



Meeting Minutes for December 13, 2022

The Burlington Historic Preservation Commission met on Tuesday, December 13, 2022, at 7:00 PM. All staff and applicants presenting at this meeting were sworn to tell the truth to the best of their ability. The meeting may be viewed online via YouTube's Playlist, "Historic Preservation Commission Meetings:"

https://www.youtube.com/playlist?list=PLX2Do5DiQXjze1mDyBLhHd_eJ4ov89fPU

Members Present:

Brian Pennington, Chair
Russ Vandermass-Peeler, Vice-Chair
Vernon Hess
Wendy Geise
Michael Williams
Kristina Meinking

Members Absent:

Christina Benson

Staff Present:

Jamie Lawson, AICP, CZO, Planning Director
Brianna Smith, Planning Office Manager

I. Call Meeting to Order

Mr. Brian Pennington, Chair called the meeting to order at 7:01 PM.

Mr. Pennington stated that Commission Member Ms. Christina Benson requested an excused absence due to sickness.

Ms. Kristina Meinking, Member, made a motion to excuse Ms. Christina Benson from the meeting.

Ms. Wendy Geiss seconded the motion.

All were in favor.

II. Oath of Office for HPC Members

Oaths of Office were administered by Ms. Brianna Smith, Notary Public and Planning Office Manager.

Ms. Wendy Geise and Ms. Kristina Meinking were sworn in as existing Historic Preservation Commission Members.

Mr. Michael Williams was sworn in as a new Historic Preservation Commission Member.

III. Approval of Previous Minutes

Mr. Vernon Hess, Member, made a motion to approve the October 11, 2022 meeting minutes.

Mr. Russ Vandermass-Peeler, Vice-Chair, seconded the motion.

All were in favor

IV. Applications for Major Certificates of Appropriateness

ITEM 1: HD-22-051: A request by Ms. Carol Lehman to remove awnings at 419 Fountain Place, PID 126035. The property is located in the Medium Density Residential (MDR) and in the Local Historic Overlay (LHO) District.

Ms. Jamie Lawson swore to tell the truth to the best of her ability.

Ms. Jamie Lawson, Planning Director, stated that the item had been placed on the agenda in precaution, due to the applicant being unsure if the awnings were original to the home. Ms. Lawson stated that the Applicant, Ms. Carol Lehman, requested to continue her item to the January or February meeting due to additional information she may learn from a relative of the prior owner. Ms. Lawson also stated that if it was found that the awnings were not original, the request would be withdrawn.

MOTION:

Ms. Geise made a motion to carry Ms. Carol Lehman's item until either the January 10th or February 14th, 2023 Commission Meeting.

Mr. Michael Williams, Member, seconded the motion.

All were in favor. Item was carried to the January 10th or February 14th 2023 Commission Meeting.

ITEM 2: HD-22-052: A request by Mr. Stanley Haithcock on behalf of Mr. Ray Warren to install two 9-foot steel doors with glass top panels and one walk-in door with glass panels in the garage at 518 Fountain Place, PID 125531. The property is located in the Medium Density Residential (MDR) and in the Local Historic Overlay (LHO) District.

Ms. Jamie Lawson swore to tell the truth to the best of her ability.

Ms. Lawson gave a brief overview of the proposed project by the applicant and stated that the findings of fact were included in the packet for the commission to review.

Ms. Lawson stated that she and Mr. Pennington, Chair, had reviewed the national registry and found no mention of the outbuilding on the registry.

Mr. Pennington called for any conflicts of interest. There were none amongst the commissioners.

Mr. Stanley Haithcock and Mr. Ray Warren affirmed to tell the truth to the best of their ability.

Mr. Haithcock gave an overview of the garage and what the owner, Mr. Ray Warren, had planned to do. Mr. Haithcock gave information about the doors included in the packet for the garage.

Ms. Lawson inquired what materials the garage doors were going to be. Mr. Haithcock responded that the doors were going to be 3 separate panels of metal with transient lights.

Ms. Lawson inquired if there were similar doors within the area that Mr. Warren's home was in. Mr. Haithcock responded that he was not aware of any similar doors in the area.

Mr. Michael Williams, member inquired if the doors were solid and if there were plans to add lighting. Mr. Haithcock affirmed that it would be solid and that there would be lights in the top panel.

Mr. Haithcock stated that the panels in the proposed doors shown were beaded panel doors instead of a raised or flat panel door.

Mr. Haithcock indicated that they were adding a panel to have the door match the garage doors and make them the same height.

Mr. Haithcock stated that the reason Mr. Warren is updating the garage is that there is currently three garage doors and Mr. Warren is changing it to two bigger garage doors and a small walk-in door.

Mr. Williams inquired if the garage was staying the same size. Mr. Haithcock affirmed that the building was staying the same and only the doors were changing.

Ms. Geise inquired if there was going to be any lights on the garage. Mr. Haithcock affirmed that there would be and indicated where on the garage.

Mr. Geise stated that she felt the location of the smaller door on the front of the garage and inquired if Mr. Warren had considered putting the door on the side of the garage instead of the front. Mr. Haithcock stated that due to the landscape around the garage that they were unable to put it on the side.

Ms. Geise inquired about the mullions and if they were glass or plastic. Mr. Haithcock responded that it was a plastic insert.

Ms. Geise inquired about the age of the home. Mr. Haithcock stated that it was built in 1923.

Ms. Geise stated that she would want to keep the garage in style with the home and still had concerns about the doors to the garage not keeping with the style of the home, even with the understanding that the garage is not an original structure.

Mr. Warren stated that the small door they are wanting to install is also on installed on the back of their home and believes that it is original with the addition of the window insert.

Ms. Geise inquired if the garage would be visible from the street. Mr. Haithcock confirmed that it would be visible.

Ms. Geise inquired about any exterior lighting. Mr. Haithcock stated there would be similar lighting to the photos included.

Mr. Pennington stated that the outbuilding was not listed on the national registry when the historic district was created. Mr. Pennington inquired if Mr. Warren or Mr. Haithcock knew when the garage was built. Mr. Haithcock responded that they were unsure but that there was a brick servants quarters behind the garage itself that may or may not be on the registry. Mr. Haithcock stated that his best guess was that it was built in the 1940s.

Mr. Vernon Hess, Member, stated that he drove by the property last week and he believed that it would be a visual improvement to the neighborhood.

Mr. Hess inquired if any of the neighbors had made any comments. Ms. Lawson stated that staff had not received any comments.

Public Comments:

There were no public comments.

Findings of Fact:

The following findings of facts were included in the staff report as part of the application:

Design Standards for Existing Outbuildings:

1. Preserve and maintain outbuildings that contribute to the overall character of the property and/or broader historic area. Outbuildings that are less than 50 years old are typically not considered significant.
2. Replace only the deteriorated portion of a feature or element of a historic outbuilding if it must be replaced. The replaced portions shall match the original in design, scale, size, color, texture, and material. If an original garage door is removed, it should be stored for future use.
3. Features and details shall not be introduced to historic outbuildings that create a false sense of history.

Staff Recommendation:

Ms. Lawson stated that staff is recommending approval of the request by Mr. Stanley Haithcock on behalf of Mr. Ray Warren to install two 9-foot steel doors with glass top panels and one walk-in door with glass panels in the garage.

Motion:

Ms. Kristina Meinking made a motion to approve the findings of fact as found in the agenda.

Mr. Vernon Hess seconded the motion.

All were in favor.

Ms. Meinking inquired about distinguishing factors of the garage being limited to the arched windows. Mr. Pennington confirmed that was the only distinguishing factor.

Ms. Lawson inquired about the choice of an arched window versus a straight window. Mr. Warren stated that the choice was simply a style choice. Ms. Geise clarified that it was called a "sunrise" window.

Mr. Pennington stated that a straight across window would more closely match the home. Ms. Lawson agreed that straight across would help make it flow better between the three doors. Ms. Meinking stated that the straight across would help the garage stay consistent.

Ms. Meinking made a motion to approve the submitted application with the modification that the light windows installed have a horizontal pattern instead of an arched pattern.

Mr. Williams seconded the motion

All were in favor.

Ms. Lawson inquired about the lighting on the front of the garage. Mr. Warren stated it had not been chosen yet. Mr. Haithcock stated that after the meeting he would get the lighting options from the garage door manufacturers and bring in the chosen light fixture. Ms. Lawson stated that Mr. Haithcock could bring in or email a pdf. of the chosen light fixture to her, and not have to go through the commission.

ITEM 3: HD-22-053: A request by Mr. and Ms. Wilson to install new trim siding and new wood clad windows on the exterior of the home at 801 & 803 West Davis St, PID 125581. The property is located in the Medium Density Residential (MDR) and in the Local Historic Overlay (LHO) District.

Ms. Jamie Lawson swore to tell the truth to the best of her ability.

Mr. & Mrs. Wilson were not present at the meeting. Staff attempted multiple times to contact applicants during the meeting.

Ms. Lawson stated that the home was built in the 1980's and the style was intrusive to the area.

Mr. Pennington inquired if the commission could vote on the application without the applicants present. Ms. Lawson stated that it was not recommended due to the burden of proof being on the applicant.

Motion:

Mr. Williams made a motion to carry Mr. & Mrs. Wilson's item until either the January 10th or February 14th, 2023 Commission Meeting.

Ms. Geise seconded the motion.

All were in favor. Item was carried to the January 10th or February 14th 2023 Commission Meeting.

V. New Business

There was no new business.

VI. Other Business

- a. Approval of 2023 Historic Preservation Meeting Dates
Ms. Lawson showed the commission the proposed dates for the 2023 Historic Preservation Meeting Dates. All commissioners were in favor of accepting the proposed meeting dates.
- b. Minor Certificates of Appropriateness.
Ms. Lawson gave brief overviews of each minor COAs that had been recently approved that were included in the Historic Preservation Commission's packet.
- c. Postcard
Ms. Lawson gave the commission an update about the Local Historic Overlay District Design Standards Post Card that is being sent out. This post card will update anyone who lives or own a home in the Historic District about the Design Standards. Ms. Lawson stated that if any of the commissioners wanted copies to hand out to neighbors to ask for them.
- d. CLG Training
Ms. Lawson reminded the commission members of the ongoing requirement to complete trainings. Ms. Lawson stated that no new trainings had been posted since the December 2nd training that Mr. Vernon Hess and Mr. Michael Williams attended. Mr. Pennington stated that there was a lot of online trainings available if any of the commissioners were interested.
- e. Fee Schedule
Ms. Lawson gave a brief update of the updated Fee Schedule. The fee schedule was accepted by City Council. Ms. Lawson stated that the main change to the commission is that there is now a \$100 fee for a Major Certificate of Appropriateness applications. There has historically not been a charge for Major COA's. There was a brief discussion of the fee and what it would mean moving forward. The fee is a one-time charge, and you can add to the application without being charged. Ms. Lawson stated that if there was a lot of concerns about the fee, it could be requested to be amended. Ms. Lawson also detailed other applications that now have a fee attached.

f. Aurora Cotton Mill Update

Ms. Lawson stated that the item was still going through Technical Review Committee Review and hoped to have it finalized soon. The item will be coming before the Historic Preservation Commission, as well as Planning and Zoning and City Council. Changes will be focused on the inside, changing the property from a mill to apartments.

g. Holiday Party

Ms. Lawson mentioned the Planning Department Boards & Commissions Holiday Party to be held on December 14th, 2022 from 6-8:30pm. Ms. Lawson notified commissioners to come out and enjoy appetizers and meet fellow commission members.

VII. Discussion

There was a brief discussion of the upcoming January meeting. Mr. Brian Pennington, Mr. Vandermass-Russ Peeler, and Ms. Christina Benson will be absent from the meeting.

Mr. Pennington requested Ms. Meinking to act as chair during his absence at the January meeting. Ms. Meinking accepted and will act as chair at January 10th, 2023.

There was a brief discussion about the first public event for the Denzel Carousel in Burlington's City Park on December 22, 2022 at 4:30pm. The refurbishing project went through the Historic Preservation Commission multiple times. Ms. Lawson detailed the many upgrades to the project.

VIII. Adjournment

Mr. Hess made a motion to adjourn.

Ms. Meinking seconded the motion.

All were in favor. Meeting adjourned at 7:46pm.