



HISTORIC PRESERVATION COMMISSION MINUTES

300 Martin Luther King Blvd.

January 13, 2022

TIME: 4:30 PM

1. CALL TO ORDER

Margaret Mayfield called the meeting to order at 4:32 p.m.

2. APPROVAL OF MINUTES

A motion was made by Rush Denson to approve the November 18, 2021 minutes. The motion was seconded by John Marsh. All approved.

1. Approve November 18, 2021 minutes

3. CITIZEN COMMUNICATIONS (Limit comments to five minutes or less)

Mrs. Mayfield opened the floor for public comment/citizen communication. There was none.

4. OLD BUSINESS

There was no old business to discuss.

5. NEW BUSINESS

2. 704 N. Railroad Ave: Downtown Historic District

COA: Replace Front Door Unit

Owner: The Cotton District

Staff member, Lisa Thrift, introduced the agenda item.

Resources:

Early 20th Century; one-story brick load bearing wall construction; sheet metal gutter. Contributing.

Proposal: The petitioner requests a COA for the following:

1. Install new steel framing, install new (2) 3'0" X 9' steel and glass doors with 1'8" sidelights, not altering opening size.

History: Applicant received approval for replacement of door unit on 12/11/2020. However, this COA has expired. No changes have been made to the design.

Proposed Guidelines:

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.

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.

RECONSTRUCTED STOREFRONT -#3

Reconstruction of a historic storefront should be based on physical evidence and historical documentation such as photographs.

RE-CONSTRUCTION: Obtain historic photographs, post cards of downtown, and historical background about the building by contacting the historical society, library, and/or state archives.

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.

NEW OPENINGS: When the creation of new openings is necessary in order to meet fire codes, they should be located on sides or to the rear of buildings, rather than on the front. New openings, when permitted, should be compatible in scale, size, proportion, and placement to historic openings.

CLOSING AN OPENING: If the blocking of an opening is allowed, infill materials should be compatible with the building and should be placed 2" to 6" back from the building face. Use of fixed reflective glass is not recommended.

Staff recommendation:

1. Staff recommends approval of new steel framing with steel and glass doors and side lights, preserving current opening size.

Discussion:

Staff explained that this was a renewal request for an expired COA issued 12/11/2020. No changes to the original design have been made. There was no further discussion.

A motion was made by Rush Denson to approve renewal of COA. The motion was seconded by John Marsh. All approved.

3. 223 S. 9th St: Downtown Historic District
COA: Repair Wall and Mortar Wash
Owner: Barrett-Simpson, Inc.

Staff member, Lisa Thrift, introduced the agenda item.

Resources:

WJHO Building: C. 1900; two-story brick load bearing wall construction; original 2nd floor façade. Stucco over brick at pedestrian level.

Proposal: The petitioner requests a COA for the following:

1. Repair crumbling southern rock wall by grouting all crevices and applying a mortar wash.

Proposed Guidelines:

MASONRY - #15.

Original masonry including brick, stone, terra cotta, and stucco walls and details should be preserved and maintained.

CLEANING: Cleaning of masonry should be done by the gentlest means possible. Never sandblast a masonry building. Do a test patch prior to undertaking any cleaning method. Do not paint unpainted masonry. Once painted, it is often better to repaint rather than remove paint. Carefully investigate the condition of masonry before removing stucco. (See Preservation Brief #1, 6, 7)

REPAIRING: Waterproofing sealants should not be used on masonry, unless they are vapor permeable. Repairs should match the historic masonry in size, shape, texture, and color. Repointing of existing masonry should incorporate the same mortar mix, tooling, and color as the historic masonry pointing. (See Preservation Brief #2)

Staff recommendation:

1. *Staff recommends approval of wall repairs and mortar wash in order to secure and preserve wall.*

Discussion:

Staff explained that the applicant wishes to repair holes in the southern wall with mortar and then apply a mortar wash. It is the desire to construct another building in this vacant space in the near future, so the mortar wash would be a more temporary fix rather than rebricking the wall like was done by Mr. Hilyer on the CoLab building.

Mr. Marsh recommended they only mortar the spots that need to be repaired and not apply a finish. This would be repairing the rock as it has been done in the past on this wall.

Matt Mosley stated the upper wall is stucco, whereas the lower is brick and mortar. This was originally an interior wall.

Mr. Marsh explained that what is allowable and has been approved in the past is full stucco. Mr. Denson asked if the repair would be "patches". Mr. Marsh said that a buff color mortar would be used and it would blend with the other repair work.

A motion was made by John Marsh to approve the mortar repair only but

not the mortar wash. The motion was seconded by Linda Lanz. All approved.

4. 410 N. 6th St: Northside Historic District
COA: Install Metal Handicap Ramp and Extend Sidewalk
Owner: Carlton Nell

Staff member, Lisa Thrift, introduced the agenda item.

Agenda Item #: 3
Meeting Date: 01/13/2022
Action Requested: COA: Install Metal Handicap Ramp and Extend Sidewalk
Location of Property: 410 N. 6th St; Northside Historic District
Petitioner: Carlton Nell

Resources:

Circa 1925. One-story, wood frame bungalow with front gable roof of asphalt shingles, interior and exterior brick chimneys, exposed rafters under eaves, façade obscured by screened porch. Contributing Resource.

Proposal: The petitioner requests a COA for the following:

1. Install metal handicap ramp at left side of home with side entrance and extend sidewalk for accessibility.

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 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)

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 temporary metal handicap ramp. Staff recommends ramp is blocked from view with shrubs or other plantings. Staff recommends poured sidewalk to allow for accessibility.

Discussion:

Staff explained that the applicant wishes to install a handicap ramp and extend the sidewalk on the left side of the home to allow accessibility for family members. A screen door will be installed on the porch.

John Marsh made a recommendation that the ramp be painted so that the ramp is not bright and shiny.

John Marsh motioned to approve a ramp and an extended sidewalk. Motion was seconded by Rush Denson. All approved.

5. 307 N. 6th St: Northside Historic District
COA: New Construction ADU
Owner: Woody McTier
Staff member, Lisa Thrift, introduced the agenda item.

Agenda Item #: 4
Meeting Date: 01/13/2022
Action Requested: COA: New Construction; ADU
Location of Property: 307 N. 6th St; Northside Historic District
Petitioner: Woody McTier

Resources:

Circa 1919. One story, brick Tudor Revival with cross gables roof of asphalt shingles, exterior brick chimney, off centered arched wood and glass door, flanking 6/6 double hung sash windows. Contributing resource.

Proposal: The petitioner requests a COA for the following:

1. New construction accessory dwelling unit (mother-in-law suit) Hardy board siding, brick foundation, asphalt shingles, wood front door, wood composite windows (6/6). The front elevation will be raised. The house will face 4th Ave.

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.
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.
 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.
 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.
 1. The roofs of new buildings shall be visually compatible, by not contrasting greatly with the roof shape and orientation of surrounding buildings.
 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.

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.
 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. 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 proposed design for ADU construction.*
2. *Applicant to return with specs of selected front door, windows, and exterior light fixtures for Staff approval prior to beginning construction.*

Discussion:

Rush Denson asked where the drive will be located. The applicant, Woody McTier stated the current drive is on the right side of the house. Assess to this unit will follow this drive down and behind the main house.

John Marsh noted the stock photo shows a masonry fireplace and asked if they will have a fireplace. The applicant stated that they will not. Mr. Marsh stated the problem is often with scale and proportion, exposure of siding and soffits, and details such as columns and handrails.

John Marsh motioned to approve construction of ADU with the applicant returning with specs on doors, windows, and lighting. The motion was seconded by Rush Denson. All approved.

6. 704 Ave D: Geneva Historic District
COA: Renew Parking Lot COA
Owner: CJCF, LLC
Staff member, Lisa Thrift, introduced the agenda item.

Agenda Item #: 6
Meeting Date: 01/13/2022
Action Requested: COA: Parking lot

Location of Property: 704 Ave D; Geneva Historic District
Petitioner: Deke Hilyer

Resources:

McCall House. Circa 1915. One story, frame, pyramidal roof with front offset porch, brick columns, triple window. Contributing structure.

Proposal: The petitioner requests a COA for the following:

1. Parking lot located in the rear of crushed brick containing approximately thirteen (13) spaces.

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)*

PARKING - #20. (from Downtown Guidelines for commercial property)

Parking lots should be screened from public view.

LOCATION: Off—street parking should be located behind, or to the side of, commercial structures, not in front of the building. If a parking lot fronts the street, it should maintain that blocks' established setback through the alignment of landscape elements with the facades of buildings.

DESIGN: Parking lots should be screened from public view either by a wall or by landscaping that is only high enough to screen cars. Parking lots with a large capacity should consider landscaped islands with trees to divide the lot into small areas so that the visual impact of a large paved area is reduced. The front of a multistory parking

deck should be compatible with building facades in the block and have street level retail or office space.

Staff recommendation:

1. *Staff recommends approval of parking area, located in C-2 zone contingent on use and zoning approval by Planning Department.*
2. *Staff recommends some buffering between properties and a landscape plan which meets or exceeds the requirements of the Zoning Ordinance.*

Discussion:

Staff explained that parking will be in the rear of property adjoining 704 Ave D and using the same crushed brick surface.
There was no further discussion.

Rush Denson motioned to approve the parking area. The motion was seconded by John Marsh. All approved.

7. 708 Ave D: Geneva Historic District

COA: Parking Lot

Owner: CJCF, LLC

Staff member, Lisa Thrift, introduced the agenda item.

Agenda Item #: 5

Meeting Date: 01/13/2022

Action Requested: COA: Parking lot

Location of Property: 708 Ave D; Geneva Historic District

Petitioner: Deke Hilyer

Resources:

Vacant lot located behind Insure South on Ave D.

Proposal: The petitioner requests a COA for the following:

1. Parking lot located in the rear of crushed brick containing approximately fifteen (15) spaces. Three trees will be removed.

History: A COA was issued on 11/14/19. However, this COA has expired. Applicant wishes to have it renewed. No changes have been made to plan or layout.

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)*

PARKING - #20. (from Downtown Guidelines for commercial property)

Parking lots should be screened from public view.

LOCATION: Off—street parking should be located behind, or to the side of, commercial structures, not in front of the building. If a parking lot fronts the street, it should maintain that blocks' established setback through the alignment of landscape elements with the facades of buildings.

DESIGN: Parking lots should be screened from public view either by a wall or by landscaping that is only high enough to screen cars. Parking lots with a large capacity should consider landscaped islands with trees to divide the lot into small areas so that the visual impact of a large paved area is reduced. The front of a multistory parking deck should be compatible with building facades in the block and have street level retail or office space.

Staff recommendation:

1. *Staff recommends approval of parking area, located in C-2 zone contingent on subdivision approval by Planning.*
2. *Staff recommends some buffering between residential property and commercial properties meeting or exceeding the buffering requirements of the Zoning Ordinance.*
3. *Staff recommends COA renewal.*

Discussion:

Staff explained this is a renewal of a COA that was issued 11/14/19. No changes have been made to the original parking layout.

Mr. Hilyer explained that he acquired the back lot from John Harris and had sold

10' to Bushey's for a buffer. He has an agreement with the neighbors to put up a privacy fence and landscape. He should have a landscape plan next week.

A motion was made by Rush Denson to approve the renewal of COA. The motion was seconded by Linda Lanz. All approved.

8. 1104 3rd Ave: Northside Historic District
COA: Privacy Fence
Owner: John & Rebecca Rice
Staff member, Lisa Thrift, introduced the agenda item.

Agenda Item #: 7
Meeting Date: 01/13/2022
Action Requested: COA: Install Wood Privacy Fence
Location of Property: 1104 3rd Ave; Northside Historic District
Petitioner: John & Rebecca Rice

Resources:

New construction home in the Northside Historic District nearing completion.

Proposal: The petitioner requests a COA for the following:

1. Install 6ft cedar privacy fence along sides and rear of yard with 5' gate at front and 12' gate at rear.

Proposed Guidelines:

b. Fences:

The size, scale, and transparent quality of the fence shall be considered in the design to minimize the impact on the historic fabric on the neighborhood. The orientation and location of the fence shall also be considered, with the structural members located on the interior of the fence (pretty side out) and the location and size such that it does not block views of the buildings from the street.

Front, side and rear yard area will be determined on a case by case basis from a site plan showing the footprint of house and proposed fence, due to the variety of lot and building shapes. Generally speaking, the front yard is the portion of lot between the street and the rear edge of the building; the side yard is the portion of lot behind the house, between the sidewalk and the rear corner of the building, on corner lots; and the rear yard is the portion of lot behind house. Staff approval may be granted for fences that clearly fall within the guideline specifications; particularly those pertaining to staff permissible-materials and fence heights.

1. Low retaining walls in front and side yards should be kept where they exist. If new retaining walls are required, they should match the existing or match a documented example correct for the period of the structure.

1. Existing period fencing should be maintained and repaired. Where necessary to replace period fencing, it should be replaced with compatible fencing of the same material, size and appropriate design.

1. Materials:

Where a fence is desired to be installed, it should be appropriate for the period and architectural style of the structure. Materials and size of the fence should be documented as correct for the period of the structure.

- i. Appropriate materials: wood, iron, wire, stone or plants.
- ii. Inappropriate materials: chain link, concrete block, unfaced concrete, plastic, fiberglass, plywood, slatted "snow" fences and mesh "construction" fences

1. Chain link fences may be used in rear yards, if visible from the street, shall be camouflaged with vegetation.
2. Staff approved fences are limited to wood dog ear and open gothic fences as pictured below. Other styles or materials require formal Commission approval.

1. Heights:

Generally, low fences should be used at the fronts and visible street side yards near public sidewalks. Taller fences and solid walls may be used in rear yards and side yards when set back from the sidewalk.

- i. front yard fences should not be taller than 4 feet. A height of up to 6 feet is permitted only if set back at least 1/3 the structure's length or 1/3 the adjacent structure's length, whichever is furthest from the street. Measurement should be taken from the structures' respective facades.

- ii. side yard fences should not be taller than 6 feet

- iii. rear yard fences should not be taller than 8 feet

Requests for new fences must have a site plan, with proposed fence heights clearly marked.

The following items DO NOT require a COA:

- Repairs to existing walls and fences and other historic site features
- Wood dog ear and wood open gothic fences that clearly fall within the setback and height requirements (staff approval)

The following commonly requested projects require a COA:

- Changes to stone walls and other historic site features

- All new fences and walls

Staff recommendation:

1. Staff recommends approval of a cedar privacy fence meeting all required guidelines.

Discussion:

Staff explained the fence will be connected behind the carport making it a rear line and allowing 6ft in height. The fence meets all guideline requirements. Mrs. Rice stated they would not be connecting to the adjoining property fence but would be inclosing their yard separately.

A motion was made by John Marsh to approve. The motion was seconded by Rush Denson. All approved.

6. OTHER BUSINESS

9. Enforcement Report

There were no new enforcement cases to discuss.

10. Staff Report

1. 2021 Annual Report

Staff presented the commission with the Annual Report showing twenty-nine (29) Certificate of Appropriateness applications were reviewed for a total investment of \$1,162,223.00 in our historic districts.

2. Review of By-Laws

Staff presented recommendations for revisions in By-laws.
There was no further discussion.

A motion was made by Rush Denson to approve recommendations for changes. The motion was seconded by John Marsh. All approved.

3. Approval of change to masonry guidelines

Staff presented recommendations for revisions to Design Guidelines for masonry.
There was no further discussion.

A motion was made by John Marsh to approve changes to Masonry guidelines. The motion was seconded by Rush Denson. All approved.

11. Next meeting is February 11, 2022

7. ADJOURN

A motion was made to adjourn by John Marsh. The motion was seconded by Linda Lanz. All approved.

The meeting adjourned at 5:05 p.m.

_____ Margaret Mayfield, Chair

_____ Linda Lanz, Secretary