

The regularly scheduled meeting of the Historic District Commission was held on Tuesday, March 26, 2024, 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; Assistant Town Planner, Ms. Donquetta Singleton; Planner, Mr. Josh Hankins; Ms. Maria De Mesa; Administrative Specialist Sr., Ms. Lynette Denzer.

**Pledge of Allegiance**

Commissioner Kelsey led the Pledge of Allegiance.

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**Roll Call:**

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

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

**Quorum present.**

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**Approval of Minutes**

Chairman Lee asked if there were any corrections to the minutes from the January 25, 2024, meeting.

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

*Motion by Commissioner Cox, and seconded, to approve the minutes from the January 25, 2024, meeting.*

**Roll call:**

Kelsey	Brooks	Hall	Walker	Rozanski	Cox	Lee
Yes	Absent	Absent	Absent	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 the agenda is as advertised.

*A motion was made by Commissioner Cox, and seconded, to move Formal Agenda Item 7.a **Case #240979 – 232 College Street – Request for a Certificate of Appropriateness for Demolition of a Residential Structure to the consent agenda as the applicant agrees with all Conditions of Approval.***

Mr. Groce noted the structure has been surveyed and is not eligible for the National Register.

**Roll call:**

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

**Motion Approved.**

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Chairman Lee called for a motion to approve the Agenda as modified.

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

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

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

**Motion Approved.**

**CONSENT AGENDA**

**7.a. Case #240979 – 232 College Street – Request for a Certificate of Appropriateness for Demolition of a Residential Structure**

***Conditions of Approval from Exhibit 1:***

1. Any changes/deviations from this request will require staff and/or HDC approval.
2. The property shall be seeded or sodded, as appropriate, within 60 days of demolition to create a lawn area similar to other properties in the community.
3. A demolition permit shall be obtained from the Building Official prior to any demolition.
4. Any new construction shall be reviewed and approved by the Historic District Commission and a building permit shall be obtained prior to construction.

<b>EXHIBITS</b>
The staff report and the following:
1. Conditions of Approval (3/13/24)
2. Applicant’s Cover Letter with photos (3/11/24)
3. Existing Conditions (3/14/24)
4. 2004 Historic Resource Survey
5. HDC Guidelines for Demolition)

## **FORMAL AGENDA**

### **7.b. Case #240851– 250 W. Poplar– Request for a Certificate of Appropriateness for New Residential Construction**

Mr. Josh Hankins reviewed the Staff Report, which is an exhibit for the record. Copies of Exhibits 8 and 9 have been provided and added for the record. A brick sample has been provided. The applicant is requesting a Certificate of Appropriateness (CofA) for new residential construction.

The subject property is 1.13 acres and Zoned R-1: Low Density Residential. The HDC granted a CofA to demolish the principal structure and accessory structure on December 13, 2022.

The applicant is proposing to construct a 3,300 square foot, bungalow style dwelling. The home will be setback 94 feet from the centerline of Poplar Ave. This is similar to the original home's setback and is contextual with other homes on the block. Exterior design elements include Simply White and Wrought Iron paint color, Hardie board siding and brick cladding, and double hung Simulated Divided-Light windows.

HDC Guidelines state garages must be behind a home's centerline. The 3-bay garage on the proposed construction will have most of the garage behind the home centerline. The HDC has approved similar designs for new homes in the historic district in a few cases.

Chairman Lee asked if there were any questions for Staff.

Discussion ensued about cladding materials and windows.

Hearing no further questions or discussion, Chairman Lee asked the applicant to come forward.

The applicant, Ms. Whitney Harvey, 1421 Peyton Run Loop S., came forward.

Discussion ensued about the exterior materials of the house, the porch, and the garage, as well as the placement of Hardie board and brick on the house elevations. The window placement as related to other homes in the area, and the columns on the porch were also discussed.

Additional discussion ensued about the planned setback of the home and whether it is consistent with other homes in the area. Discussion ensued about the garage placement. While not consistent with the guidelines, it could be acceptable since the setback, existing vegetation, and topography should make the garage less visible from the street.

Hearing no further questions or discussion, Chairman Lee called for a motion.

***Motion made by Commissioner Cox, and seconded, to approve the applicants request (Exhibits 2 & 3) for a Certificate of Appropriateness for a new residence at 250 West Poplar Avenue, subject to the conditions in Exhibit 1 and with conditions 11 and 12.***

#### **EXHIBITS**

The staff report and the following:

1. Conditions of Approval (3/22/24)
2. Cover Letter (3/4/24)
3. Elevations (2/18/24)
4. Interior Floorplans (2/18/24)
5. Homes on Block Comparison (3/22/24)
6. Plot Plan (2/26/24)
7. Public Comment (3/22/24)
8. Additional Public Comment (3/26/24)
9. Material Information (3/26/24)

**Conditions of Approval from Exhibit 1 as modified:**

1. Call out the shutter dogs on the architectural elevations.
2. Fence permits shall be obtained for any fencing or enclosures.
3. Concrete walks and drives shall not be bright white or gray. Note any aggregate mix or staining on the plans or provide a detail.
4. Corrected architectural elevation drawings shall be provided for Planning staff review prior to issuance of a building permit to ensure conformance with the HDC exhibits and Certificate of Appropriateness.
5. Exhibit 3 shall be revised to include a roof plan.
6. Exhibit 3 shall be revised to include window information. Windows in the Historic District must be either divided-light (TDL) or simulated divided-light (SDL).
7. Exhibit 3 shall be revised to include the type of brick being used. Color samples shall be provided.
8. Provide light fixture details and show them on the elevations.
9. Provide information regarding the front door.
10. Any changes/deviations from the approved plans will require staff and/or HDC approval.
11. **The home's front setback shall be 94 feet from Poplar Avenues centerline. Revise the Plot Plan/Plot Map to show this.**
12. **Revise the elevations to show brick on the front and sides on the first floor, with above the first-floor eave line being Hardie board siding. The front façade of the garage can remain completely brick.**

Hearing no further discussion, Chairman Lee asked Ms. Denzer to call roll.

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

**Motion Approved.**

**Other Business**

Ms. Singleton provided an update on applications being reviewed or administratively approved since the last meeting: sign review for CJ Lilly at 128 Mulberry St. (pending), fences reviewed at 157 Cooper St. (approved), 137 Cooper St. (pending), and 274 W. Poplar Ave (pending).

Ms. Singleton stated there will be a training session for Boards and Commissions covering Robert's Rules of Order on April 11 from 3:00-4:45 at Town Hall, the HDC is invited but not required to attend. The HDC will meet next month, there is at least one case on the agenda. The THC is performing a Certified Local Government Audit, results from the audit will be forwarded to the HDC when the State completes its review.

With no further business, Chairman Lee adjourned the meeting at 4:28 p.m.

Secretary, Chad Kelsey