



HISTORIC PRESERVATION COMMISSION MINUTES

300 Martin Luther King Blvd.

December 11, 2025

TIME: 4:30 PM

1. A CALL TO ORDER

Rush Denson called the meeting to order at 4:30 p.m.

2. APPROVAL OF MINUTES

A motion was made by Mike Buckelew to approve the November 13, 2025 minutes. The motion was seconded by Aaron Kovak. All approved.

1. Approve November 13, 2025 minutes.

3. PUBLIC HEARINGS

(Limit comments to 3 minutes or less)

Rush Denson opened the floor for public comments. There were none.

4. OLD BUSINESS

There was no old business to discuss.

5. NEW BUSINESS

2. 117 S. 8th St: Downtown Historic District

COA: Install New Awnings

Applicant: Mary Kathryn Whatley

Agenda Item #: 1

Meeting Date: 12/11/2025

Action Requested: COA: Install Awnings

Location of Property: **117 S. 8th St; Downtown Historic District**

Petitioner: Mary Kathryn Whatley

Resources:

Koplon's: c. 1880; one story building with basement; brick load bearing wall construction; articulated brick cornice above metal and glass storefront; travertine/stone panels at pedestrian level. Contributing Structure.

Proposal: The petitioner requests a COA for the following:

1. Install cloth awning with metal framing above each window.

Guidelines:

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.

Staff recommendation:

1. *Staff recommends approval of cloth awnings with metal frames.*

Discussion:

Staff explained the request for cloth awnings on the three front storefront windows with renderings and examples.

There was no further discussion.

A motion was made by Debbie Purves to approve. The Motion was seconded by Mark Grantham. All approved.

3. 601 S. Railroad Ave: Downtown Historic District
COA: Facade Renovations
Applicant: Jake Whaley

Agenda Item #: 2
Meeting Date: 12/11/2025
Action Requested: COA: Renovations to Exterior
Location of Property: 601 S. Railroad Ave; Downtown Historic District
Petitioner: Jake Whaley

Resources:

Robertson-Huskey House. Circa 1894. Two story Second Empire-Italianate home, wood frame, mansard roof and dormers. This home is

in the Downtown Historic District. However, it is not on the National Registry.

Proposal: The petitioner requests a COA for the following:

1. Remove vinyl siding and underlying wood siding; replace with smooth surface 4" lap Hardie Plank on main structure and 5" lap on rear addition.
2. Remove tin/wood barricades and enclose crawl space with bricks matching all other brick.
3. Replace rotted wood front steps with Hardi or wood.
4. Remove all landscaping and trees around the foundation and install new plantings to match character of the building.
5. Reroof top with white TPO roof. Install chimney caps consistent with historical context. Replace low-slope roofs over rear extension (asphalt shingle) and front porch (steel standing seam) with standing seam roof to ensure the structure is watertight. Replace asphalt shingles on mansard roof with match shingles. Shingles around all dormers will be removed and replaced with Hardie siding to match building and replace metal drum on top of dormers with standing seam roof. Drum shape will remain.
6. Enclose front window on left side and install two new windows spaced evenly for symmetry. Windows and trim to match existing windows. Operatable wood shutters to be installed.
7. Enclose windows on rear to build out restrooms.
8. Install new ADA ramp at existing back door.
9. Install either a widows walk or cupola on rooftop based on historic photos.
10. Demo shed in rear of property.
11. Install asphalt driveway off ramp at current curb cut to connect with old asphalt drive off Railroad Ave. Parking areas will be crusher run, crushed brick, or similar material.

Proposed 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 supporting documentation and a plan for replacement. Trees located in the city right of way cannot be removed without city approval (*updated 09/09/22*)

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 approval for tree removal with supporting documentation from a Certified Arborist that the tree is either dead, in severe decline, and/or possess a high risk of failure. Trees to be reviewed by the City Arborist. A tree replacement plan must be provided. (*Updated 09/09/22*)

2. Wood:

- a. **Significant architectural features should be retained and preserved. Deteriorated material should be repaired or replaced with material that duplicates in size, shape and texture the old material as closely as possible. Composite and other materials may be used so long as these materials duplicate the original in size, shape and texture and do not cover any existing wood materials.**
- b. Do not remove architectural features such as siding, cornices, brackets, window architraves, doorway pediments, trim, shutters, etc. These are an

essential part of a building's character and appearance and illustrate the history of the building.

- c. Do not resurface frame buildings with new material that is inappropriate or is incongruous with the architectural style or materials of the asphalt shingles or siding. Aluminum or vinyl siding overlaid over wood siding, wood soffit or wood fascia is not allowed on contributing structures in historic districts (see <http://www.nps.gov/history/hps/tps/briefs/brief08.htm>). It may be allowed on non-contributing structures in historic districts, subject to the guidelines above and on a case-by-case basis. In no event shall vinyl or aluminum material be permitted to cover existing wood detailed trim such as door and window casings, wood cornice and frieze boards, brackets, window architraves, doorway pediments and wood columns.

3. Architectural Metals:

- a. Architectural metals such as cast iron, steel, pressed tin, aluminum, and zinc shall be retained whenever possible.
- b. It shall be prohibited to remove architectural metal features that are an essential part of a building's character and appearance. These materials shall be stabilized and preserved intact on the structure.
- c. Where it is necessary to clean these architectural metals, they should be cleaned with a method that does not abrade the surface and which will not alter the color, texture and tone of the metal. After cleaning, the metals shall be coated with an appropriate protective coating. Do not expose metal which was originally protected from the environment.

4. Roofs and Roofing:

- a. Original roof shape and pitch should be maintained.
- b. Provide adequate roof drainage and ensure that the roofing materials provide a weather tight covering for the structure.
- c. Retain the original roofing material whenever possible.
- d. Replace deteriorated roof covering with new materials that are compatible with the period of the structure and appropriate to the structure. Fiberglass asphalt shingles may be substituted for original roofing when it is not economically feasible to replace or repair with original materials or when the original roof is beyond repair. The color and texture of fiberglass-asphalt shingles should be appropriate to the architectural style and period of the structure.
- e. Built-in gutters may be covered over when it is not economically feasible to maintain or replace or repair with original material. Care should be taken to provide for the drainage of water away from the structure if built-in gutters are covered over.
- f. Preserve or replace where necessary, but do not remove, all architectural features that give the roof its essential character, such as dormer windows, cupolas, cornices, brackets, chimneys, cresting and weathervanes.
- g. Do not introduce new roof features, such as dormers where none existed before. Low profile skylights may be used on the side or rear facades not facing a street.
 - Built-in gutters may be covered over when it is not economically feasible to maintain or replace or repair with original material. Care should be taken to provide for the drainage of water away from the structure if built-in gutters are covered over.

- Replacement of existing asphalt composition roofing shingles

The following commonly requested projects require a COA:

- Changes in roofing material including the removal and replacement of slate, terracotta tile and standing seam metal roofing materials

5. Windows:

- 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.
- 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.
- The original number and arrangement of panes should be maintained.
- 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.
- Plastic, canvas or metal strip awnings or fake shutters that are not compatible with the architectural style of the structure should not be used.
- 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.
- New window openings should not be introduced unless they match the existing window configuration and their placement harmonized with the existing rhythm of openings.
- Original windows should not be filled in.

7. Entrances, Porches and Steps:

- Porches and steps that are appropriate to the building and its development should be retained. Porches or additions that reflect later architectural styles are often important to the building's historical integrity and wherever possible, should be retained.
- Original material and architectural features, such as handrails, balusters, columns, brackets and roof decoration shall be preserved. Where necessary to replace deteriorated pieces, the new material should match the original in texture, shape, size and color.**
- Original details and shape, outline, roof height and roof pitch should be retained.
- Enclosing of front porches is inappropriate if done in a manner that destroys their intended appearance.
- The enclosing of side and rear porches may be considered appropriate if the visual openness and character of the original porch is maintained.

The following items DO NOT require a COA:

- Minor repairs to materials and features when repaired to match the original
- Porch flooring and ceilings, trim boards, railings, brackets, etc.

The following commonly requested projects require a COA:

- Removal or addition of porches
- Screening of side porches according to guidelines (staff approval)
- Screening of front porches according to guidelines (commission approval)
- Enclosure of porches

9. Architectural Details:

- a. Original details shall be maintained.
- b. The replacement of missing original details should be based on accurate historic, physical or pictorial documentation and should be a close visual approximation of the original.
- c. Architectural details of any period or style not original to the building should not be introduced.
- d. Changes that have taken place in the course of time which are evidence of the history and development of a building, and its environment may have acquired significance in their own right; their significance should be recognized and respected.

10. Appurtenances:

- a. Appurtenances related to a building (fences, walls, outdoor lighting, steps, paving, sidewalks and signs) should be visually compatible with the environment to which they are related.

Staff recommendation:

1. Staff recommends approval of replacing vinyl and wood siding with smooth Hardie Plank. New Hardie siding should have the same profile and reveal as the current wood siding. All architectural details shall be preserved and remain in place.
2. Staff recommends approval of removing tin/wood barricades and enclosing crawl space with brick to match existing brick foundation.
3. Staff recommends approval of replacing wood front steps with Hardi or wood.
4. Staff recommends approval of removing all overgrown plants and replacing them with new landscaping.
5. Staff recommends approval of installing all new roofing with same materials currently in place. Staff recommends approval of removing shingles from side of dormers and installing Hardi siding and metal drums with standing seam.

6. Staff recommends approval of removing window currently in place and installing two new windows in same style and trim to add symmetry and allow for interior buildout. Staff recommends approval of operatable wood shutters. Applicant to return with window specs prior to installation.
7. Staff recommends approval of enclosing rear window (previously a porch) to allow for interior buildout.
8. Staff recommends new ADA ramp meeting code. Applicant to return with design review prior to installation.
9. Staff recommends approval of new widows walk or cupola based on historic photos. Applicant to return with design for review prior to installation.
10. Staff recommends approval of demolishing shed in rear of property.
11. Staff recommends approval of asphalt drive onto property and graveled parking.
12. All HPC approvals are contingent on both site plan and landscaping review and approval by the Planning Department.

Discussion:

Staff provided a detailed description of renovations requested, including siding, windows, wood steps, handicap ramp, roofing, landscaping, and parking.

Jake Whaley, applicant, introduced himself, Scott Littlepage and owner, David Klapetek. They will use this property for their office. They want to continue improving and preserving the property as David has done. They understand that they will need to return to seek approval on some of the details.

Linda Lanz asked about the operable shudders. Mr. Whaley explained the shudders would be functional and actually close when needed but would remain open for the most part.

Aaron Kovak asked about the concrete ramp to the rear. Mr. Whaley stated that it obviously is not ADA compliant. Mr. Kovak stated that a concrete ramp was recently rejected and asked if they are opposed to a wooden ramp. Mr. Whaley said they will bring a design to us at a later meeting. They needed to get an initial reaction to changes needed prior to moving forward and closing on the property.

A motion was made Aaron Bushey to approve. The motion was seconded by Linda Lanz. All approved.

6. OTHER BUSINESS

4. Enforcement Report

There were no enforcement cases to discuss.

5. Staff Report

Staff reported that the editing of the new Design Guidelines is almost completed. She hopes to have a revised copy available for approval of the board on the first of 2026.

6. Next meeting DATE

1. Next meeting January 8, 2026

7. ADJOURN

With no further discussion, a motion was made by Debbie Purves to adjourn. The motion was seconded by Mike Buckalew. All approved.