:

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

Motion Approved.

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

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

Motion Approved.

Citizen Comments

Chairman Lee asked if there were any Citizen Comments.

Hearing none, Chairman Lee proceeded with the meeting.

Approval of Consent Agenda

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

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

Chairman Lee asked to call the roll.

Roll call:

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

Motion Approved.

CONSENT AGENDA

7. a. Case #220492 – Grove Square Subdivision – Request approval of a Certificate of Appropriateness for fencing, signage, landscaping, common open space, and conceptual architectures for a 34-lot residential (townhouses and single family detached) subdivision on 7.10 acres located on South Rowlett Street and west of Mills Street.

Conditions of Approval from Exhibit 1:

1. This development is subject to all standard conditions of approval as adopted by the Board of Mayor and Aldermen, Resolution 2006-54.
2. Fence and sign permits should be submitted when Development Agreement fees are paid and a letter of credit is provided:
 - a. Sign permits are required for all signage before it is installed. No signage is reviewed with this plan and no approval for signage is granted without a sign permit application.

EXHIBITS

The staff report and the following:

1. Conditions of Approval (11/8/23)
2. Cover Letter (10/31/23)
3. Construction Drawings (10/31/23)
4. Preliminary Plat (10/31/23)
5. Sightline Exhibit (3/28/23)
6. Fire Access Exhibit (11/3/23)
7. Downtown Drainage Project Map (October 2023)
8. Trip Generation Report (12/22/22)

- b. Fence permits are required for all fencing before it is installed. Exhibits showing the fence locations and designs, as approved by the HDC, must be attached to the permits.
 3. Prior to the building permits being issued for each lot, the HDC must grant a CofA for the architecture and plot plan. The facades for each dwelling shall be materially consistent with the conceptual architecture and specifications noted on Sheet 38 of the construction drawings.
 4. Any changes or deviations from the approved plans will require HDC approval prior to construction.
 5. All common open space shall be irrigated.
 6. Front yard fences can be up to 4-feet tall.
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8. Other Business

Mr. Groce provided an update on applications administratively approved since the last meeting. A 3-foot fence at 328 N. Rowlett St, a metal fence at 232 E. Poplar Ave., and a window replacement at 263 Natchez St. were administratively approved.

2024 Boards and Commissions Appointment – There is only one vacancy on the HDC this year due to staggered terms. Sign-ups are due November 22. Commissioner Cox has submitted his application.

Mr. Groce stated there are currently no items for the December 14, 2023 meeting date.

Mr. Groce reviewed a memo from Staff summarizing a work session held by the BMA. The HDC should consider a work session after the first of the year, to discuss the results of that meeting. Topics of the work session could include Historic District Overlay and Property Maintenance Code.

Mr. Groce introduced new Planner, Maria De Mesa.

With no further business, Chairman Lee adjourned the meeting at 4:21 p.m.

Secretary, Chad Kelsey