



**Minutes  
June 10, 2021**

The City of Salisbury Historic Preservation Commission met in regular session at 4 p.m. Thursday, June 10, 2021, at 217 S. Main Street in the Council Chamber.

**Present:** Steve Cobb, Marcelo Menza, Sue McHugh, Larry Richardson, Andrew Walker, and Acey Worthy.

**Absent:** Gene Goetz, Will James, and Jon Planovsky.

**Staff Present:** Hannah Jacobson and Emily Vanek.

**CALL TO ORDER AND INTRODUCTIONS**

The meeting was called to order by the Chairperson, Andrew Walker. Members introduced themselves.

**PURPOSE AND PROCEDURE**

The purpose and procedure of the meeting was presented by Chairperson, Andrew Walker.

**EX PARTE COMMUNICATION/  
CONFLICT OF INTEREST OR APPEARANCE OF CONFLICT**

Steve Cobb will recuse himself from H-30-2021.

**NEW CERTIFICATES OF APPROPRIATENESS**

**H-21-2021, 416 South Jackson Street – Elizabeth Woods, owner/applicant  
(Parcel ID: 010 071)**

Elizabeth Woods, Hannah Jacobson, and Emily Vanek were sworn in for testimony.

**Request**

Approval for the installation of a wooden fence and gated arbor.

### Identification of Property

Hannah Jacobson made a staff presentation. The structure is a bungalow styled home built between 1910 and 1930 within the West Square Local Historic District.

Staff finds that the project is not incongruous with the character of the West Square Local Historic District because:

1. The applicants are requesting approval to construct a 6-foot high, 40-foot fence. The fence will extend from the back corner of the house to the western property boundary and then back to the Crepe Myrtle tree at the rear of the property. Height and placement of the fence is consistent with Standards 4.4.6 and 4.4.7.
2. An 8-foot arbor with a gate is proposed to be constructed in the rear side yard. The location, which no portion of the arbor or its structure may be closer than five (5) feet to the right-of-way line per the Land Development Ordinance, will not be attached to the primary structure and will not obscure the historic structure's visibility. (Guideline 4.4.6).
3. The arbor and gate are proposed to be constructed of wood painted white. Approximately the top 12-inches of the fence is latticed. Materials for the fence and arbor are consistent with Standard 4.4.8.
4. The primary structure is a Craftsman bungalow. The proposed fence and arbor is compatible with the design of the structure and the district as a whole, and is consistent with Standard 4.4.4.

### Staff Recommendation

Based on the preceding findings, staff recommends that the Commission approve H-21-2021 at the House located at 416 South Jackson Street, within the West Square Local Historic District (Parcel ID: 010 071) subject to the following conditions:

1. The applicant shall receive, prior to commencement of the work, all other required permits or permissions from governmental agencies;
2. Commission staff shall review and approve any revisions or deviations to any other portion of the as-submitted work that qualifies as a minor work, prior to commencement of that portion of the project.

Elizabeth Woods testified that the material of the proposed fence and gated arbor is wood and is to be painted white. Ms. Woods asked how long a Certificate of Appropriateness is valid and Hannah Jacobson responded for six months and can be renewed at an administrative level.

Steve Cobb asked if the fence would be stepped or sloped with the grade. Ms. Woods responded that the fence will be sloped with the grade, but may find that it needs to be stepped.

### Public Comment

No one spoke in favor or opposition to the request.

### Deliberation

The fence and the gated arbor are found to meet the Standards in Chapter 3.1: Materials. The color and style were found to be appropriate with the Bungalow house.

Finding-of-Facts

Sue McHugh made the following MOTION, “I have reviewed the case and all presented testimony and facts and am familiar with the property in question and, therefore, move that the Commission find the following facts concerning HPC case #H-21-2021:

1. That Elizabeth Woods, owner/applicant, appeared before the Commission and sought a Certificate of Appropriateness for the property located at 416 South Jackson Street and designated within the West Square Local Historic District.
2. The proposed project is not incongruous as detailed in the application and staff findings numbers 1-4 and incorporated herein.
3. The findings are subjects to the 2 conditions recommended by staff and incorporated herein.”

Acey Worthy seconded the MOTION with all present members voting AYE. (6-0)

Roll Call: Steve Cobb (AYE), Marcelo Menza (AYE), Sue McHugh (AYE), Larry Richardson (AYE), Andrew Walker (AYE), Acey Worthy (AYE).

Action

Sue McHugh continued, “I, therefore, move based on the testimony provided, the adopted Findings-of-Fact, and the adopted Historic District Design Standards that the Commission approve H-21-2021 subject to the conditions detailed in the Findings-of-Fact.”

Acey Worthy seconded the MOTION with all present members voting AYE. (6-0)

Roll Call: Steve Cobb (AYE), Marcelo Menza (AYE), Sue McHugh (AYE), Larry Richardson (AYE), Andrew Walker (AYE), Acey Worthy (AYE).

**H-26-2021, 519 South Fulton Street – Stephen and Lina Drinkard, owners/applicants; John Danza, agent (Parcel ID: 015 168)**

John Danza was sworn in for testimony.

Request

Approval to enclose the existing screened-in porch with windows and glass doors.

Identification of Property

The Samuel T. Trexler house is a Colonial Revival styled home built around 1936. It is classified as pivotal to the Salisbury Historic District and listed locally within the West Square District.

Staff Findings

Staff finds that the project is not incongruous with the character of the District because:

1. The applicant is proposing to enclose the existing rear porch with windows and glass doors. The porch is currently enclosed with screens with metal trim. The existing screens would be removed and hauled away.
2. The walls of the porch would be reframed. The framing is proposed to be constructed of metal in a beige color to match the trim of the house. Sliding windows, transom windows, glass knee walls, and swing doors will be installed. The windows and the doors will be constructed of glass and aluminum in a beige color to match the frames and house trim. Metal is an appropriate material, according to the Standards in Chapter 3.1: Materials.

Staff Recommendation

Based on the preceding findings, staff recommends that the Commission approve H-26-2021 at the Samuel T. Trexler House located at 519 South Fulton Street, within the West Square Local Historic District (Parcel ID: 015 168) subject to the following conditions:

1. The applicant shall receive, prior to commencement of the work, all other required permits or permissions from governmental agencies;
2. Commission staff shall review and approve any revisions or deviations to any other portion of the as-submitted work that qualifies as a minor work, prior to commencement of that portion of the project.

John Danza was available for questions. Mr. Danza said he did not plan to add electrical to the porch and was unsure if it presently has electrical. The proposed columns between each window are 4 ½ inches wide and are constructed of aluminum. Mr. Danza was unsure when the porch was enclosed.

Public Comment

No one spoke in favor or opposition to the request.

Deliberation

The Commissioners discussed if the project violated Standard 3.5.6 that states the enclosure of side and rear porches should be discouraged. The Commission also found that the use of aluminum did not match the materials of the rest of the house, which may be inappropriate according to Standard 3.5.2.

Finding-of-Facts

Steve Cobb made the following MOTION, "I have reviewed the case and all presented testimony and facts and am familiar with the property in question and, therefore, move that the Commission find the following facts concerning HPC case #H-26-2021:

1. That John Danza, agent for Stephen and Lina Drinkard, owners/applicants, appeared before the Commission and sought a Certificate of Appropriateness for the property located 519 South Fulton Street and designated within the West Square Local Historic District.

2. The proposed project is incongruous as detailed in the application, staff findings numbers 1-2, and according to Standard 3.5.6, which requires that historic features of the porch be preserved and Standard 3.5.2, which requires that new porch material match the material of the house.

Sue McHugh seconded the MOTION with all present members voting AYE. (6-0)

Roll Call: Steve Cobb (AYE), Marcelo Menza (AYE), Sue McHugh (AYE), Larry Richardson (AYE), Andrew Walker (AYE), Acey Worthy (AYE).

#### Action

Steve Cobb continued, "I, therefore, move based on the testimony provided, the adopted Findings-of-Fact, and the adopted Historic District Design Standards that the Commission deny H-26-2021 based on the adopted Findings-of-Fact."

Sue McHugh seconded the MOTION with the majority of members present voting AYE. (5-1)

Roll Call: Steve Cobb (AYE), Marcelo Menza (AYE), Sue McHugh (AYE), Larry Richardson (NO), Andrew Walker (AYE), Acey Worthy (AYE).

#### **H-27-2021, 127 East 11<sup>th</sup> Street – Susan Sessler, owner; William Renken, applicant/agent (Parcel ID: 007 059)**

William Renken and Susan Sessler were sworn in for testimony.

#### Request

Approval for an after-the-fact replacement of the rear yard deck using synthetic flooring and metal handrails.

#### Identification of Property

The Vernon Yount house is classified as fill to the North Main Street District. The house was constructed around 1945 and is a bungalow styled home.

#### Staff Findings

Staff finds the following elements of the project to be not incongruous with the character of the North Main Street Local Historic District:

1. The applicant has replaced the wooden, rear deck with a deck that is the same size and height as the previous deck. The new deck has wooden posts and framing. The applicant received a Minor Work Certificate of Appropriateness and Zoning Permit to replace the rear deck with exact match materials. The wood on the current deck is unstained lumber. Standard 5.5.9 states that unfinished lumber is not an appropriate finished appearance of a deck.
2. The applicant has installed aluminum handrails on the rear deck. Though this is a different material than the previous handrails, metal is an appropriate material to use in the district, according to the Standards in Chapter 3.1: Materials.

Staff finds the following elements of the project to be incongruous with the character of the North Main Street Local Historic District:

3. The applicant has used a synthetic deck flooring on the project. The flooring is a composite material by Wolf Home Products. The product used was the company's Serenity Decking. Standard 3.1.5 says to consider a substitute material only if the original is not technically feasible, making the use of a composite material inappropriate with the character of the district.

#### Staff Recommendation

Based on the preceding findings, staff recommends that the Commission approve H-27-2021 at the Vernon Yount House located at 127 East 11<sup>th</sup> Street, within the North Main Street Local Historic District (Parcel ID: 007 059) subject to the following conditions:

1. The applicant shall replace the synthetic flooring with a wooden flooring to match the previous rear deck;
2. The applicant shall stain or paint all wooden features of the deck in a color to that is compatible with the main structure;
3. The applicant shall receive, prior to commencement of the work, all other required permits or permissions from governmental agencies;
4. Commission staff shall review and approve any revisions or deviations to any other portion of the as-submitted work that qualifies as a minor work, prior to commencement of that portion of the project.

Susan Sessler and William Renken were available for questions. Ms. Sessler testified that she was unaware of residing within the North Main Street Local Historic District. Mr. Renken testified that the porch was in need of replacement and was unsafe to use. Ms. Sessler added that the deck came down with the removal of one bolt. Mr. Renken used materials that he believed would last. Mr. Renken said he was not aware of the Standards.

#### Public Comment

No one spoke in favor or opposition to the request.

#### Deliberation

The Commissioners discussed previous cases in which composite decking boards were approved in both front and rear yard decks and porches. Decks on historic homes were traditionally constructed of wood. The deck is a modern construction that replaced a non-historic deck. Steve Cobb mentioned the difficulty in finding wood products today that are the same quality as historic wood. The Commission agreed wood on the deck should be stained to match the synthetic material.

The also Commissioners discussed residents' awareness of historic districts and agreed there is a need for more education initiatives.



Finding-of-Facts

Sue McHugh made the following MOTION, “I have reviewed the case and all presented testimony and facts and am familiar with the property in question and, therefore, move that the Commission find the following facts concerning HPC case #H-27-2021:

1. That William Renken, agent, and Susan Sessler, owner/applicant appeared before the Commission and sought a Certificate of Appropriateness for the property located at 127 East 11<sup>th</sup> Street and designated within the North Main Street Local Historic District.
2. The proposed project is not incongruous as detailed in the application and staff findings numbers 1-3 and incorporated herein.
3. The findings are subjects to conditions numbered 2-4 recommended by staff and incorporated herein. The mitigating circumstances to be considered are that the deck is not an original features of the house and the deck is open and subject to weather, therefore the use of the composite flooring is appropriate.”

Larry Richardson seconded the MOTION with all present members voting AYE. (6-0)

Roll Call: Steve Cobb (AYE), Marcelo Menza (AYE), Sue McHugh (AYE), Larry Richardson (AYE), Andrew Walker (AYE), Acey Worthy (AYE).

Action

Sue McHugh continued, “I, therefore, move based on the testimony provided, the adopted Findings-of-Fact, and the adopted Historic District Design Standards that the Commission approve H-27-2021 subject to the conditions detailed in the Findings-of-Fact.”

Steve Cobb seconded the MOTION with all present members voting AYE. (6-0)

Roll Call: Steve Cobb (AYE), Marcelo Menza (AYE), Sue McHugh (AYE), Larry Richardson (AYE), Andrew Walker (AYE), Acey Worthy (AYE).

**H-28-2021, 127 East 11<sup>th</sup> Street – Susan Sessler – owner/ applicant (Parcel ID: 007 059)**

Request

Approval for after-the-fact painting of the brick on the house façade.

Identification of Property

The Vernon Yount house at 127 East 11<sup>th</sup> Street has two separate cases, as there were two separate applications with different applicants for each project.

Staff Findings

Staff finds the following element of the project to be not incongruous with the character of the North Main Street Local Historic District:

1. The applicant has stated that the house was painted by the previous owner. Though the Standards state that unpainted masonry should not be painted over, Standard 3.1.7 states

that paint should not be removed from masonry. The paint is believed to have been applied to the brick four to six months ago.

Staff finds the following element of the project to be incongruous with the character of the North Main Street Local Historic District:

2. The house was listed for sale in December 2020, and again in February 2021. Between the two listing, you can see that in December 2020, the house was not painted and in February 2021, the house had been painted white. Standard 3.1.6 states that unpainted masonry should not be painted.

#### Staff Recommendation

Based on the preceding findings, staff recommends that the Commission approve H-28-2021 at the Vernon Yount House located at 127 East 11<sup>th</sup> Street, within the North Main Street Local Historic District (Parcel ID: 007 059) subject to the following conditions:

1. The applicant shall receive, prior to commencement of the work, all other required permits or permissions from governmental agencies;
2. Commission staff shall review and approve any revisions or deviations to any other portion of the as-submitted work that qualifies as a minor work, prior to commencement of that portion of the project.

Susan Sessler testified that she had not done the painting. Ms. Sessler said she was not told that the house was within a historic district. Ms. Sessler said she is attempting to do the right thing by getting approval for the painting.

#### Public Comment

No one spoke in favor or opposition to the request.

#### Deliberation

Attempting to remove the paint from the bricks would have a very high likelihood of causing damage to the bricks. The Commission discussed that it may be unreasonable to hold the current owner responsible for the work done by a previous owner, especially because the work was not easily reversible.

#### Finding-of-Facts

Sue McHugh made the following MOTION, "I have reviewed the case and all presented testimony and facts and am familiar with the property in question and, therefore, move that the Commission find the following facts concerning HPC case #H-28-2021:

1. That Susan Sessler, owner/applicant, appeared before the Commission and sought a Certificate of Appropriateness for the property located at 127 East 11<sup>th</sup> Street and designated within the North Main Street Local Historic District.
2. The proposed project is partially incongruous as detailed in the application and staff findings numbers 1-2 and incorporated herein.



3. However, the work was completed by a previous owner. The findings are subjects to conditions numbered 1-2 recommended by staff and incorporated herein.”

Larry Richardson seconded the MOTION with all present members voting AYE. (6-0)

Roll Call: Steve Cobb (AYE), Marcelo Menza (AYE), Sue McHugh (AYE), Larry Richardson (AYE), Andrew Walker (AYE), Acey Worthy (AYE).

#### Action

Sue McHugh continued, “I, therefore, move based on the testimony provided, the adopted Findings-of-Fact, and the adopted Historic District Design Standards that the Commission approve H-28-2021 subject to the conditions detailed in the Findings-of-Fact.”

Steve Cobb seconded the MOTION with all present members voting AYE. (6-0)

Roll Call: Steve Cobb (AYE), Marcelo Menza (AYE), Sue McHugh (AYE), Larry Richardson (AYE), Andrew Walker (AYE), Acey Worthy (AYE).

#### **H-29-2021, 127 North Main Street – Woodrow Kroll and Jasmine Mohamed, owners/applicants (Parcel ID: 105 532)**

Woodrow Kroll and Jasmine Mohamed were sworn in for testimony.

#### Request

Approval for front façade demolition and redesign.

#### Identification of Property

127 North Main Street, commonly referred to as the Legal Café, is a brick commercial building constructed circa 1890-1900. The building has sat vacant for over a decade.

#### Staff Findings

Staff finds that the project is not incongruous with the character of the district because:

1. The applicant is proposing to demolish the existing front façade of the building to reconstruct the façade to more closely resemble to original façade. Along with the COA application, the applicant has submitted a photo of the building before it was renovated with vitrolite. The applicant is proposing to reconstruct the façade based on this photo.
2. The applicant is proposing a recessed entry design to replace the existing front façade. The existing façade, including the glass, vitrolite, and wood framing from the steel beam down to the sidewalk, will be removed. Standard 6.5.2 should be considered during the removal of the vitrolite. A 1:20 concrete slope will be constructed from the first joint of sidewalk to the recessed entry.
3. The storefront is proposed to be constructed with glass, wood trim, and wood inset panels. Window decals with the restaurant logo will be used as signage. These materials are compatible with the district according to Standard 5.3.1.

4. A pendent light is proposed to be installed above the entry door. This light fixture is similar to other traditional lighting fixture found in the entryways of nearby buildings and is appropriate according to Standard 4.3.10.

Staff Recommendation

Based on the preceding findings, staff recommends that the Commission approve H-29-2021 at the building located at 127 North Main Street, within the Downtown Local Historic District (Parcel ID: 105 532) subject to the following conditions:

1. The applicant shall receive, prior to commencement of the work, all other required permits or permissions from governmental agencies;
2. Commission staff shall review and approve any revisions or deviations to any other portion of the as-submitted work that qualifies as a minor work, prior to commencement of that portion of the project.

Jasmine Mohamed and Woodrow Kroll were available for questions. The applicants testified that the wood trim would be painted white. The design will be similar to 113 North Main Street.

Public Comment

No one spoke in favor or opposition to the request.

Deliberation

The Commission discussed the restoration of the storefront. The design closely matches the original design. The current storefront with the vitrolite is not original, but may be historic in its own right. The vitrolite is broken and cracked and likely cannot be removed without breakage. The Commission discussed keeping the some of the vitrolite on the building, but ultimately found that in its current state, it would not be worth preserving. The vents on the storefront are not connected to an exhaust on the inside.

Finding-of-Facts

Steve Cobb made the following MOTION, "I have reviewed the case and all presented testimony and facts and am familiar with the property in question and, therefore, move that the Commission find the following facts concerning HPC case #H-29-2021:

1. That Jasmine Mohamed and Woodrow Kroll, owners/applicants, appeared before the Commission and sought a Certificate of Appropriateness for the property located at 127 North Main Street and designated within the Downtown Local Historic District.
2. The proposed project is not incongruous as detailed in the application and staff findings numbered 1-4 and incorporated herein.
3. The findings are subjects to conditions numbered 1-2 recommended by staff and incorporated herein."

Marcelo Menza seconded the MOTION with all present members voting AYE. (6-0)

Roll Call: Steve Cobb (AYE), Marcelo Menza (AYE), Sue McHugh (AYE), Larry Richardson (AYE), Andrew Walker (AYE), Acey Worthy (AYE).

Action

Steve Cobb continued, “I, therefore, move based on the testimony provided, the adopted Findings-of-Fact, and the adopted Historic District Design Standards that the Commission approve H-29-2021 subject to the conditions detailed in the Findings-of-Fact.”

Marcelo Menza seconded the MOTION with all present members voting AYE. (6-0)

Roll Call: Steve Cobb (AYE), Marcelo Menza (AYE), Sue McHugh (AYE), Larry Richardson (AYE), Andrew Walker (AYE), Acey Worthy (AYE).

Steve Cobb was recused from the dais.

**H-30-2021, 705 North Main Street – Historic Salisbury Foundation, owner; Scott Austin, applicant/agent (Parcel ID: 011 373)**

Scott Austin was sworn in for testimony.

Request

Approval to replace the porch flooring with a composite material.

Identification of Property

The Capel-Smith House, at 705 North Main Street, was built around 1912. The Vernacular house was built with Dutch Colonial and late Victorian influences.

Staff Findings

Staff finds that the project is partially incongruous with the character of the district because:

1. As noted in the National Register documentation for the property, the porch has been altered several times. A COA (H-34-2020) was obtained for the column and railings in October 2020. The flooring is very likely not original.
2. The applicant is proposing to replace the current wooden porch flooring with a synthetic flooring material. The proposed flooring is a ¾” tongue and groove pewter plank made by Wolf Home Products (Standard 3.1.11). A brochure has been included in the packet. The proposed material mimics materials that would have historically been used – wooden tongue and groove planks – in dimension, shape, color, pattern and texture. The material is not composed of wood, and is therefore not consistent with Standard 3.5.2. Per Standard 3.1.10, the use of a synthetic material can be reviewed on a case-by-case basis.

Staff Recommendation

Based on the preceding findings, staff recommends that the Commission deny H-30-2021 at the Capel-Smith house located at 705 North Main Street, within the North Main Street Local Historic District (Parcel ID: 011 373).

Scott Austin told the Commission that he has requested the use of a composite material flooring because wood does not last. Mr. Austin said that the composite material is more expensive, but will likely last longer than wood and require less maintenance. Mr. Austin said that he has replaced

other decks with wood in the North Main Street Local Historic District and many are requiring replacement.

Public Comment

Steve Cobb said this property was acquired by the Historic Salisbury Foundation years ago in poor condition. Mr. Cobb said Mr. Austin has done extensive, quality work on the house.

Deliberation

The Commission discussed the increase in requests for approval of composite deck material, that the quality and durability of the wood historically used on porches cannot be found today. Some composite materials are very similar in appearance.

Finding-of-Facts

Sue McHugh made the following MOTION, "I have reviewed the case and all presented testimony and facts and am familiar with the property in question and, therefore, move that the Commission find the following facts concerning HPC case #H-30-2021:

1. That Scott Austin, agent for the Salisbury Historic Foundation, owner, appeared before the Commission and sought a Certificate of Appropriateness for the property located at 705 North Main Street and designated within the North Main Street Local Historic District.
2. The proposed project is incongruous as detailed in the application and staff findings numbered 1-2.
3. However, the current deck flooring is not original to the house, wood is more susceptible to deterioration, and the proposed flooring matches the existing in size, shape, and appearance, but not material."

Larry Richardson seconded the MOTION with all present members voting AYE. (6-0)

Roll Call: Steve Cobb (AYE), Marcelo Menza (AYE), Sue McHugh (AYE), Larry Richardson (AYE), Andrew Walker (AYE), Acey Worthy (AYE).

Action

Sue McHugh continued, "I, therefore, move based on the testimony provided, the adopted Findings-of-Fact, and the adopted Historic District Design Standards that the Commission approve H-30-2021 subject to the conditions detailed in the Findings-of-Fact."

Larry Richardson seconded the MOTION with all present members voting AYE. (6-0)

Roll Call: Steve Cobb (AYE), Marcelo Menza (AYE), Sue McHugh (AYE), Larry Richardson (AYE), Andrew Walker (AYE), Acey Worthy (AYE).

Steve Cobb returned to the dais.

**H-31-2021, 322 South Ellis Street – Shiva Capital/Ashish Agarwal, owner/applicant; Jeremy Vrisema, agent (Parcel ID: 009 156)**

Jeremy Vrisema was sworn in for testimony.

Request

Approval to replace front porch flooring with new material and remove ramp in rear yard.

Identification of Property

The house at 322 South Ellis Street is a brick house with Flemish bond. It is listed as contributing to the Salisbury Historic District and is listed locally within the West Square District.

Staff Findings

Staff finds the following elements of the project to be not incongruous with the character of the West Square Local Historic District:

- 1) The applicant is requesting approval to remove a wooden ramp in the rear yard. The ramp sits on top of the concrete steps. The ramp can likely be removed without damaging the rear exterior door and steps, therefore, its removal is consistent with the Standards.

Staff finds the following elements of the project to be incongruous with the character of the West Square Local Historic District:

- 2) The applicant has proposed the replacement of the wooden decking board planks with concrete. The applicant has said that the spaces between the decking boards allow water to go through to the foundation of the house. Replacing the wooden flooring with concrete is inconsistent with the District, according to Standard 3.5.2. Instead of replacing the wooden boards with concrete, staff recommends that the applicant replace the wooden decking boards with wooden tongue and groove boards to keep water away from the foundation.

Staff Recommendation

Based on the preceding findings, staff recommends that the Commission approve H-31-2021 at the building located at 322 South Ellis Street, within the West Square Local Historic District (Parcel ID: 009 156) subject to the following conditions:

1. The wooden porch flooring be retained. The applicant may replace the decking boards with wooden tongue and groove boards to keep water away from the foundation;
2. The applicant shall receive, prior to commencement of the work, all other required permits or permissions from governmental agencies;
3. Commission staff shall review and approve any revisions or deviations to any other portion of the as-submitted work that qualifies as a minor work, prior to commencement of that portion of the project.

Jeremy Vrisema told the Commission that the wood flooring would remain intact. Instead, he would install drainage pipes to get water away from the foundation. Under the wooden porch, there is a 13 foot drop to the foundation. The foundation and exterior wall has required extensive work.

Public Comment

No one spoke in favor or opposition to the request.

Deliberation

With the wooden porch flooring to stay in place, the Commission found the request to be appropriate to the district.

Finding-of-Facts

Sue McHugh made the following MOTION, "I have reviewed the case and all presented testimony and facts and am familiar with the property in questions and, therefore, move that the Commission find the following facts concerning HPC case #H-31-2021:

1. That Jeremy Vrisema, agent for Shiva Capital, LLC/Ashish Aragwal, owner, appeared before the Commission and sought a Certificate of Appropriateness for the property located at 322 South Ellis Street and designated within the West Square Local Historic District.
2. The proposed project is not incongruous as detailed in the application and staff findings number 1.
3. The findings are subjects to conditions numbered 1-2 recommended by staff and incorporated herein."

Larry Richardson seconded the MOTION with all present members voting AYE. (6-0)

Roll Call: Steve Cobb (AYE), Marcelo Menza (AYE), Sue McHugh (AYE), Larry Richardson (AYE), Andrew Walker (AYE), Acey Worthy (AYE).

Action

Sue McHugh continued, "I, therefore, move based on the testimony provided, the adopted Findings-of-Fact, and the adopted Historic District Design Standards that the Commission approve H-30-2021 subject to the conditions detailed in the Findings-of-Fact."

Larry Richardson seconded the MOTION with all present members voting AYE. (6-0)

Roll Call: Steve Cobb (AYE), Marcelo Menza (AYE), Sue McHugh (AYE), Larry Richardson (AYE), Andrew Walker (AYE), Acey Worthy (AYE).

**H-32-2021, 701 South Fulton Street – Tom and Kelly Kisor, owners/applicants**

The applicants did not attend the meeting, so case #H-32-2021 was not heard. This case will be tabled until the July HPC meeting.



## OTHER BUSINESS

- Minor Works Report

Minor Works Report was received by consensus.

- Local Historic District Design Standards Update

The Commission discussed the possible need to update some of the Standards and recommended taking a further look at the Standards regarding composite decking, window replacements, roofing materials, and the use of Hardie Board as siding. The Commission will likely hold a special meeting to discuss these changes further.

- Historic District Advertising

The Commissioners discussed ways to educate the public on the locations of historic districts. Ideas included speaking with real estate agents, installing new historic district street signs, holding a historic district sign design competition, including information on deeds, and having those residing in historic homes sign affidavits.

- Meeting time

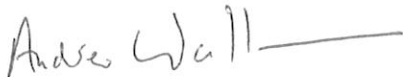
The Commissioners agreed to move meeting times for HPC meetings to 5:15 pm.

## APPROVAL OF MINUTES

May 13, 2021, minutes were approved as submitted.

## ADJOURNMENT

The meeting adjourned at 6:50 pm.



Andrew Walker, Chair

