



**Minutes
July 13, 2023**

The City of Salisbury Historic Preservation Commission met in a regular session at 5:30 p.m. on Thursday, July, 2023, in City Council Chambers at 217 South Main Street.

Present: Steve Cobb, Will James, Sue McHugh, Marcelo Menza, Jon Planovsky, Jeff Richen

Absent: Spencer Dixon, Ellie Goodnow, Larry Richardson

Staff Present: Graham Corriher, Jenni Pfaff, Emily Vanek

CALL TO ORDER AND INTRODUCTIONS

The meeting was called to order by the Chair, Sue McHugh.

PURPOSE AND PROCEDURE

The purpose and procedure of the meeting was presented by the Chair, Sue McHugh.

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

None. Jon Planovsky informed the board that he no longer owns the property in case H-30-2023.

Emily Vanek was sworn in.

NEW CERTIFICATES OF APPROPRIATENESS

H-29-2023, 200 West Thomas Street, Lori Marrero, Owner; CJ Peters, Applicant (Parcel ID: 015 204)

Request

Remove back decks; install back porch, back deck, and brick patio.

Identification of Property

Emily Vanek made a staff presentation that included COA history. The Busby-Lampron House was built in 1919, and is considered "Contributing" to the West Square Local Historic District.

Staff Findings

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

- 1) The applicant has requested approval to remove the existing back decks. Standard 5.5.3. says not to remove significant architectural feature, but the decks are a modern addition. The decks are proposed to be replaced with new porch, deck, and patio, all located in the back. Standard 5.5.1. says to locate decks and patios on the rear or least character-defining elevation.
- 2) A 12' by 20' screened back porch is proposed. The porch is proposed to have wooden, craftsman styled columns, black, metal rails, composite tongue and groove porch floor, and black EPDM shed roof. Standard 5.5.6. says that the materials of new porches should be compatible in materials and detail with the main building. The columns are a compatible style with the house and slightly different than those on the front elevation. The metal railings are a similar material to the existing gate. Standard 3.5.5. say that synthetic materials may be considered for porch flooring is the boards have the same profile of historic materials, have a demonstrated record of quality, and will be painted or stained.
- 3) A 12' by 16' back deck is proposed. The deck is proposed to be constructed of wood with metal railings. Standard 5.5.6. says that the materials of new decks should be compatible in materials and detail with the main building. Standard 5.5.9. says that unfinished lumber is not an appropriate finished appearance for decks.
- 4) Standard 5.5.7. says to design rear decks so that they can be removed in the future without damaging the historic structure. The roof of the porch will be designed to not touch the roof of the main structure and the porch and deck will be located where the existing decks meet the house.
- 5) A circular, 12' by 16' brick patio is proposed in the back yard. Standard 4.2.10. says that brick is an appropriate material for walkways and paths.

Staff Recommendation

Based on the preceding findings, staff recommends that the Commission approve H-29-2023 at the Busby-Lampron House located at 200 West Thomas Street (Parcel ID: 015 204), within the West Square Local Historic District, subject to the following condition:

- 1) Wooden and composite wood features of the porch and deck shall be painted or stained an appropriate color for the house.

Applicant Testimony

CJ Peters was sworn in. He assured the board he would be careful not to disturb the original architecture of the home. The new deck will be built in the craftsman style, to match the character of the house.

Mr. Peters defined an EPDM roof as rubber membrane; it is currently used on the front roof. He will ensure the back roof matches the front.

In response to questions, Mr. Peters clarified the elevation, additions, and points of attachment for the decks, as well as aspects not shown in the drawings.

Public Comment

None.

Deliberation

Mr. Menza expressed concerns regarding the new column designs, in that they should be square, and constructed of a material more in keeping with the existing style. Members agreed.

Members discussed the visibility of the roof, and use of metal railings. They had no issues with the decking or patio. Mr. Peters explained how the decking would be treated, and that all measurements for back pieces will match the front.

Findings of Fact

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-29-2023**

- 1) That **C.J. Peters, agent for Lori Marrero, owner**, appeared before the Commission and sought a Certificate of Appropriateness for the property located at **200 West Thomas Street** and designated within the **West Square** Local Historic District.
- 2) The proposed project is **not incongruous** as detailed in the application and staff finding number 1-5 and incorporated herein;
- 3) The findings are subject to the 1 condition recommended by staff and incorporated herein; additional conditions to be applied include: the columns on the rear elevation should be squared to match the front; back overhang/fascia/slope will also match the front.”

Marcelo Menza seconded the MOTION. All members present VOTED AYE (6-0), via voice vote.

Action

Steve Cobb continued, “I, therefore, move based on the testimony presented, the adopted Findings of Fact, and the adopted Local Historic Design Standards that the Commission **Approve H-29-2023** subject to the condition detailed in the Findings of Fact.”

Marcelo Menza seconded the MOTION. All members present VOTED AYE (6-0), via voice vote.

H-30-2023, 125 South Main Street; Heidi and Robert Pandis, Owners; Pete Bogle, Applicant (Parcel ID: 105 511)

Request

Exterior renovations to create three residential units.

Identification of Property

Emily Vanek made a staff presentation, including COA history. The Hedrick Block Building is classified as “Contributing” to the Downtown Local Historic District. It was built in 1887.

Staff Findings

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

- 1) The applicant has requested approval for exterior renovations to the back elevation and roof to create three residential units. Chapter 3.10 Rear Facades of Buildings says that the rears of buildings offer more flexibility in terms of design, additions, changes, and utility because of their more practical use and simple design. The fabric of the front awning will be replaced and the already painted features will be repainted on the front façade.
- 2) Two windows on the back elevation are proposed to be replaced with aluminum clad windows. The proposed windows are the same size and design as the existing. Standard 3.3.3. says to replace windows only when necessary with new that match the existing in size, material, design, and method of operation.
- 3) Two window openings on the back elevation are proposed to be lowered to create doorways. The proposed doors are aluminum clad doors. Existing back door opening will remain and the door will be replaced with an aluminum clad door. Awning above the back door will be removed. Standard 3.3.3. says to replace doors only when necessary with new that match the original in size, material, and detail. Standard 3.3.11. says it is not appropriate to introduce new doors if it would diminish the historic character of the building. The rear elevation does not have any important architectural features in these areas.
- 4) A 17’1” by 8’ balcony is proposed to be added to the back elevation, which meets Standard 5.5.1 and Standard 5.5.2. The balcony is proposed to have metal guardrails and column supports, composite screen, and aluminum decking. Standard 5.5.6. says that the materials used in new balconies should be compatible with the main building.
- 5) Composite screening is proposed to be installed around the new 1st floor back door to create a patio. Standard 5.3.1. says to use materials that are similar to those commonly found in the district in new design elements.
- 6) A stair penthouse finished with stucco is proposed to be created on the roof. The penthouse will be constructed in a way to minimize the visibility of the penthouse from South Main Street, which is consistent with Standard 5.4.1. The door is proposed to be aluminum clad and metal guardrails are proposed along the edge of the patio. Standard 5.5.6. says that the materials used in new rooftop decks should be compatible with the main building.

- 7) HVAC units will be moved to the roof, which meets Standard 3.7.8.

Staff Recommendation

Based on the preceding findings, staff recommends that the Commission approve H-30-2023 at the Hedrick Block located at 125 South Main Street (Parcel ID: 105 511), within the Downtown Local Historic District, subject to the following condition:

- 1) Composite screening shall not be used.

Applicant Testimony

Pete Bogle was sworn in. He mentioned that, in contrast to staff findings, slight changes will be made to the façade, to include repainting the windows and replacing canvas in the awning. He assured the board that there will be no design changes. This is also a historic tax credit project.

In response to questions, Mr. Bogle responded that:

- Underneath the balcony area will be taken up by electrical, with no covering on the overhang.
- The penthouse will not be visible from the street, in compliance with SHPO requirements.
- The stairs to the roof deck will be covered. Mr. Bogle showed the board drawings of the stairs with covering.
- Mr. Bogle clarified the locations of various doors, and said they would be made of aluminum clad wood.

Public Comment

None.

Deliberation

Members were satisfied that the applicant was familiar with the standards, and since the project is receiving tax credits via SHPO, were confident they would be followed.

Findings of Fact

Marcelo Menza 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-30-2023**

- 1) That **Pete Bogle, agent for Heidi Pandis, owner,** appeared before the Commission and sought a Certificate of Appropriateness for the property located at **125 South Main Street** and designated within the **Downtown** Local Historic District.
- 2) The proposed project is **not incongruous** as detailed in the application and staff finding number 1-7 and incorporated herein;
- 3) The findings are subject to the 1 condition recommended by staff, as well as repainting of windows, replacing awning covering, and incorporated herein.”

Jon Planovsky seconded the MOTION with all members present VOTING AYE (6-0), via voice vote.

Action

Marcelo Menza continued, “I, therefore, move based on the testimony presented, the adopted Findings of Fact, and the adopted Local Historic Design Standards that the Commission **Approve H-30-2023** subject to any conditions detailed in the Findings of Fact.”

Jon Planovsky seconded the MOTION with all members present VOTING AYE (6-0), via voice vote.

H-31-2023, 126-128 North Main Street; Todd and Kathleen Werner, Owners; Pete Bogle, Applicant; (Parcel ID: 102 463)

Request

Exterior renovations to create eight residential units and two commercial units; no changes to the front elevation.

Identification of Property

Emily Vanek made a staff presentation, including COA history. Built in the 1890’s, the Renaissance Revival commercial building is classified as “Contributing” to the Downtown Local Historic District.

Staff Findings

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

- 1) The applicant has requested approval for exterior renovations to create eight residential units and two commercial units. No changes are proposed to the front elevation at this time. Chapter 3.10 Rear Facades of Buildings says that the rears of buildings offer more flexibility in terms of design, additions, changes, and utility because of their more practical use and simple design.
- 2) On the rear elevation, three existing window openings are proposed to be uncovered with new windows installed. Two new windows are proposed to be added. Two window openings on the back elevation are proposed to be lowered to create doorways. Two door openings are proposed to be changed to window openings.
- 3) On the exposed side elevation, ten existing window openings are proposed to be uncovered with new windows installed. One window is proposed to be expanded. All windows and doors are proposed to be aluminum clad. Standard 3.3.3. says to replace windows and doors only when necessary and with new that match the original in size, material, method of operation, and detail. Standard 3.3.11. says to not introduce new windows and door if it would diminish the historic character of the building. No significant features are located in areas were new windows and doors are proposed.

- 4) Two 12'8" by 15'8" balconies are proposed to be added to the back elevation, which meets Standard 5.5.1 and Standard 5.5.2. The balconies are proposed to have metal guardrails and column supports and aluminum decking. Standard 5.5.6 says that the materials used in new balconies should be compatible with the main building.
- 5) The wooden walkway on the left side of the back elevation would be removed. Brick walls and steps would be retained to create patio areas for the residential units. HVAC units will be moved to the roof, which meets Standard 3.7.8.

Staff Recommendation

Based on the preceding findings, staff recommends that the Commission approve H-31-2023 at the commercial building located at 126-128 North Main Street (Parcel ID: 102 463), within the Downtown Local Historic District.

Applicant Testimony

Mr. Bogle has already been sworn in. This is also a historic tax credit project. Mr. Bogle explained the plan to rebuild retaining walls, and use that space to create patio areas. Front windows will also be repainted.

Public Comment

None.

Deliberation

Members agreed the project would have a positive impact on the downtown district.

Motion

Jon Planovsky made a 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-31-2023**

- 1) That **Pete Bogle, agent for Todd Werner, owner,** appeared before the Commission and sought a Certificate of Appropriateness for the property located at **126-128 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 finding number 1-5 and incorporated herein. The applicant testified that he will be repainting and repairing windows on the front façade."

Marcelo Menza seconded the MOTION. The motion carried with all members present VOTING AYE (6-0), via voice vote.

Action

Jon Planovsky continued, "I, therefore, move based on the testimony presented, the adopted Findings of Fact, and the adopted Local Historic Design Standards that the Commission **Approve H-31-2023** subject to any conditions detailed in the Findings of Fact."

Marcelo Menza seconded the MOTION. The motion carried with all members present VOTING AYE (6-0), via voice vote.

H-32-2023, 330 South Fulton Street; Clay and Martha Smith, Owners/Applicants; (Parcel ID: 010 057)

Request

Replace wooden privacy fence with composite fence.

Identification of Property

Emily Vanek made a staff presentation, including COA history. The Queen Anne style house, built 1890-1910, is classified as “Contributing” to the West Square Local Historic District.

Staff Findings

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

- 1) The applicant has requested approval to replace the existing 6’ tall wooden privacy fencing with 6’ tall composite privacy fencing. The composite fencing has a shadowbox design, which was not historically used. Standard 4.4.4. says to design new fences to be compatible with the historic character of the building and the district and Standard 4.4.8. says it is not appropriate to use contemporary fencing materials.

Staff Recommendation

Based on staff finding number 1, staff recommends that the Commission deny H-32-2023 at the house located at 330 South Fulton Street (Parcel ID: 010 057), within the West Square Local Historic District.

Applicant Testimony

Martha Smith was sworn in. The existing fence was built in 1985, so is not original to the house. Ms. Smith explained that she has learned from experience that new fence materials will warp and split; however, natural wood is now mostly imported. She would like to use recycled material in an effort to extend maintenance, as well as be a better natural caretaker.

In response to questions, she clarified the location of the fence, it’s height, and that she has decided to install an iron gate on the Horah Street side.

Public Comment

None.

Deliberation

Members agreed that the request clearly does not follow the standards, despite the fact that the proposed fence is more attractive, and the existing fence is not original to the house. They agreed that the case highlights the need to review composite materials for future cases. The applicant can get recommendations from staff for approved materials, if she would like to move ahead with replacement in the same style.

Motion

Jeff Richen made a 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-32-2023**

- 1) That **Marth Smith, owner,** appeared before the Commission and sought a Certificate of Appropriateness for the property located at **330 South Fulton Street** and designated within the **West Square** Local Historic District.
- 2) The proposed project is **incongruous** as detailed in the application and staff finding number 1 and incorporated herein.”

Jon Planovsky seconded the MOTION. The motion carried with all members present VOTING AYE (5-0), with Will James abstaining, via voice vote.

Action

Jeff Richen continued, “I, therefore, move based on the testimony presented, the adopted Findings of Fact, and the adopted Local Historic Design Standards that the Commission: **Deny H-32-2023** based on the following: incompatibility with standards 4.4.4 and 4.4.8.”

Jon Planovsky seconded the MOTION. The motion carried with all members present VOTING AYE (5-0), with Will James abstaining, via voice vote.

H-33-2023, 118 East Council Street; Karen Alexander, Owner/Applicant; (Parcel ID: 104 428)

Request

Replace canvas awnings with copper colored metal awnings.

Identification of Property

Emily Vanek made a staff presentation, including COA history. The commercial building, built in 1902, is classified as “Contributing” to the Downtown Local Historic District.

Staff Findings

Staff finds the following element of the project to be **not incongruous** with the character of the Downtown Local Historic District:

- 1) The applicant has requested approval to replace the existing canvas awnings on the front and side elevations to copper colored metal awnings. **Standard 4.7.14.** says that metal awnings are generally not appropriate unless it is compatible with the building. Metal awnings are already installed on the back of the building.

Staff Recommendation

Based on the preceding findings, staff recommends that the Commission approve H-33-2023 at the commercial building located at 118 East Council Street (Parcel ID: 104 428), within the Downtown Local Historic District.

Applicant Testimony

Karen Alexander was sworn in. She said they have replaced the fabric awnings two or three times in the last 25 years, and would like to replace with the same style as installed in the back. The requested awnings would be easier to maintain, as well as more attractive than the current ones.

She clarified for the board that the new awnings will have the same ribbing, standing seam metal, and individual interlocked pieces as the back. The underside will be a different color, but due to the slope, will not be seen. The replacement awnings will have the same size and proportion as the existing canvas; the framework will remain, and be painted.

Public Comment

None.

Deliberation

Members noted that they have been approving these often, and that there are already metal awnings installed in the back of the building.

Motion

Jon Planovsky made a 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-33-2023**

- 1) That **Karen Alexander, owner**, appeared before the Commission and sought a Certificate of Appropriateness for the property located at **118 East Council Street** and designated within the **Downtown** Local Historic District.
- 2) The proposed project is **not incongruous** as detailed in the application and staff finding number 1 and incorporated herein.”

Jeff Richen seconded the MOTION. The motion carried with all members present VOTING AYE (6-0), via voice vote.

Action

Jon Planovsky continued, “I, therefore, move based on the testimony presented, the adopted Findings of Fact, and the adopted Local Historic Design Standards that the Commission: **Approve H-33-2023** subject to any conditions detailed in the Findings of Fact.”

Jeff Richen seconded the MOTION. The motion carried with all members present VOTING AYE (6-0), via voice vote.

Sue McHugh made a motion to recuse Will James from the dais. Steve Cobb seconded the motion. All members present voted AYE (6-0), via voice vote.

H-35-2023, 318 South Ellis Street; Carlton and Shirley Jackson, Owners; CJ Peters, Applicant; (Parcel ID: 005 150)

Request

Replace roof with asphalt shingles.

Identification of Property

Emily Vanek made a staff presentation, including COA history. The Kennerly-McCurdy House, built in 1914, is classified as “Contributing” to the West Square Local Historic District.

Staff Findings

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

- 1) The applicant has requested approval to replace the tin shingle roof with asphalt shingles. The tin shingles are likely original to the house. Standard 3.4.2. says to retain historic roofing materials whenever possible and if replacement is required, to use like materials.

Staff Recommendation

Based on staff finding number 1, staff recommends that the Commission deny H-35-2023 at the Kennerly-McCurdy House located at 318 South Ellis Street (Parcel ID: 005150), within the West Square Local Historic District.

Applicant Testimony

Carlton Jackson was sworn in. CJ Peters was sworn in earlier. Mr. Peters testified that the lower portion of the roof has already been replaced with asphalt, but he is unsure of when. He has tried over four to five years to save the tin roof, to no avail. The applicant is asking that the board consider the partial replacement as a mitigating factor in their decision to approve the request. Due to such a small sight line from the street, very little of the roof material can be seen.

Mr. Jackson testified that prior to his purchasing the house, the roof had been sealed and covered so often, the tin shingles are practically hidden.

Mr. Peters responded to questions from the board that he plans to replace the entire roof with asphalt shingles, and that any remaining tin shingles would be removed. He will retain decorative tin work, and reinstall it when the roof is replaced.

Ms. Vanek has attempted to contact a rehabilitation specialist from SHPO, but has not had a response as of this meeting.

Public Comment

None.

Deliberation

This decision is a challenge for the board, as it should not consider cost when deliberating, however, at the same time, they want to advocate for rehabilitation of as many historical structures as possible. The roof is mentioned in the National Register nomination, but a roof constructed of new tin shingles would not have the same decorative elements as the original; they are not available. Mistreatment of the roof is obvious. Members were relieved to hear the applicant planned to retain character defining finials.

Motion

Steve Cobb made a 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-35-2023**

- 1) That **C.J. Peters, agent for Carlton and Shirley Jackson, owners,** appeared before the Commission and sought a Certificate of Appropriateness for the property located at **318 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 finding number 1 and incorporated herein; additional testimony has provided the following:
 - a. The roof is in very poor condition, and cannot be rehabilitated.
 - b. The pitch and style of the roof cannot be easily seen from the street.
 - c. The porch roof has already been replaced with asphalt.
 - d. Decorative tin-work will be retained and reinstalled.”

Jeff Richen seconded the MOTION. The motion carried with all members present VOTING AYE (5-0), via voice vote.

Action

Steve Cobb continued, “I, therefore, move based on the testimony presented, the adopted Findings of Fact, and the adopted Local Historic Design Standards that the Commission: **Approve H-35-2023** subject to any conditions detailed in the Findings of Fact.”

Jeff Richen seconded the MOTION. The motion carried with all members present VOTING AYE (5-0), via voice vote.

H-36-2023, 701 South Fulton Street; Brian Kirby, Owner; Kelly Kisor, Agent/Applicant; (Parcel ID: 015 137)

Request

Replace concrete steps with brick steps and install metal railings around the back porch.

Identification of Property

Emily Vanek made a staff presentation, including COA history. The Heilig-Campbell House, built ca. 1900, is classified as “Contributing” to the West Square Local Historic District.

Staff Findings

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

- 1) The applicant has requested approval to replace the concrete steps on the back porch with brick steps. The foundation of the house is brick. Metal railings are proposed around the back porch. The porch previously had metal railing. Standard 3.5.3. says to replace porch elements with new that match the original.

Staff Recommendation

Based on the preceding findings, staff recommends that the Commission approve H-36-2023 at the Heilig-Campbell House located at 701 South Fulton Street (Parcel ID: 015 137), within the West Square Local Historic District.

Applicant Testimony

Kelly Kisor was sworn in. She reiterated the request, and added that metal railings were at one time installed, and she would like to replace with the same material.

Ms. Kisor clarified the location of the projects, as well as the width of the steps and method of replacement to be used.

Public Comment

None.

Deliberation

Members agreed this was a straightforward request, and that it would improve the appearance of the house.

Motion

Marcelo Menza made a 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-36-2023**

- 1) That **Kelley Kisor, agent for Brian Kirby, owner,** appeared before the Commission and sought a Certificate of Appropriateness for the property located at **701 South Fulton Street** and designated within the **West Square** Local Historic District.
- 2) The proposed project is **not incongruous** as detailed in the application and staff finding number 1 and incorporated herein."

Steve Cobb seconded the MOTION. The motion carried with all members present VOTING AYE (5-0), via voice vote.

Action

Marcelo Menza continued, “I, therefore, move based on the testimony presented, the adopted Findings of Fact, and the adopted Local Historic Design Standards that the Commission: **Approve H-36-2023** subject to any conditions detailed in the Findings of Fact.”

Jeff Richen seconded the MOTION. The motion carried with all members present VOTING AYE (5-0), via voice vote.

H-38-2023, 918 North Main Street; Michael Lubanovic, Owner/Applicant; (Parcel ID: 011 136)

Request

Demolish garage and add parking area; replace roof.

Identification of Property

Emily Vanek made a staff presentation, including COA history. The Page-Fonda House, built in 1913, is classified as “Contributing” to the North Main Street Local Historic District.

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 requested approval to demolish the garage accessory structure in the rear yard. The building is constructed with CMU blocks (introduced in the 1940’s) with gabled, standing seam metal roof. It is not mentioned in the National Register documentation and does not contribute to the North Main Street district. The demolition should follow Standard 6.1.2.
- 2) Additional area for parking is requested to replace the garage. The parking area will be gravel, which is consistent with the driveway and neighbor’s parking area. Standard 4.2.11. says that gravel is an appropriate material for driveways and parking areas.
- 3) The composition shingle roof is proposed to be replaced with new composition shingles in a brown color. Standard 3.4.2. says to replace roofing when necessary with materials that match the historic material.

Staff Recommendation

Based on the preceding findings, staff recommends that the Commission approve H-38-2023 at the Page-Fonda House located at 914 North Main Street, within the North Main Street Local Historic District (Parcel ID: 011 136).

Applicant Testimony

Michael Lubanovic was sworn in. He had nothing to add.

Public Comment

None.

Deliberation

Members questioned the addition of the roof replacement, as it would normally be a minor work, approved by staff. Ms. Vanek added the request since the case was coming before the board anyway.

Motion

Jon Planovsky made a 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-38-2023**

- 1) That **Michael Lubanovic, agent for 914 North Main Street LLC owner**, appeared before the Commission and sought a Certificate of Appropriateness for the property located at **914 North Main 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 finding number 1-3 and incorporated herein; the applicant testified that the parking area will be installed within the footprint of the garage.”

Steve Cobb seconded the MOTION. The motion carried with all members present VOTING AYE (5-0), via voice vote.

Action

Jon Planovsky continued, “I, therefore, move based on the testimony presented, the adopted Findings of Fact, and the adopted Local Historic Design Standards that the Commission: **Approve H-38-2023** subject to any conditions detailed in the Findings of Fact.”

Jeff Richen seconded the MOTION. The motion carried with all members present VOTING AYE (5-0), via voice vote.

OTHER BUSINESS

Committee Reports

Grants Committee – HPI grant applications are open, and available online here: <https://salisburync.gov/Government/Planning-and-Neighborhoods/Grants-and-Incentives/Historic-Preservation-Grant>. The grant is also discussed in the latest Preservation Link newsletter.

Cultural Preservation Committee – Ms. Vanek will email the committee members to schedule the first meeting.

Minor Works Report

Ms. Vanek clarified that privacy fences under 6 feet, and located in the back yard, are under staff purview. Jon Planovsky made a motion to approve the report. Sue McHugh seconded the motion. All members present voted AYE.

Approval of Minutes

Jon Planovsky made a motion to approve the June minutes. Sue McHugh seconded the motion. All members present voted AYE.

City Department Realignment

Ms. Vanek announced that the Community Planning Department has split into Planning and Neighborhoods, and Land and Development Services. Planning and Neighborhoods is directed by Hannah Jacobson, and includes Planning, GIS, and Code Services. Land and Development Services has brought Phillip Lookadoo in as director, and will be handling COA inspections.

ADJOURNMENT

The meeting adjourned at 7:39 pm. The next meeting will be held on Thursday, August 10, 2023, in City Council Chambers.

Sue McHugh, Chair

Jennifer Pfaff, Secretary