



**Minutes
March 14, 2024**

The City of Salisbury Historic Preservation Commission met in a regular session at 5:30 p.m. on Thursday, March 14, 2024, in Salisbury City Council Chambers, 217 South Main Street.

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

Absent: Ellie Goodnow, Larry Richardson

Staff Present: Hannah Jacobson, Jenni Pfaff, Emily Vanek

CALL TO ORDER AND INTRODUCTIONS

The meeting was called to order by the Chair, Sue McHugh, at 5:30 p.m.

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.

Emily Vanek was sworn in.

NEW CERTIFICATES OF APPROPRIATENESS

COA-2024-0001, 323 East Fisher Street, HSL Legacy Properties, LLC, Owner; Julian Hernandez, Applicant (Parcel ID: 010 339)

Withdrawn.

COA-2024-0022, 230 South Lee Street; City of Salisbury, Owner; Michael Cotilla, Applicant (Parcel ID: 106 585 and 106 584)

Request
Removal of retaining walls, trees; grading work.

Identification of Property

Emily Vanek made a staff presentation. The parcels are located within the Brooklyn-South Square Local Historic District.

Staff Presentation

Staff finds the following elements of the project to be partially incongruous with the character of the Brooklyn-South Square Local Historic District:

- 1) The applicant has requested approval to remove all retaining walls on the lots. The retaining walls are a mix of concrete, brick, and granite. Standard 4.4.2. says to retain historic wall material when possible. The walls are in a deteriorated condition and are at risk of collapse; some portions have been reinforced with metal poles. The granite in the retaining walls should be salvaged, if those portions of the wall are removed.
- 2) A total of eight trees are proposed for removal. Four trees are proposed for removal because of their proximity to the retaining walls or because of their health, and four are proposed for removal to facilitate grading. Standard 4.5.2. says to remove mature trees only on recommendation by an arborist and to replace removed trees. The City Arborist recommended the removal of the proposed trees because the root systems are causing damage to the walls, and if the walls are removed, the root systems will be damaged and will decline over time. The lot will be screened with several Nelly Hollies.

Staff Recommendation

Staff recommend that the commission approve COA02-2024-00021 at the City Office Building located at 132 North Main Street within the Downtown Local Historic District, subject to the following condition:

- 1) Granite in the retaining wall be salvaged to meet Standard 4.4.2.
- 2) A tree replacement plan be created and implemented for all eight trees with the City Arborist to meet Standard 4.5.2.

Applicant Testimony

Michael Cotilla was sworn in. Officer Cotilla added that the City would like to remove the driveway and steps leading to the house that was formerly on the property. It was demolished.

Officer Cotilla responded to questions:

- Any granite removed from the retaining wall can be stored for re-use.
- Currently, there are no long-term plans for development; it will remain a vacant lot. The requested work is for the purpose of public safety.
- The lot will remain open to Lee and Bank Streets. Nellie Hollies will be planted as a screen to the parking lot.

- Walls cannot be repaired.
- The steps are concrete.
- He clarified the location of replacement trees.

Public Comment

Clyde was sworn in. He lives across the street from the parcels, and opposes the removal of the wall, as well as the plan for replacement trees. He would like them to be replaced with like trees, as was done in the Bell Tower Green Park. With no tree canopy, the lights from City Hall will be an interference for him, as well as other neighbors. Clyde asked why he did not receive notice of the case, as he lives across the street.

Deliberation

The commission discussed the possibility of tabling vs. rejecting the application due to the fact that there was no formal landscape or wall replacement plan. Better information, including specifications of parking lot lighting was preferred. It was also noted that HPC standards require trees be replaced with a similar size.

Findings of Fact

Spencer Dixon 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 #**COA-2024-0022**

- 1) That **Michael Cotilla, agent for City of Salisbury, owner,** appeared before the Commission and sought a Certificate of Appropriateness for the property located at **226 and 230 South Lee Street** and designated within the **Brooklyn-South Square** Historic District
- 2) The proposed project is **incongruous** as detailed in the application and staff finding number 1-2 and incorporated herein; the hollies proposed as screen do not meet HPC standards. Clyde provided testimony in opposition the request.
- 3) The findings are subject to the two conditions recommended by staff and incorporated herein."

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

Action

Spencer Dixon made a MOTION, "I, therefore, move based on the testimony presented, the adopted Findings of Fact, and the adopted Local Historic Design Standards that the Commission: **Deny COA-2024-0022.**"

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

COA-2024-0011, 626 West Council Street, Momodou Sallah, Owner/Applicant (Parcel ID: 006 199)

Applicant not present.

COA-2024-0019, 209 South Ellis Street, Bob and Stephanie Potter, Owners/Applicants (Parcel ID: 010 033)

Request

Installation of front yard, free-standing lamp.

Identification of Property

Emily Vanek made a staff presentation, including COA history. The Wagoner House, built in 1880 in the Victorian style, is a “Contributing” structure within the West Square Local Historic 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 has requested approval to install a 7’ metal lamppost with glass panels in the front yard. Standard 4.3.1. says to introduce subtle lighting in residential area and Standard 4.3.2. says to select unobtrusive fixtures that are compatible with the building and the site. Short lampposts are common throughout the district and often have a design that are similar to the main building. The design of the proposed lamppost is compatible with the design of the black metal railings on the front porch. Standard 4.3.6. says to introduce directional lighting that avoids spilling onto other properties. The fixture is full cutoff.

Staff Recommendation

Based on the preceding findings, staff recommends that the Commission approve COA02-2024-00019 for the Wagoner House located at 209 South Ellis Street (Parcel ID: 010 033) designated within the West Square Local Historic District.

Applicant Testimony

Bob Potter was sworn in. They have selected a post and fixture almost identical to the one located at 229 West Bank Street. There will be 3 bulbs, maximum 15 watts each, of the LED simulated gas type.

Public Comment

None.

Deliberation

Members found the request very straightforward.

Findings of Fact

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 #COA-2024-0019,

- 1) That **Bob and Stephanie Potter, owners**, appeared before the Commission and sought a Certificate of Appropriateness for the property located at **209 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.”

Spencer Dixon seconded the MOTION with all members present VOTING AYE (7-0), via voice vote.

Action

Jeff Richen made a MOTION, “I, therefore, move based on the testimony presented, the adopted Findings of Fact, and the adopted Local Historic Design Standards that the Commission: **Approve COA-2024-0019** subject to any conditions detailed in the Findings of Fact.”

Spencer Dixon seconded the MOTION with all members present VOTING AYE (7-0), via voice vote.

COA-2024-0024, 111 South Main Street, Edmundo and Martha Sanchez, Owners; Brian Vanegas, Applicant (Parcel ID: 105 515)

Request

Painting over blue glazed brick with white.

Identification of Property

Emily Vanek made a staff presentation, including COA history. The Belk Harry building, built in 1957, is a standard commercial building. It is a “Non-Contributing” structure within the Downtown Local Historic District.

Staff Findings

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

- 1) The applicant has requested approval to paint the blue glazed brick on the front façade. Standard 3.9.2. says that it is not appropriate to paint unpainted walls that were historically not painted. Mid-century brick was often glazed with color during the manufacturing process for aesthetics.

Staff Recommendation

Based on the preceding findings, staff recommends that the commission deny COA02-2024-00024 at the Belk Harry Building at 111 South Main Street (Parcel ID: 105 515) within the Downtown Local Historic District.

Applicant Testimony

Brian Vanegas was sworn in. He explained that instead of painting, he would like to glaze the brick. During questioning and discussion with the commission, it was determined that Mr. Vanegas misunderstood the glazing process that was initially used on the building; today, glazing is a coating as opposed to the firing process used when the structure was built. In order to preserve the historic nature of the building, painting/glazing, if allowed, would be an expensive, lengthy, and tedious process.

Mr. Vanegas decided to retract his application, and return with another COA.

OTHER BUSINESS

Committee Reports

- The Landmark Committee will schedule a meeting in March.
- The Grants Committee needs to meet before July to review guidelines.
- The Cultural Preservation Committee – Emily is waiting for a grant to open up before scheduling a meeting.

Minor Works Report

Prior to approval of the report, Members had a discussion regarding large tree removal. They were confused as to why this was a minor work, and if it were possible to elevate it to HPC approval. Staff replied that the standards would need to be amended in order to do that, which would require City Council approval. Members would like to receive a more detailed report, possibly from the City Arborist. Sue McHugh would like to visit with the Tree Board to learn more about how they plan to manage the City's tree canopy; especially in the historic districts, since they are aging out.

Spencer Dixon made a motion to approve the report as written, Jon Planovsky seconded the motion; all members present voted AYE via voice vote.

Approval of Minutes

Jon Planovsky made a motion to approve the February, 2024 minutes as written. Spencer Dixon seconded the motion. All members present voted AYE via voice vote.

Subdivision Discussion

Emily Vanek spoke with Victoria Bailiff, Senior Planner in Land and Development Services, to understand the subdivision process. Historic Districts are zoned HR, and subdivisions are subject to infill standards. They must match minimum lot width, but not depth. Ms. Bailiff said they can look into text amendments for HR zones in order to adjust depth and lot size requirements.

Members questioned why the LDO overrides the HR overlay, as it makes it impossible to apply HPC standards to new construction.

HPO Training in Salisbury

Ms. Vanek would like to schedule training through SHPO, and asked what topics were of interest. An initial list:

- Subdivisions

- Replacement materials
- Energy efficiency
- State standards
- Quasi-judicial training (through city or another avenue)

Sue McHugh thanked Steve Cobb and Jon Planovsky, whose terms have ended for their service and valuable contributions to the HPC.

Two new members are joining the board.

ADJOURNMENT

The meeting adjourned at: 7:18 p.m. The next meeting will be held on Thursday, April 11, 2024, in Council Chambers at Salisbury City Hall, 217 South Main Street.

DocuSigned by:

Sue McHugh

Sue McHugh, Chair

Jennifer Pfaff
Jennifer Pfaff, Secretary

