



HISTORIC PRESERVATION COMMISSION MINUTES

300 Martin Luther King Blvd.

September 14, 2023

TIME: 4:30 PM

1. CALL TO ORDER

Lisa Thrift called the meeting to order at 4:35 p.m.

2. APPROVAL OF MINUTES

1. Approve August 10, 2023 minutes

A motion was made by Debbie Purves to approve the August 10, 2023 minutes. The motion was seconded by Mark Grantham. All approved.

3. CITIZEN COMMUNICATIONS

(Limit comments to five minutes or less)

There were no comments.

4. OLD BUSINESS

There was no old business to discuss.

5. NEW BUSINESS

2. 404 2nd Ave: Northside Historic District

COA: New Windows

Owner: Charlie Core

Agenda Item #: 1

Meeting Date: 09/14/2023

Action Requested: COA: New Windows

Location of Property: 404 2nd Ave; Northside Historic District

Petitioner: Charlie Core

Resources:

C. 1915. Marion's Hair Salon. One-story, wood frame pyramidal roof cottage with roof of asphalt shingles, decorative gable, off center door, flanking 6/6 double hung sash windows. Contributing Resource.

Proposal: The petitioner requests a COA for the following:

1. Replace all windows, except those previously approved on 2/09/23 which are to be converted into entryways, with Tucker Traditional Series 2100 wood windows with PVC brick mold and composite sill/sill nosing. Sashes and inside jamb are wood. Everything on the jamb that faces the outside is rot-proof (PVC).
2. Applicant to have exterior grills custom made to match existing grill pattern and

request to not include grills on all rear (5) windows.

Guidelines:

GENERAL PRINCIPLES

These guidelines shall apply only to the exteriors of buildings, structures and to areas of lots visible from the public rights-of-way in designated historic districts of the City of Opelika, Alabama.

Proposals for exterior work to be done on public facades, fronts and street-related elevations, shall be more carefully reviewed than that to be done on other facades. Non-public facades shall mean those facades not visible from the street.

Windows:

- a. Retain and repair existing windows including window sash, glass, lintels, sills, architraves, shutters, pediments, hoods and hardware. If new sashes are used, duplicate the original material, design, size and hardware of the original window. Do not change window size, sash size or windowpane size.
- b. Do not introduce or create new window openings into the front principal elevation of the structure and do not enlarge or reduce original window openings to fit new stock window sizes.
- c. The original number and arrangement of panes should be maintained.
- d. Storm windows should be visually unobtrusive and should not damage existing window frames. Storm windows should be designed so that they can be removed in the future without damage to the original fabric of the structure. Storm windows should be compatible in color and design with the original windows. For example, mill finished aluminum storm windows should not be used with painted window sash.
- e. Plastic, canvas or metal strip awnings or fake shutters that are not compatible with the architectural style of the structure should not be used.
- f. Where existing shutters are replaced or reinstalled when missing, the new shutters shall be sized to fit the window opening, in height and width, whether the shutters are fixed or operable. Composite materials are allowable for shutters so long as they duplicate the original in shape and texture.

- g. New window openings should not be introduced unless they match the existing window configuration and their placement harmonized with the existing rhythm of openings.
- h. Original windows should not be filled in.

Staff recommendation:

- 1. Staff recommends approval of replacing windows with Tucker 2100 Series wood windows with no grills. Grills to be custom made and applied to match the existing grill pattern of each window.
- 2. The original number and arrangement of panes should be maintained.

Discussion:

Staff provided an overview of the request to install all new windows. There was no discussion.

Debbie Purves motioned to approve. The motion was seconded by Mark Grantham. All approved.

- 3. 407 Geneva St: Geneva Historic District
COA: Chimney Alteration
Owner: Cathy Gafford
Agenda Item #: 2
Meeting Date: 09/14/2023
Action Requested: COA: Remove Chimney
Location of Property: 407 Geneva St; Geneva Historic District
Petitioner: Cathy Gafford

Resources:

Circa 1900; Hall House, One-story, frame, medium hip roof, shed porch with columns on piers, 5-bay, symmetrical façade, 2/2 window; sidelights flank door. Contributing structure.

Proposal: The petitioner requests a COA for the following:

- 1. Cut chimney down to approximately three bricks, angle with roof line, and cap for weatherproofing due to tree damage during storm. Rebuilding chimney was not recommended by contractor due to difficulty in finding matching historic brick. Also, chimney is not visible from the street.

Proposed Guidelines:

- 1. Masonry:

1. Original masonry and mortar should be retained whenever possible.
2. Surface treatment of masonry, such as applying waterproof or water repellent coatings or surface consolidation treatment should be avoided unless required to solve a specific problem that has been studied, evaluated and identified. These coatings can accelerate deterioration of the masonry.
3. Repointing of Mortar Joints:
 1. Repoint only mortar joints that show evidence of moisture problems or where sufficient mortar is missing to allow water to stand in the mortar joint.
 1. When removing deteriorated mortar in preparation for repointing, extreme care should be used, and mortar joints should not be enlarged by the process. The mortar should be removed approximately one inch from the face of the brick
 1. Mortar used for repointing should match composition, color and texture of original mortar with modern mortar of high Portland cement content as this can cause accelerated deterioration of the masonry due to differing coefficients of expansion and the differing porosity of the material and the mortar.
 1. Repointing work shall duplicate old mortar in joint size, method of application and joint profile. Repointing work shall take into account the weathering of the masonry material and care should be used to test, adjust standard mortar colors and allow the test mortar to dry sufficiently prior to selecting a match to the existing mortar. Repointed mortar joints shall not be wider or larger than the original mortar joints and the new mortar shall be quickly cleaned off the face of the existing brick without using acid cleaning solution.
4. Existing stucco should be repaired, when necessary, with a stucco mixture that duplicates the original as closely as possible in appearance and texture.
5. Masonry should be cleaned only when necessary, to halt deterioration or to remove graffiti and stains. Clean masonry with the gentlest method possible, such as low-pressure water and soft natural bristle brushes.

6. Sandblasting, including dry and wet grit and other abrasives, of brick and stone surfaces is not recommended. This process erodes the surface of the material and accelerates deterioration.
7. Do not use chemical cleaning products that would have an adverse chemical reaction with the masonry materials, such as acid on limestone or marble.
8. Where repairing or replacing original material is necessary, utilize new material that duplicates the old material as closely as possible. Do not install or use new material which is inappropriate or was unavailable when the building was constructed. Artificial brick siding, artificial synthetic stone or brick veneer are modern materials which detract from the historic nature of the buildings. Cast stone made from actual stone dust that duplicates the original color and texture of the original stone is appropriate and cast concrete is not appropriate to replace stone.
1. Missing significant architectural features, such as cornices, brackets, railings and trim that can be documented should be replaced with similar material to the original.
10. Significant architectural features such as cornices, brackets, railings, trim, window architraves, doorway pediments, etc, shall be maintained and preserved and stabilized.
11. The original or early color, texture or paint on masonry surfaces, including early signage, should be retained and stabilized wherever possible. Brick or stone surfaces may have been painted, whitewashed or stuccoed for practical and aesthetic reasons and this should be investigated and documented before a decision is made. The indiscriminate removing of paint from masonry surfaces may subject the building to damage and change its appearance.

The following items DO NOT require a COA:

- Re-pointing masonry and stone surfaces
- Installation/removal of metal chimney caps
- Repair of stucco

The following commonly requested projects require a COA:

- Tuck pointing masonry and stone surfaces
- Chimney removal
- Rebuilding original foundation

- Removal of original chimney caps

Staff recommendation:

1. Staff recommends approval of cutting the chimney down and capping. This will retain the chimney location with a nonworking fireplace.

Discussion:

Staff explained chimney was damaged during a storm by a tree limb. Photos of the damage were provided.

Debbie Purves stated she prefers keeping the remaining chimney in place rather than removing the entire chimney.

Debbie Purves motioned to approve. The motion was seconded by Aaron K. All approved.

4. 706 3rd Ave: Northside Historic District
COA: Tree Removal
Owner: Victor Johnson

Agenda Item #: 3
Meeting Date: 9/14/23
Action Requested: Retroactive COA: Removal of Trees
Location of Property: 706 3rd Ave; Northside Historic District
Petitioner: Victor Johnson

Resources:

Circa 1925; One and a half story, wood frame bungalow with side gable roof of asphalt shingles, sloping shed roofed dormer with four lites, weatherboard siding, central wood door with sidelights and transom, flanking 4/1 double hung sash windows, partial width porch with shed roof, wooden columns. Contributing structure.

History: Received call on June 11, 2023 that trees were being removed. Staff visited sight to assess situation. Homeowner notified tree removal required COA prior to removal. Followed up with letter and submission deadlines.

Proposal: The petitioner requests a COA for the following:

1. Retroactive COA for removing two trees. Limbs were breaking at increased rate damaging roof and causing leaks.

Guidelines:

A. THE ENVIRONMENT:

1. The environment consists of all exterior features in the designated historic districts which are visible to the public and includes structures, outbuildings, landscaping, streets, appurtenances, trees, mass and spacing between structures, scale, mass, color and materials of buildings that give a neighborhood its distinguishing character and contributes to its historic district designation.
2. Significant landscape features such as public parks and gardens, street lighting, signs, street benches, sidewalks, streets, alleys and building setbacks that have traditionally been maintained in the historic district and that contribute to its historic character should be retained. Existing streets should not be widened. paving material should not be changed to a different texture and color. Inappropriate new streets or parking lots incompatible with the neighborhood should not be constructed. *(updated 08/12/14)*
3. New plant materials, fencing, walkways, housing and other outdoor lights, signs, benches, etc. should be compatible with the character of the neighborhood in size, scale, material and color.
4. Plant material should be maintained so as not to become a hazard to the public, public property or shall not be allowed to cause deterioration to structures.
5. Existing street trees should not be removed without a plan for replacement. *(updated 08/12/14)*

The following items DO NOT require a COA:

- Back yard Tree house, swing sets and trampolines
- Benches and other outdoor furniture and accessories
- Sculpture and another outdoor artwork
- Pools and patios
- Tree pruning, clearing of overgrown bushes, vines, saplings, etc.
- Tree removal (less than 4" diameter at breast height or diseased).
- Planting new trees, shrubs, ground cover, etc.
- Landscape edging
- Flower, vegetable and rock gardens
- Flowerpots, planters, window boxes, birdbaths, bird houses, etc.
- Adding gravel to existing driveways
- Patching deteriorated concrete or asphalt pavement, walks, steps, etc.

The following commonly requested projects require a COA:

- Changes to stone walls and other historic site features
- New or expanded parking areas/lots
- New and expanded driveways and walkways

- Staff approval for change of materials (i.e. gravel to concrete)

Staff recommendation:

1. Staff recommends approval of removing trees before damage is done to the structure based on its close proximity to the home.
2. Applicant must provide a tree replacement plan.

Discussion:

Staff stated this is a retroactive request after trees were removed. No tree replacement plan was provided.

Debbie Purves asked if there is a minimum height requirement for tree removal. Staff explained the guidelines state trees 6" or larger in diameter require COA for removal. Also required is an arborist report to document if the tree is damaged or dying or a threat to the structure. No arborist report or replacement plan was provided. Mrs. Purves asked if a minimum trunk size is required for replacement. Staff answered the guidelines do not outline the size of replacement. This may be something the commission would like to address when we begin revising the guidelines.

Mr. Joel Calheiro asked if replacement trees are required to be placed in the same location. Staff stated that the commission is trying to protect the tree canopy. Replacement in the exact location is not required. The city arborist can suggest types of trees and location, taking into consideration the mature growth size and closeness to sidewalks and main structure.

Debbie Purves motioned to approve based on staff recommendation that a tree replacement plan is provided and approved. Mark Grantham seconded. All approved.

5. 116 S. 8th St: Downtown Historic District

COA: New Windows

Owner: Hiro & Lynsay Fukai

Agenda Item #: 4

Meeting Date: 09/14/23

Action Requested: COA: Replace windows upper floor

Location of Property: 116 S. 8th St; Downtown Historic District

Petitioner: Hiro & Lyndsay Fakai

Resources:

Goodwill Building: Late 19th c.; Two story brick with original façade at upper level; round arched windows. Recent wood infill and denticulation at second level; wood siding, glass and aluminum storefront at ground level.

History: Applicant received COA on 06/09/22 for façade renovations. This COA has since expired. Approval for window replacement was contingent on applicant returning with window specs prior to installation.

Proposal: The petitioner requests a COA for the following:

1. Replace upper floor windows with Anderson 100 Series Fibrex composite single-hung full divided light with $\frac{3}{4}$ " grill windows. Interior and exterior color will be white. Glass is Low-E non tinted.

Proposed Guidelines:

STANDARD #5: Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a historic property shall be retained and preserved.

STANDARD # 9: New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.

STOREFRONT - #2.

Preserve existing historic storefronts. Retain characteristic storefront features.

DISPLAY WINDOW: Maintain the original dimensions and transparent nature of the display window. Do not add small paned windows or reflective glass.

COLUMNS: Maintain cast iron columns and brick and stone piers which frame the storefront.

TRANSOM: Retain original shape and transparency of the transom. Do not place a sign over the transom, If an interior ceiling has been lowered below the transom, it should be recessed from the storefront. Do not place air conditioning units in the transom.

AWNINGS - #5.

Awnings should be compatible with the design of the building and the streetscape.

PRESERVATION: Preserve original canopies and awning hardware where feasible.

MATERIALS: Fabric awnings are appropriate. Vinyl coated canvas and acrylic awnings may be acceptable. Metal awnings may be appropriate in a few instances, but rough sawn wood, plastic, or asphalt shingle awnings give an immobile, hard, mansard—like appearance and are not appropriate.

DESIGN: Retractable or fixed standard shed—type canvas awnings are appropriate. Fake mansard roofs and rustic wood shingle awnings are inappropriate. Carefully coordinate the awning color with other building design features.

LOCATION: The awning should fit the dimensions of the storefront within the masonry opening and should not obscure architectural details. Mount the awning just above or just below the transom. Where feasible, align the awning so that it is the same height as others on the block. Upper story awnings should fit inside the window surround. Arched windows should have awnings shaped like the curvature of the arch, and rectangular windows should have rectangular awnings.

UPPER STORY WINDOWS #7.

Preserve the size, shape, details, and transparency of upper story windows.

PRESERVATION: The glass, sash, hardware, and window surrounds, including the lintel or decorative window hoods, should be preserved and maintained. Add shutters to the exterior only if they originally existed. Shutters should be operable or should at least appear to be operable; when closed over an opening, they should fit the size of the opening. (see Preservation Brief #9, 10)

RE-ESTABLISHMENT: Consider reopening closed or blocked windows. In some cases, closed exterior shutters may be used to define original window dimensions. Instead of boarding up windows when the second story is not in use, hang curtains or interior shutters to give the building an occupied appearance. Reflective and dark, tinted glass is not appropriate.

REPLACEMENT: Replacement windows are only recommended when historic windows can not be rehabilitated. When replacement windows are installed, they should match the historic window in size, style, and materials and have the same number of panes. Interior storm windows are preferable to exterior ones. Wood windows are recommended, but painted metal windows may be acceptable. (see Preservation Brief #3)

DOORS - #9.

Preserve the original front doors and opening.

PRESERVATION: The original size and shape of door openings should be maintained, not in-filled. Original doors and door hardware should be repaired and maintained. Replacement doors, when necessary, should be compatible with the original doors in terms of style, size, material, and glass panel configuration.

CANOPIES - #17.

Maintain original canopies and balconies.

PRESERVATION: Although canopies, porches, and balconies are not commonly found on commercial buildings, when they exist, they are distinctive features. Original materials, details, shape, outline, and roof height should be retained. Enclosing canopies and balconies is not appropriate if it destroys the visual openness of the porch appearance. Concrete canopies or covered walkways are not appropriate.

Information found:

Fibrex is a thermoplastic polymer, some of which is reclaimed, making up 60% of the material used in these windows. Most of the wood fibers are reclaimed from Andersen's own manufacturing process, which makes up the remaining 40% of the materials used. Fibrex is a low-cost alternative to vinyl. It never needs to be painted. Because it is made with genuine wood, it has a more realistic wood appearance than fiberglass or Ultrex. The Fibrex is a good alternative to fiberglass and is offered to luxury house buyers at the highest price range in the window replacement business.

The assertion by Andersen that Fibrex is twice as strong as vinyl is correct, but only in terms of compressive strength. The advantage is not so much that the window is stronger, but that the window frame is smaller, allowing for greater glazing. More glass allows more light to enter the home.

Staff recommendation:

1. Staff recommends approval of replacing upper windows with wood, composite, or aluminum clad windows with same grid pattern of 2/2. This type of window has not previously been used or approved by the Commission. Windows should appear to be wood or metal.

Discussion:

Staff explained that a COA was obtained in June 2022 for façade renovations. This COA has now expired. The COA also stated that specs for new windows should be provided to Staff for review and approval prior to installation. She then gave an overview of the windows the applicant proposes for installation. Information regarding Fibrex windows is provided.

Joel Calleiro said they originally wanted to move away from the storefront metal look. There are only two manufacturers of Fibrex windows that have a patent, Pella and Anderson. It is a composite hybrid of wood and plastic. It is more sustainable than vinyl and paintable. They provided a duplication of the historic look. This location will provide the opportunity to see if the commission likes Fibrex, because the windows are on the second floor. The original trim will be left in place. Only the sash is being replaced from inside. The trim and window will be painted the same color. The original circle tops will remain with fans being added were missing to unify them.

Aaron Kovak asked if trim will be placed on the window sash. The applicant responded that the sash is in a frame and will not have additional trim. There is no trim. It is a renovation style window that uses existing exterior trim. Only four windows will be replaced at this time. The center window will later be converted to a door.

Staff stated she has talked with Anniston Historic Preservation office. They had an Anderson representative come to talk with the commission about their product line

providing information on what material types are available. This may be something we would like to do.

Mr. Calleiro stated that this is a 60-year window. Wood and vinyl windows do not last this long. These are definitely an improvement and are a more expensive option than wood or vinyl.

Debbie Purves said she would be more comfortable if there was an opportunity to speak with an Anderson representative. If we approve Fibrex today then we would have to approve it for others, and this may not work out to be a perfect product.

Aaron Kovak said there are a lot of pros being paintable, on the second floor, and using original trim. He would like to see specs and have more information.

Mrs. Purves asked if we could wait to talk to Anderson about this specific product. Staff stated that a sample window was provided, but it is not the exact window that would be ordered. She would like to see if any other historic commissions have allowed this material.

Staff asked if applicant would like to table the request to allow time to obtain additional information on the Fibrex composite window. He agreed.

Debbie Purves made a motion to table application until further information is available. The motion was seconded by Mark Grantham. All approved.

6. 314 3rd Ave: Northside Historic District
COA: Renewal of COA and Addition of 2nd Floor
Applicant: J. Manifold Construction
Agenda Item #: 5
Meeting Date: 09/14/2023
Action Requested: COA: New Construction Pool House
Location of Property: 314 3rd Ave; Northside Historic District
Petitioner: J. Manifold Construction

Resources:

Circa 1910. Two story, brick Neoclassical Revival residence with hip roof of asphalt shingles, three bay façade, second floor façade with central wood door with transom, flanking 4/1 double hung sash windows, first floor façade with central wood and glass door, flanking 4/1 double hung sash windows, two story partial width portico with Corinthian columns, second floor balcony, open rail balustrade, side porch. Contributing structure.

Proposal: The petitioner requests a COA for the following:

1. Renewal of new construction pool house measuring 29'9" x 26'9" with exterior envelope of brick foundation with Hardie

accents, soffit, and fascia to be painted Hardie. Aluminum clad/ wood windows with SDL exterior grids to match existing house. Smooth flush glazed fiberglass doors with low-e glass. Architectural shingle roof and aluminum gutters. Wood pavilion columns will be repurposed on front. If exterior light fixtures are needed, selection will match style, finish, and color of existing.

2. Approval of revised plan adding second story. This will be unfinished space. The applicant will return later for approval of stairs to access space.

Guidelines:

G. NEW CONSTRUCTION:

1. Definition: The construction of any free-standing structure on any lot or addition to an existing structure.

2. General Principles:

1. These guidelines shall apply only to the exteriors of buildings and to areas of lots visible from public right-of-way.
2. The public facades, front and street-related elevations, of proposals for new buildings shall be more carefully reviewed than other facades.
3. New buildings should be compatible with other architectural styles in the historic district but are not required to imitate the past architectural styles of the historic district. They should reflect the era of their own construction.
4. Since construction in a historic district has usually taken place continuously from the nineteenth century to the present, a variety of building types and styles result which demonstrate the changes in building tastes and technology over the years. The special architectural character of the majority of the buildings in the historic district is responsible for this designation and new buildings should complement and be compatible with the prevailing architectural styles of other buildings in the historic district.
5. Reconstruction may be appropriate when it reproduces facades of a building which no longer exists and which was located in the historic district if; the building would have contributed to the historical and architectural character of the area, and if it will be compatible in terms of style, height, scale, massing, and materials with the buildings

immediately surrounding the lot on which the reproduction will be built, and if it is accurately based on pictorial documentation.

6. New buildings should related to an established pattern and rhythm of existing contributing buildings, both on the same and opposite sides of a street, the dominance of that pattern and rhythm must be respected and not disrupted.
 7. New construction should be consistent with existing contributing buildings along a street in terms of height, scale, setback, and rhythm; relationship of materials, texture, details and color; roof shape; orientation and proportion and rhythm of openings.
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1. Height: New buildings should be compatible in height with the height of adjacent buildings. This shall not mean that new construction must be the same height as adjacent structures, but that new construction should be of similar heights as adjacent structures. New construction may not be over one story higher than adjacent structures or more than one story lower than adjacent structures.
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1. Scale: The size of a new building; its mass in relation to open spaces; its windows, doors, openings and porches should be visually compatible with the surround buildings.
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1. The relationship and use of materials, texture, details and material color of a new building's public facades shall be visually compatible with and similar to those of adjacent buildings or shall not contrast conspicuously.
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1. The roofs of new buildings shall be visually compatible, by not contrasting greatly with the roof shape and orientation of surrounding buildings.
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1. The setback from front and side yard property lines established by adjacent buildings must be maintained. When a definite rhythm along a street is established by uniform lot and building width, infill new buildings should maintain the rhythm.
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1. Orientation: The site orientation of new buildings shall be consistent with that of adjacent buildings and shall be visually compatible. Directional expression shall be compatible with surrounding buildings, whether that expression is vertical, horizontal or non-directional.
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1. The relationship of width to height of windows and doors, and the rhythm of solids to voids in new buildings shall be visually compatible with the surrounding buildings.

3. Outbuildings:

1. Garages and storage buildings should reflect the character of the existing structure and surrounding buildings and should be compatible in terms of height, scale, roof shape, materials, texture and details.
2. Garages, if visible from the street, should be situated on the lot as historically traditional from the neighborhood.
3. The location and design of outbuildings should not be visually disruptive to the character of the surrounding buildings.
4. Appurtenances: Appurtenances related to new buildings, including driveways, sidewalks, lighting, fences, and walls, shall be visually compatible with the environment of the existing buildings and sites to which they relate.

The following items DO NOT require a COA:

- Maintenance repairs to garages and accessory buildings when there is no change in the design and material.

The following commonly requested projects require a COA:

- Garages and accessory structures not larger than 8' x 12' in rear yards and not visible from the street (staff approval)
- Garages and accessory structures larger than 8' x 12' or that are visible from the street (commission approval)

Staff recommendation:

1. Staff recommends approval of COA renewal for no material changes have been made.
2. Staff recommends approval of revised 2nd floor plan with single front dormer and metal stairs.
3. The revised plan meets previously approved variance.

Discussion:

Staff explained that a COA was approved on 03/09/2023 for single story pool house. The applicant returns today to renew COA with revision to plan adding second floor. The second-floor staircase will be reviewed later.

Debbie Purves asked if there is anything tying this plan to the architectural style of the house. Staff stated the brick foundation and front columns are the similar features. Mark Grantham commented that the original plan was approved, and the only change is height and one dormer instead of two. There are several houses in the neighborhood with a single dormer.

Mark Grantham motioned to approve based on Staff recommendations. The motion was seconded by Aaron Kovak. All approved.

7. 501 S. 8th St: Geneva Historic District

COA: New Window

Owner: Benjamin Fagan

Agenda Item #: 6

Meeting Date: 9/14/23

Action Requested: COA: Install Window

Location of Property: 501 S. 8th St; Geneva Historic District

Petitioner: Benjamin Fagan

Resources:

New construction home in the Geneva Historic District in Southside development.

Proposal: The petitioner requests a COA for the following:

1. Install window on second floor above garage in rear of structure facing neighbor's house. The window is a Pinnacle wood clad white pushout style unit measuring 60" x 60". It is nearly identical to the double window on the same side of the house. A casement window will allow more light to enter the room, which is otherwise very dark due to its proximity to neighboring house.

Guidelines:

Windows:

- a. Retain and repair existing windows including window sash, glass, lintels, sills, architraves, shutters, pediments, hoods and hardware. If new sashes are used, duplicate the original material, design, size and hardware of the original window. Do not change window size, sash size or windowpane size.
- b. Do not introduce or create new window openings into the front principal elevation of the structure and do not enlarge or reduce original window openings to fit new stock window sizes.
- c. The original number and arrangement of panes should be maintained.
- d. Storm windows should be visually unobtrusive and should not damage existing window frames. Storm windows should be designed so that they can be removed in the future without damage to the original fabric of the

structure. Storm windows should be compatible in color and design with the original windows. For example, mill finished aluminum storm windows should not be used with painted window sash.

- e. Plastic, canvas or metal strip awnings or fake shutters that are not compatible with the architectural style of the structure should not be used.
- f. Where existing shutters are replaced or reinstalled when missing, the new shutters shall be sized to fit the window opening, in height and width, whether the shutters are fixed or operable. Composite materials are allowable for shutters so long as they duplicate the original in shape and texture.
- g. New window openings should not be introduced unless they match the existing window configuration and their placement harmonized with the existing rhythm of openings.
- h. Original windows should not be filled in.

Staff recommendation:

- 1. Staff recommends approval of installation of new wood clad window to match existing windows.

Discussion:

Staff reviewed the plan to add a double window on the second floor above the garage. This has been unfished space. The window will allow additional light into this space.

There was no discussion.

Debbie Purves motioned to approve. The motion was seconded by Mark Grantham. All Approved.

6. OTHER BUSINESS

- 8. Enforcement Report
There was nothing new to report.
- 9. Staff Report
Staff reported that proposals for a consultant to assist with revision of Design Guidelines have been received. The staff hope to select someone this week.
- 10. Next meeting DATE
- 1. Next meeting October 12, 2023

7. ADJOURN

**A motion was made by Debbie Purves to adjourn. The motion was seconded by Mark Grantham. All approved.
The meeting adjourned at 5:05 p.m.**

Rush Denson, Chair

Linda Lanz, Secretary