



**Minutes  
June 9, 2022**

The City of Salisbury Historic Preservation Commission met in a regular session at 5:30 p.m. on Thursday, June 9, 2022, at 217 South Main Street in the Council Chamber.

**Present:** Steve Cobb, Ellie Goodnow, Will James, Sue McHugh, Marcelo Menza, Jon Planovsky, and Acey Worthy

**Absent:** Larry Richardson and Andrew Walker

**Staff Present:** Hannah Jacobson, Jenni Pfaff, and Emily Vanek

**CALL TO ORDER AND INTRODUCTIONS**

The meeting was called to order by the Vice-Chairperson, Jon Planovsky. Members introduced themselves.

**PURPOSE AND PROCEDURE**

The purpose and procedure of the meeting was presented by Vice-Chairperson, Jon Planovsky.

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

No ex parte communication or conflict of interest was reported.

Emily Vanek was sworn in.

**NEW CERTIFICATES OF APPROPRIATENESS**

**H-17-2022, 313 West Fisher Street; Brad Garrigues, Owner; (Parcel ID: 010 087) -  
Withdrawn**

**H-21-2022, 5 Easy Street, Henry Alexander, Owner; Samantha Haspel, Agent/Applicant  
(Parcel ID: 104 428)**

Request

Installation of temporary screening and gate.

Identification of Property

Emily Vanek made a staff presentation. There is no COA history. The brick commercial building is classified “Contributing” to the district. It was built in 1902.

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 install temporary walls on the lower portion of the back deck. The walls will be constructed of wood and are proposed to be in a herringbone pattern to be stained a natural wood color. On either side, a salvaged arched window will be installed in the middle of the walls. In the center, a scissor gate will be installed behind the screening to prevent entry into the patio when the business is not open. The materials of the proposed screening are consistent with Standard 5.3.1.

Staff Recommendations

Based on the preceding findings, staff recommends that the Commission approve H-21-2022 at the commercial building located at 5 Easy Street, within the Downtown Local Historic District (Parcel ID: 104 428).

Applicant Testimony

Samantha Haspel was sworn in.

Ms. Haspel described the forthcoming business will be a 1920 style cocktail parlor and supper club, so she is trying to design it to be as historically accurate as possible. The outside lighting choices, paint colors, and screen design using windows from the appropriate era, will all match the time period she is targeting. The brick she wants to paint, has already been painted.

In response to questions from the Commission, Ms. Haspel explained how the temporary screening will be fastened to the building. She considers it “temporary,” because the windows will be removed if she decides to leave the space. She also explained how the scissor gates would be mounted, as well as her reasoning for using them to discourage loitering during times the business is closed. The wood for the screening will be in 1”x3” pieces, in a variety that will stain well. She will paint only the patio, not the entire building.

Public Comment

None.

Deliberation

The Commissioners discussed the pattern to be used in the wood screens, as well as the embellishments on the back patio, and agreed that it would be appropriate since it was artistic, and temporary.

Findings of Fact

Will James 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-21-2022**

- 1) That **Samantha Haspel, agent for Henry Alexander, owner,** appeared before the Commission and sought a Certificate of Appropriateness for the property located at **5 Easy Street** and designated within the **Downtown** Local Historic District.
- 2) The proposed project is **not incongruous** as detailed in the application and staff finding numbers 1-3 and incorporated herein; Ms. Haspel provided additional testimony explaining the methods of installation and design. The projects meets Standard 4.4.10.”

Sue McHugh seconded the MOTION with all members present VOTING AYE (7-0)

Roll Call: Steve Cobb (AYE), Ellie Goodnow (AYE), Will James (AYE), Sue McHugh (AYE), Marcelo Menza (AYE), Jon Planovsky (AYE), Acey Worthy (AYE).

Action

Will James 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-21-2022.**”

Sue McHugh seconded the MOTION with all members present VOTING AYE (7-0)

Roll Call: Steve Cobb (AYE), Ellie Goodnow (AYE), Will James (AYE), Sue McHugh (AYE), Marcelo Menza (AYE), Jon Planovsky (AYE), Acey Worthy (AYE).

**H-24-2022, 126 East Innes Street; LMY, Inc., Owner; Diane and Michael Young, Applicants; (Parcel ID: 105 501)**

Request

Install awnings on front façade.

Identification of Property

Emily Vanek made a staff presentation that included COA history. The property is a brick commercial building, built 1922-1924, and considered “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 install two fabric awnings above the transom windows on the front façade of the building. The material of the awnings meet Standard

4.7.14. The larger, 25' feet wide awning will be installed above the display windows and storefront door. The smaller, 3.5' wide awning will be installed above the door leading to the second floor. Standard 4.7.16 says that awning should be mounted above the transom and should fit within window and door openings.

#### Staff Recommendations

Based on the preceding findings, staff recommends that the Commission approve H-24-2022 at the commercial building located at 126 East Innes Street, within the Downtown Local Historic District (Parcel ID: 105 501).

#### Applicant Testimony

Michael Young was sworn in.

Mr. Young had no additional testimony besides a correction to the title of his company and address of the property. He showed the Commissioners a sample of the awning fabric he plans to use.

In response to a question from the Commission, Mr. Young said the only message on the awning would be the building address number, 124.

#### Public Comment

None.

#### Deliberation

The Commission agreed that the request was straightforward and met the Local Historic Design Standards.

#### Findings of Fact

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-24-2022**

- 1) That **Michael Young, agent for LMY, Inc, owner,** appeared before the Commission and sought a Certificate of Appropriateness for the property located at **126 East Innes 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; the applicant made note that in our descriptions the neighboring building is 128, and his is 126, and that our notes should be edited to reflect that. He also corrected the name of his company (LMY, Inc.)."

Acey Worthy seconded the MOTION with all members present VOTING AYE (7-0)

Roll Call: Steve Cobb (AYE), Ellie Goodnow (AYE), Will James (AYE), Sue McHugh (AYE), Marcelo Menza (AYE), Jon Planovsky (AYE), Acey Worthy (AYE).

Action

Sue McHugh 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-24-2022.**”

Acey Worthy seconded the MOTION with all members present VOTING AYE (7-0)

Roll Call: Steve Cobb (AYE), Ellie Goodnow (AYE), Will James (AYE), Sue McHugh (AYE), Marcelo Menza (AYE), Jon Planovsky (AYE), Acey Worthy (AYE).

**H-25-2022, 404 West Kerr Street; Kathleen and Jeffrey Carlton, Owners/Applicants; (Parcel ID: 006 379)**

Request

Replace metal shingle roof with asphalt shingles.

Identification of Property

Emily Vanek made a staff presentation including COA history. The David A. Atwell House is classified as “Contributing” to the Ellis Street Graded Local Historic District. It is a Queen Anne style house, built in 1891.

Staff Findings

Staff finds the following element of the project to be incongruous with the character of the Ellis Street Graded School Local Historic District:

- 1) The applicant has requested approval to replace the metal shingle roof with asphalt shingles. Standard 3.4.2 says to retain historic roofing material whenever possible and that new material should match the historic material in composition, size, shape, color, pattern, and texture. Substitute material should only be considered if the original is not available.

Staff Recommendations

Based on the preceding findings, staff recommends that the Commission deny H-25-2022 at the David A. Atwell House located at 404 West Kerr Street, within the Ellis Street Graded School Local Historic District (Parcel ID: 006 379).

Applicant Testimony

Kari Carlton was sworn in.

Ms. Carlton explained that the roof is in dire need of being replaced, and is leaking, causing damage to the interior. She has made an effort to replace the shingles with an approved material, but due to supply chain and shortage issues, nothing is available. Since the condition of the roof requires replacement immediately, she has found asphalt shingles that will match the lower porch roof, that are available now.

Ms. Vanek said there was no COA submitted for the asphalt shingles on the lower porch, and that photos show asphalt on that roof from the 1970's.

Public Comment

None.

Deliberation

The Commission discussed several mitigating factors to this request:

- Supply chain issues affecting immediate purchase of material in order to protect the interior.
- The fact that the roof is not character-defining, as the lower porch already has asphalt shingles. Using the same material on the upper roof would add uniformity.
- Securing the roof is integral to restoring the rest of the house.
- Tin roofs were considered the economy material at the time; as times change, roof material will need to change also. As time goes by, tin roofs on other houses within the City will only become older and more dilapidated.

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-25-2022**

- 1) That **Kari Carlton, owner**, appeared before the Commission and sought a Certificate of Appropriateness for the property located at **404 West Kerr Street** and designated within the **Ellis Street Graded School** Local Historic District.
  - a. The proposed project is **not incongruous** as detailed in the application and incorporated herein; mitigating circumstances for approval are as follows: 1. Replacement metal is unavailable, 2. the first floor porch roof is already using asphalt, 3. the roof is actively leaking, so replacement is urgent."

Will James seconded the MOTION with all members present VOTING AYE (7-0)

Roll Call: Steve Cobb (AYE), Ellie Goodnow (AYE), Will James (AYE), Sue McHugh (AYE), Marcelo Menza (AYE), Jon Planovsky (AYE), Acey Worthy (AYE).

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-25-2022.**"

Will James seconded the MOTION with all members present VOTING AYE (7-0)

Roll Call: Steve Cobb (AYE), Ellie Goodnow (AYE), Will James (AYE), Sue McHugh (AYE), Marcelo Menza (AYE), Jon Planovsky (AYE), Acey Worthy (AYE).

**H-26-2022, 922 Scales Street; Brenda Jarvis, Owner/Applicant; Mirna Pineda, Agent (Parcel ID: (011 161))**

Request

Replace asphalt shingle siding with cedar planks, replace roof, and paint unpainted brick.

Identification of Property

Emily Vanek made a staff presentation, including COA history. The Charles Marmora House is classified “Contributing” to the North Main Historic District. It is a bungalow, built in 1930.

Staff Findings

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

- 1) The applicant has requested approval to replace the asphalt shingle roof with new asphalt shingles. The proposed asphalt is Titan brand – Thunderstorm Grey color. This material meets Standard 3.4.2.
- 2) The applicant has also requested approval to replace the asphalt shingle siding with Cedar lap siding. The asphalt shingle siding has been in place since the district was added to the National Register in 1985. The asphalt shingles were likely used on the structure to mimic the appearance of wooden shingles.
- 3) The applicant has requested approval to paint the exterior brick a black color. Standard 3.9.1 says that painting unpainted brick is not appropriate.

Staff Recommendations

Based on the preceding findings, staff recommends that the Commission approve H-26-2022 at the Charles Marmora House located at 922 Scales Street, within the North Main Street Local Historic District (Parcel ID: 011 161), subject to the following conditions:

- 1) Cedar shingles, rather than lap siding, shall be installed and painted a color appropriate to the structure. The paint color shall be reviewed and approved by staff through a Minor Work COA;
- 2) The exterior brick shall remain unpainted;

Applicant Testimony

Mirna Pineda was sworn in.

Ms. Pineda said shingles can be used instead of lap siding if that is required.

She testified that the brick has been badly repaired, and is cracking. She would like to paint the brick to cover the cracking.

Commissioners commented that the damage was probably caused by the repairs being done using cement instead of the appropriate material. They advised Ms. Pineda that painting brick traps moisture that would cause it to continue to deteriorate, and that a better solution would be to repair the mortar. Grout stain was suggested as another possibility.

Public Comment

None.

Deliberation

Commissioners found no issue with the roof replacement. Wood shingles and planks are currently used in gables. Painting the brick will only mask problems, and will cause more to occur.

Findings of Fact

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-26-2022**

- 1) That **Mirna Pineda, agent for Brenda Jarvis, owner,** appeared before the Commission and sought a Certificate of Appropriateness for the property located at **922 Scales Street** and designated within the **Downtown** Local Historic District.
- 2) The proposed project is **not incongruous** as detailed in the application and staff finding numbers 1-3 and incorporated herein; no further evidence or testimony was provided.
- 3) The findings are subject to the 2 conditions recommended by staff and incorporated herein; as an additional condition, the wood in the gables may be painted or stained.”

Will James seconded the MOTION with all members present VOTING AYE (7-0)

Roll Call: Steve Cobb (AYE), Ellie Goodnow (AYE), Will James (AYE), Sue McHugh (AYE), Marcelo Menza (AYE), Jon Planovsky (AYE), Acey Worthy (AYE).

Action

Sue McHugh 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-26-2022** subject to the conditions detailed in the Findings of Fact.”

Will James seconded the MOTION with all members present VOTING AYE (7-0)

Roll Call: Steve Cobb (AYE), Ellie Goodnow (AYE), Will James (AYE), Sue McHugh (AYE), Marcelo Menza (AYE), Jon Planovsky (AYE), Acey Worthy (AYE).



**H-27-2022, 215 West Innes Street; City of Salisbury, Owner; Nick Aceves, Agent/Applicant  
(Parcel ID: 007 052)**

Request

Install lighting for an accessibility lift to the stage in the Bell Tower Green. The lift must have the light to pass state inspection.

Identification of Property

Emily Vanek made a staff presentation, including the COA history. The Bell Tower Green contains several contributing structures, built in the mid-late 19<sup>th</sup> century, representing Richardsonian Romanesque, Greek Revival, and Federal styles.

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 install a 16' metal pole with two lighting fixtures installed on either side to illuminate the accessibility lift to the stage. Standard 4.3.3 says to carefully locate light sources that do not indiscriminately illuminate areas and Standard 4.3.2 says to select unobtrusive light fixtures.

Staff Recommendations

Based on the preceding findings, staff recommends that the Commission approve H-27-2022 at Bell Tower Green park located at 215 West Innes Street, within the West Square Local Historic District (Parcel ID: 010 153).

Applicant Testimony

Nick Aceves was sworn in.

Mr. Aceves testified that this is the final step before state approval; the project will allow the Park to meet ADA regulations.

In response to questions from the Commission, Mr. Aceves said the lights will turn on only at night, similar to the other lights in the Park. The lights will contain 20 watt led bulbs that will face the lift.

Public Comment

None.

Deliberation

The Commissioners agreed this was a straightforward request, and meets the Local Historic Design Standards.

Findings of Fact

Ellie Goodnow 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-27-2022

- 1) That **Nick Aceves, agent for the City of Salisbury**, appeared before the Commission and sought a Certificate of Appropriateness for the property located at **215 West Innes 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; no additional evidence was provided.”

Seve Cobb seconded the MOTION with all members present VOTING AYE (7-0)

Roll Call: Steve Cobb (AYE), Ellie Goodnow (AYE), Will James (AYE), Sue McHugh (AYE), Marcelo Menza (AYE), Jon Planovsky (AYE), Acey Worthy (AYE).

#### Action

Ellie Goodnow 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-27-2022.**”

Sue McHugh seconded the MOTION with all members present VOTING AYE (7-0)

Roll Call: Steve Cobb (AYE), Ellie Goodnow (AYE), Will James (AYE), Sue McHugh (AYE), Marcelo Menza (AYE), Jon Planovsky (AYE), Acey Worthy (AYE).

**H-28-2022, 107 South Main Street; Hilderbran Inv. Properties, LLC, Owner; Marleigh Adams, Applicant/Agent (Parcel ID: 105 517)**

#### Request

Install signage and gooseneck lighting fixtures.

#### Identification of Property

Emily Vanek made a staff presentation, including the COA history. The building is classified “Non-Contributing” to the Downtown Local Historic District. It is a brick commercial building, built late 19<sup>th</sup> century.

#### 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 remove the existing awning and replace with signage. Beneath the awning, there are vertical wooden slats painted blue. The applicant has requested approval to replace with horizontal wooden slats to be painted black. The business’s signage would be installed on top of the horizontal slats. Standard 4.7.3 says to use tradition materials for new signage.

- 2) Above the proposed signage, the applicant has requested approval to install three gooseneck lighting fixtures. Standard 4.7.2 says to use lighting that is compatible with the historic character of the district.

#### Staff Recommendations

Based on the preceding findings, staff recommends that the Commission approve H-28-2022 at the commercial building located at 107 South Main Street, within the Downtown Local Historic District (Parcel ID: 105 517).

#### Applicant Testimony

Marleigh Adams was sworn in.

In response to questions from Commissioners, Ms. Adams said the lighting would be fastened to the wood siding, not the brick. She also clarified the location of the paint.

#### Public Comment

None.

#### Deliberation

Commissioners agreed the projects meets the Local Historic Design Standards, and clarified that the sign would be approved by Salisbury Development Services after this COA is approved.

#### Findings of Fact

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-28-2022**

- 1) That **Marleigh Adams, agent for Hildebran Investment Properties, LLC, owner,** appeared before the Commission and sought a Certificate of Appropriateness for the property located at **107 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 numbers 1-2 and incorporated herein.”

Marcel Menza seconded the MOTION with all members present VOTING AYE (7-0).

Roll Call: Steve Cobb (AYE), Ellie Goodnow (AYE), Will James (AYE), Sue McHugh (AYE), Marcelo Menza (AYE), Jon Planovsky (AYE), Acey Worthy (AYE).

#### Action

Sue McHugh 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-28-2022.**”

Marcel Menza seconded the MOTION with all members present VOTING AYE (7-0).

Roll Call: Steve Cobb (AYE), Ellie Goodnow (AYE), Will James (AYE), Sue McHugh (AYE), Marcelo Menza (AYE), Jon Planovsky (AYE), Acey Worthy (AYE).

**H-29-2022, 420 North Main Street; Farmers and Merchants Bank, Owner; Natalie Morgan, Applicant/Agent (Parcel ID: 011 063)**

Request

Renovation of second floor balcony.

Identification of Property

Emily Vanek made a staff presentation, including the COA history. The building is located in the Downtown Local Historic District. It is a brick commercial building, built in 1982.

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 renovate the second floor balcony. The applicant has proposed to shorten the balcony 1' 10' wide and reduce the width. The wooden rails would be replaced with iron rails, similar to the plaza behind the F&M Banks Headquarters. The proposed materials meet Standard 5.3.1.

Staff Recommendation

Based on the preceding findings, staff recommends that the Commission approve H-29-2022 at the commercial building located at 420 North Main Street, within the Downtown Local Historic District (Parcel ID: 011 063).

Applicant Testimony

Natalie Morgan was sworn in.

Ms. Morgan testified that the reasoning behind the request was as a solution to drainage issues, and to make the building safer for the public. The reduction in size will discourage public use of the balcony.

She responded to questions from Commissioners with an explanation that the old hardware will be cleaned up, and that the new iron rails will complement others found in the District.

Public Comment

None.

Deliberation

The Commissioners agreed that the materials, and design, follows the Local Historic Design Standards.

Findings of Fact

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-29-2022**

- 1) That **Natalie Morgan, agent for Farmers and Merchants Bank, owner,** appeared before the Commission and sought a Certificate of Appropriateness for the property located at **420 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 and incorporated herein; no additional evidence was provided.”

Will James seconded the MOTION with all members present VOTING AYE (7-0).

Roll Call: Steve Cobb (AYE), Ellie Goodnow (AYE), Will James (AYE), Sue McHugh (AYE), Marcelo Menza (AYE), Jon Planovsky (AYE), Acey Worthy (AYE).

Action

Sue McHugh 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-29-2022.**”

Will James seconded the MOTION with all members present VOTING AYE (7-0).

Roll Call: Steve Cobb (AYE), Ellie Goodnow (AYE), Will James (AYE), Sue McHugh (AYE), Marcelo Menza (AYE), Jon Planovsky (AYE), Acey Worthy (AYE).

**H-30-2022, 109 North Lee Street; New Sarum Holdings, LLC, Owner; Alyssa Nelson, Applicant/Agent (Parcel ID: 010 448)**

Request

Installation of a permanent sculpture.

Identification of Property

Emily Vanek made a staff presentation, including the COA history. The building is located in the Downtown Local Historic District. It is a brick commercial building, built in 1947.

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 the permanent installation of a 2021 Sculpture Show piece. The sculpture would remain at its current location. Standard 4.6.1 says that

artwork should be appropriately scaled for its location and Standard 4.6.6 says that artwork should be constructed of durable materials.

Staff Recommendation

Based on the preceding findings, staff recommends that the Commission approve H-30-2022 at the commercial building located at 109 North Lee Street, within the Downtown Local Historic District (Parcel ID: 010 448).

Applicant Testimony

Alyssa Nelson was sworn in.

Ms. Nelson testified that the sculpture was part of the 2021 Salisbury Sculpture Show, sponsored by the Public Arts Commission. They are very excited that New Sarum wants to purchase the sculpture for permanent display.

Public Comment

None.

Deliberation

The Commissioners agreed that the sculpture has become a favorite of people visiting the brewery, and that New Sarum becoming its permanent home is a positive thing for the community.

Findings of Fact

Marcel 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-30-2022**

- 1) That **Alyssa Nelson, agent for New Sarum Holdings, owner,** appeared before the Commission and sought a Certificate of Appropriateness for the property located at **109 North Lee 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; no additional evidence was provided.”

Ellie Goodnow seconded the MOTION with all members present VOTING AYE (7-0).

Roll Call: Steve Cobb (AYE), Ellie Goodnow (AYE), Will James (AYE), Sue McHugh (AYE), Marcelo Menza (AYE), Jon Planovsky (AYE), Acey Worthy (AYE).

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-30-2022.”

Steve Cobb seconded the MOTION with all members present VOTING AYE (7-0).

Roll Call: Steve Cobb (AYE), Ellie Goodnow (AYE), Will James (AYE), Sue McHugh (AYE), Marcelo Menza (AYE), Jon Planovsky (AYE), Acey Worthy (AYE).

## **OTHER BUSINESS**

### Minor Works Report

The Minor Works report was approved.

### Approval of Minutes

Sue McHugh made a motion to approve the April, 2022 minutes. It was seconded by Steve Cobb, and passed by voice vote.

Sue McHugh made a motion to approve the May, 2022 minutes. It was econded by Ellie Goodnow, and passed by voice vote.

### Quasi-Judicial Training

Ms. Vanek will send the Commissioners choices of dates to attend Quasi-Judicial training conducted by the City Attorney.

### Street Sign Toppers

Ms. Vanek displayed new street sign toppers that will designate the boundaries of each Local Historic District. They will be placed at each intersection, and will match the street signs. The Commission approved of the design.

### Newsletter

Ms. Vanek showed the Commission an example of the HPC newsletter. It will provide updates on cases and give information such as grants available, Commission members, the meeting schedule, and commission activity.

### Election of Commission Chair and Vice-Chair

In accordance with the HPC ordinance, the Commissioners held an election for Chair and Vice-Chair. Andrew Walker was elected to another term as Chair, and Ellie Goodnow was elected Vice-Chair.

## **ADJOURNMENT**

The meeting adjourned at 7:26 p.m. The next meeting will be held on Thursday, July 21, 2022.

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Jon Planovsky, Vice-Chair

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Jennifer Pfaff, Secretary