

The regularly scheduled meeting of the Historic District Commission was held on Thursday, April 25, 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; Planner, Ms. Maria De Mesa; Planner, Ms. Nabanita Nira; Administrative Specialist Sr., Ms. Angela Gizzarelli.

**Pledge of Allegiance**

Commissioner Hall led the Pledge of Allegiance.

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**Roll Call:**

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

Kelsey	Hall	Walker	Rozanski	Brooks	Cox	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 March 26, 2024, meeting.

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

***Motion by Commissioner Rozanski, and seconded, to approve the minutes from the March 26, 2024, meeting.***

Chairman Lee called for all those in favor say aye, opposed nay.

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

**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.

***Motion by Commissioner Hall, and seconded, to approve the agenda as published.***

Chairman Lee called for all those in favor say aye, opposed nay.

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

**Motion Approved.**

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**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 staff comment for Consent Agenda item Case # 234313 – Freed Subdivision.

Mr. Groce stated there have been no public comments received, and the applicant agrees with all conditions of approval.

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

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

Chairman Lee asked to call the roll.

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

**Motion Approved.**

**CONSENT AGENDA**

**6.a Case # 234313 – Freed Subdivision – Request approval of a Certificate of Appropriateness for a Preliminary Subdivision Plat for three residential lots on 2.83 acres located east of Natchez Street and on the south side of Poplar Avenue.**

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

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 for the R-1 Zoning District.
3. Any changes/deviations from the lot layout, building envelopes, or conditions of approval will require HDC approval.

**EXHIBITS**

The Staff Report and following exhibits:

1. Example Conditions of Approval (4/19/24)
2. Cover Letter (12/12/23)
3. Preliminary Plat (March 2024)
4. Construction Drawing Excerpts (March 2024)

**FORMAL AGENDA**

**7.a. Case #234115 – 178 Walnut St. – Request approval of a Certificate of Appropriateness for the demolition of an accessory structure.**

**7.b. Case #241212 – 178 Walnut St. – Request approval of a Certificate of Appropriateness for an addition to an existing dwelling.**

Ms. Nabanita Nira reviewed the Staff Report, which is an exhibit for the record. Ms. Nira stated there are two separate but related cases each for a Certificate of Appropriateness, one for demolition of an accessory structure and one for an addition to an existing dwelling. Ms. Nira stated the accessory structure being requested for demolition was not built at the same time as the principal structure and is not addressed in the 2004 Historic Resource Survey. The accessory structure has no foundation and is held up by concrete deck piers. The applicant provided an inspection report for the accessory structure and is recommended for demolition as it is beyond

reasonable repair.

Discussion ensued to continue staff presentation or discuss each case and motion separately. The decision was made to continue staff presentation.

Ms. Nira stated the request for addition of an existing dwelling is for an attached garage connected with a breezeway. The location of the proposed attached garage with a connecting breezeway will be at the rear of the existing home, the applicant also proposes an addition at the rear of home that will be added after the breezeway and attached garage are built. Ms. Nira stated the Zoning Ordinance requires the breezeway to have a solid roof for it to be considered part of the principal structure. Without a solid roof, the new garage would be considered an accessory structure, and different setbacks would apply. Ms. Nira stated the proposed breezeway and attached garage would be consistent with the HDC Guidelines and the aesthetics would match that of the principal structure. Ms. Nira stated the applicant agrees with Conditions of Approval for the demolition of an accessory structure. Ms. Nira stated Condition of Approval #8 for the addition to an existing dwelling has been modified and the applicant agrees with the modification. Ms. Nira stated the applicant disagrees with Condition of Approval #10 for the addition to an existing dwelling. Ms. Nira stated Condition of Approval #10, the HDC cannot waive the requirement that a roof be provided over the addition connecting the house and new garage, but they can say whether the design is appropriate or not according to the HDC guidelines. Ms. Nira stated the applicant could apply to the Board of Zoning Appeals (BZA) to address Condition of Approval #10 for a solid roof to count as an addition to the home.

Chairman Lee asked if there were any questions for Staff.

Hearing none, Chairman Lee asked the applicant to come forward.

Ms. Jennifer Hall, 178 Walnut St., came forward stated available for questions.

Chairman Lee asked if there were any questions for the applicant.

Discussion ensued about dormer aesthetics for the attached garage. Staff can approve any changes.

Discussion ensued about the demolition request is within reason due to the condition of the deteriorating structure.

Hearing no further questions or discussion, Chairman Lee called for a motion on case #234115.

***Motion made by Commissioner Rozanski, and seconded, to approve (case #234115) a Certificate of Appropriateness for the demolition of an accessory structure, subject to the conditions in Exhibit 1A.***

## EXHIBITS

Staff Report and the following:

1. Conditions of Approval (4/19/24)
  - A. Demolition of an Accessory Structure
  - B. Addition to an Existing Dwelling
2. Applicant's Cover Letter (4/2/24)
3. Existing Condition Photos by Applicant (4/2/24)
4. Existing Survey & Floor Plan (4/2/24)
5. Proposed Plot Plan & Floor Plan (4/2/24)
6. Proposed Elevations (4/2/24)
7. Applicant's Sample Photos (4/2/24)
8. Structural Inspection Report (11/29/23)
9. Excerpt from National Register Nomination Form (1990)
10. Excerpt from 2004 Historic Resource Survey
11. Excerpt from Historic District Design Guidelines
  - A. Demolition
  - B. Additions
12. Existing Condition Photos by Staff (4/19/24)
13. Staff Email About Attachments (4/23/24)

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

1. The property shall be seeded or sodded, as appropriate, to create a lawn area similar to other properties in the community if the construction of the addition does not commence within 60 days after demolition.
2. Any changes/deviations from the approved plans will require staff and/or HDC approval.
3. A demolition permit shall be obtained from the Codes prior to any demolition.

Chairman Lee called for discussion.

Hearing none, Chairman Lee asked for roll call.

**Roll Call:**

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

**Motion Approved.**

Ms. Hall came forward to discuss Condition of Approval #10 on case #241212.

Discussion ensued that if the BZA denies the appeal it is possible for Staff to review and approve a building permit for the addition based on the HDC approval.

Clarification was made the attached garage setbacks are set by including it with the house as an addition with a roof, if the breezeway roof were not there the garage would have to follow the setbacks for an accessory structure.

The applicant stated the reason for a trellis as a breezeway connection was to allow for an aesthetically pleasing line that would distinguish the historical home from the newly attached garage. The design was also to keep the height lower and allow rainwater to come through for the surrounding landscaping.

Discussion ensued about striking Condition of Approval #10 from the motion and approving the attached garage as shown. The applicant’s next steps would be to go before the BZA to appeal the staff’s decision on the Zoning Ordinance for a solid roof.

Mr. Groce stated that HDC is deciding if the breezeway as presented is appropriate, is it appropriate with the house and context. The Zoning Ordinance interpretations aren’t for the HDC to decide. If the result is the breezeway will require a solid roof, staff will let HDC know of the BZA decision.

Clarification was made that the Zoning Ordinance states, “roof or other covering”.

Discussion ensued about leaving Condition of Approval #10, as is, modifying the wording, or striking from the list. It was discussed to be consistent with the Zoning Ordinance and to modify Condition of Approval #10 to be worded as ‘the breezeway shall have a roof or other covering as an addition to the home’.

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

***Motion made by Commissioner Rozanski, and seconded, to approve (case #241212) a Certificate of Appropriateness for an addition to an existing dwelling, subject to the conditions in Exhibit 1B.***

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

1. Note on the plans what type of material is being used for the breezeway walk.
2. The material used on the addition, such as windows, doors, architectural detailing (e.g. light fixture), and roofs shall match the existing building material as closely as possible.
3. Fence permits shall be obtained for any new fencing or enclosures.
4. Provide screening for any HVAC equipment if it is visible from the public right-of-way.
5. Provide details on the plan noting what type of light fixtures will be installed on the proposed garage.
6. Provide a roof plan.
7. Provide product details for the garage doors and windows.
8. ~~The horizontal siding reveal shall match the siding of the existing building.~~ **The horizontal siding reveal on the rear addition of the house shall match the siding of the existing building.**
9. The new windows on the addition shall be double hung windows to match the historic building. Windows in the Historic District must be either true divided-light (TDL) or simulated divided-light (SDL).
10. The breezeway shall have a solid roof **or other covering** to count as an addition to the home.
11. The new roof shall be the same asphalt dimensional/architectural shingles as the existing historic house.
12. Any changes/deviations from the approved plans will require staff and/or HDC approval.

Chairman Lee asked for discussion.

Discussion ensued about other homes in the District with breezeways connecting garages that have a solid roof.

Discussion ensued that applicant is to work with staff for ideas to meet Condition of Approval #10, should the applicant disagree with staff's decisions, the applicant can apply to be seen before the BZA for an appeal to staff's decision.

Hearing no further discussion, Chairman Lee asked for roll call.

**Roll Call:**

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

**Motion Approved.**

**Other Business**

Mr. Groce stated updates for administrative approvals. The sign permits for 128 Mulberry St. is pending and 122 N Main St. has been issued. The fence permits for 137 Cooper St. is pending due to the horizontal boards and 274 W Poplar Ave has been issued.

Discussion ensued about the fence for the home on Cooper and College, the project has slowed down, but the owners are aware staff is monitoring.

Mr. Groce stated the May meeting currently has no items, however there is one possible application. The Grove Square project is going to BMA in May or June for their Development Agreement. Once that agreement has been signed their forth coming applications will be seen by the HDC.

Mr. Groce stated the Certified Local Government (CLG) conducted their audit; results have not been received, once the results are shared staff will forward to HDC.

With no further business, Chairman Lee adjourned the meeting at 4:57 p.m.

APPROVED