



# HISTORIC PRESERVATION COMMISSION MINUTES

300 Martin Luther King Blvd.

**May 14, 2026**

**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

1. Approve March 12, 2026 minutes

A motion was made by Debbie Purves to approve the March 12, 2026 minutes. The motion was seconded by Aaron Bushey. All approved.

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. 405 N. 9th St: Northside Historic District

COA: Expand Rear Screen Porch

Applicant: Davina Casey

**Agenda Item #: 1**

**Meeting Date: 05/14/2026**

**Action Requested: COA: Expand Rear Screen Porch**

**Location of Property: 405 N. 9<sup>th</sup> St; Northside Historic District**

**Petitioner: Davina Casey**

**Resources:**

*C.1890. One and a half story, wood frame Victorian cottage with hip with cross gable roof of asphalt shingles, interior brick chimneys, decorative gables, off centered wood door, flanking double hung sash windows, partial width porch with hip roof, double colonnettes on brick bases, open rail balustrade, weatherboard siding. Contributing Resource.*

**Proposal:** The petitioner requests a COA for the following:

1. Remove current 6' x 20' rear screen porch and rebuild a 14' x 20' screen porch. The new porch will have a poured concrete foundation, 6"x6" posts, flat metal roof, exposed rafters with tongue-and-groove wood ceiling, screen panels, and wood plank stairs.

**Proposed Guidelines:**

7. Entrances, Porches and Steps:

- a. 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.
- b. 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.
- c. Original details and shape, outline, roof height and roof pitch should be retained.
- d. Enclosing of front porches is inappropriate if done in a manner that destroys their intended appearance.
- e. 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

ADDITIONS:

3. Additions to Existing Buildings:

1. Additions to existing buildings should be kept to a minimum and should be compatible in scale, materials, and texture. Additions should not be visually jarring or contrasting.
2. Additions should not be made to the public facades of existing buildings. Additions should be located to the rear or sides of existing buildings in ways which do not disturb the main public facades.
3. The creation of an addition through enclosure of a front façade porch is inappropriate and should be avoided.

**Staff recommendation:**

1. *Staff recommends approval of new 14'x20' rear screen porch meeting design and setback requirements.*

**Discussion:**

Staff provided a description of the project to expand the current rear screened porch and materials to be used.

The applicant provided the design will be similar to what is in place but a little more decorative. The rear porch was flagged as "dangerous" in her initial inspection report.

There was no further discussion.

**A motion was made by Mike Buckalew to approve. The motion was seconded by Linda Lanz. All approved.**

3. 1008 3rd Ave: Northside Historic District  
COA: Rear Addition  
Applicant: Warren & Tonya Stiles

**Agenda Item #: 2**

**Meeting Date:** 05/14/2026

**Action Requested:** COA: Addition on Rear

**Location of Property:** 1008 3<sup>rd</sup> Ave; Northside Historic District

**Petitioner:** Warren & Tonya Stiles

**Resources:**

*C.1915. One story, wood frame Victorian cottage with hip with cross gable roof of asphalt shingles, turret, decorative scroll work in gable, weatherboard siding, off centered wood and glass door with transom, flanking 2/2 double hung sash windows. Contributing Resource.*

**Proposal:** The petitioner requests a COA for the following:

1. Construct 8' x 16' rear addition with concrete block foundation, 4" Hardie lap siding, Tucker wood windows with no grids, and asphalt shingle roof. Foundation will have stucco and be painted to match existing structure. Addition will be inset by 6".

Proposed Guidelines:

ADDITIONS:

3. Additions to Existing Buildings:

- a. Additions to existing buildings should be kept to a minimum and should be compatible in scale, materials, and texture. Additions should not be visually jarring or contrasting.
- b. Additions should not be made to the public facades of existing buildings. Additions should be located to the rear or sides of existing buildings in ways which do not disturb the main public facades.
- c. The creation of an addition through enclosure of a front façade porch is inappropriate and should be avoided.

5. Windows:

- a. Retain and repair existing windows including window sash, glass, lintels, sills, architraves, shutters, pediments, hoods and hardware. If new sash is 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 rear 8' x 16' addition with stucco block foundation, 4" reveal Hardie siding, and wood windows. Addition meets design and setback requirements.*

**Discussion:**

Staff provided an overview of the proposed rear addition and materials to be used.

There was no further discussion.

**A motion was made by Debbie Purves to approve. The motion was seconded by Aaron Bushey. All approved.**

4. 501 N. 8th St: Northside Historic District  
COA: Replacement of Windows  
Applicant: JaneAnn & Ed Fleming  
**Agenda Item #: 3**  
**Meeting Date:** 05/14/2026  
**Action Requested:** Replacement of Windows  
**Location of Property:** 501 N. 8th St; Northside Historic District  
**Petitioner:** Jane Fleming

**Resources:**

*Circa 1925. One story, wood frame bungalow with hip roof of asphalt shingles, exposed rafter ends under eaves, trip dormer with window band, off centered double leaf wood and plate glass doors, flanking vertical eight pane window bands with horizontal window band over verticals, short double colonettes on brick bases, closed rail balustrade. Contributing Resource.*

**Proposal:** The petitioner requests a COA for the following:

1. Replace thirteen (13) windows on side and rear with Enviroguard double hung paint grade cellular PVC composite windows with SDL interior/exterior grids. Some windows are 1/1 and others are 6/6. Front windows will remain.

**Guidelines:**

5. 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 replacement Enviroguard PVC composite windows on side and rear with matching SDL exterior grids currently in place. All exterior molding should be the same width as current moldings.

**Discussion:**

Staff provided a summary of the applicant's proposal to replace side and rear windows with specs for the new windows. All original front windows will remain in place. Staff recommends all trim be the same size and width as original moldings.

Debbie Purves asked if this composite material has been allowed in the past. Staff stated that the commission had approved this window on another home.

**A motion was made by Mike Buckalew to approve with staff recommendations. The motion was seconded by Debbie Purves. All**

**approved.**

5. 116 S. 8th St: Downtown Historic District  
COA: Facade Renovation  
Applicant: Lindsay Fukai  
**Agenda Item #: 4**  
**Meeting Date:** 05/14/2026  
**Action Requested:** COA: Façade Renovation  
**Location of Property:** 116 S. 8<sup>th</sup> St; Downtown Historic District  
**Petitioner:** Hiro & Lyndsay Fakai

**Resources:**

*Goodwill Building: Late 19<sup>th</sup> 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.*

**Proposal:** The petitioner requests a COA for the following:

1. Remove all existing plywood siding to expose existing brick, touch up, and paint.
2. Remove existing 3'0" x 8'0" residential door and install new wood door.
3. Install new fiber cement sheathing, wrap framing to box-in storefront windows, and frame transoms above with Hardie panels and trim.
4. Add two light fixtures at residential entry door.

**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.

**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.

**Staff recommendation:**

1. Staff recommends removing all existing T-111 siding to expose existing brick and iron columns, touching-up brick pointing, and painting to match the existing facade.
2. Staff recommends replacing the residential door with a new wood door of like kind. Specs for the new door shall be submitted for Staff approval prior to installation.
3. Staff recommends installing new fiber cement sheathing, wrap framing to box-in storefront windows, and framing transoms above with Hardie panels and trim.
4. Staff recommends adding two light fixtures at the residential entry door. Specs for lighting shall be submitted for Staff approval prior to installation.

**Discussion:**

Staff provided details for the front facade renovations to include materials to be used. Specs for the new door and light fixtures will need to be submitted for approval prior to installation.

Aaron Bushey asked if the inset doors would remain as is. Staff responded that there will be no changes to the configuration of the current storefront. The contractor stated that during heavy rains water comes down the sidewalk and enters the building. This will need to somehow be addressed.

**A motion was made by Mike Buckalew to approve with staff recommendations. The motion was seconded by Aaron Bushey. All approved.**

6. OTHER BUSINESS

6. Enforcement Report

Staff reported that a couple of maintenance letters have been sent and is awaiting reponses.

7. Staff Report  
There was no additional business for staff to report.
8. Next meeting DATE
  1. Next meeting June 11, 2026

7. ADJOURN

A motion was made by Linda Lanz to adjourn. The motion was seconded by Mike Buckalew. All approved.