

## **Historic Preservation Commission Minutes**

The City of Mount Airy Historic Preservation Commission held their meeting on Wednesday, February 20, 2013, at 5:30 PM in the Downstairs Conference Room of the Municipal Building.

Members Present: Mary Fawcett, Amanda Yarboro, Barbara Oliver, Shelby King, Earlene McHone, Betty Wright, Glenda Creech, John Collins

Members Absent: Steve Talley

Staff Present: Andy Goodall Jr., Emily Hines

### ***Call to Order***

Chairwoman Fawcett called the meeting to order at 5:30 p.m.

### ***Approval of Minutes***

Emily Hines stated that the minutes from the January meeting had not been prepared yet but would be available at a future meeting.

### ***Old Business***

Emily Hines presented recommended changes to the Historic Landmarks and Preservation Overlay District, Rules of Procedure and Design Guidelines per the State Historic Preservation Office (SHPO).

Emily Hines went over an email that Rob Crawford from SHPO sent, with the proposed recommended changes. Board members also took part in reviewing the recommendations and looking at what needed to be revised.

After a lengthy, detailed discussion on the Rules of Procedure and Design Guidelines to be corrected or removed, Barbara Oliver made a motion that the new guidelines be adopted, Amanda Yarboro seconded. Vote was unanimous.

Amanda Yarboro made a motion to make the proposed/ recommended changes to the Historic District section of the City zoning ordinance. Betty Wright seconded the motion. Vote was unanimous.

### ***New Business***

#### **Presentation to John Kidwell**

Amanda Yarboro presented (on behalf of Carol Burke) a framed copy of the news article about the Historic Dr. Baird's House to John Kidwell, contractor that is currently restoring the historic property.

### Update on the Historic Satterfield House

Shelby King gave the commission an update on the Satterfield House. Wiring is currently in progress. Once an oven hood is installed, Shelby stated that work would proceed. Shelby also mentioned that Carol Burke, a board member for the Satterfield House, met with a representative of the Governor's office. The purpose of the meeting was to obtain recognition of the property as a North Carolina cultural historic site. The representative wanted an itemized cost report on the renovation of the property. A contractor was able to provide that information to Shelby.

Shelby King also presented drawings and potential improvements to the house and what is currently being done. John Kidwell spoke on behalf of the Satterfield project and stated that the main issue was money and the main culprit as to why the project has been delayed. Shelby presented a letter from the Sandy Level Community Foundation to the commission asking for support of the Satterfield House to be a potential cultural heritage site. A member of the Sandy Level foundation will go before the Board of Commissioners to obtain a resolution offering their support. Amanda made a motion that the Historic Commission will give their support in the designation of the Satterfield House. Betty seconded the motion. Vote was unanimous.

Carol Burke went to the State Conference in the absence of Betty Wright. Amanda spoke on her behalf and gave a brief overview of what was covered at the conference.

A discussion of trees was also brought up and what the commission could do in restricting the cutting of trees. It was mentioned about the possibility of a tree ordinance being adopted.

### ***Adjournment***

The meeting was adjourned at 6:43 p.m. on February 20, 2013, by a motion made by Betty Wright with a second by John Collins. The vote was unanimous.

## **Historic Preservation Commission Minutes**

The City of Mount Airy Historic Preservation Commission held their meeting on Wednesday, June 19, 2013, at 5:30 PM in the Downstairs Conference Room of the Municipal Building.

Members Present: Mary Fawcett, Glenda Creech, John Collins, Amanda Yarboro, Shelby King

Members Absent: Barbara Oliver, Steve Talley, Betty Wright, Earlene McHone

Staff Present: Andy Goodall Jr., Jessica East, Michella Huff

### ***Call to Order***

Chairwoman Fawcett called the meeting to order at 5:30 p.m.

### ***Determination of a Quorum***

With (5) members present, Chairwoman Fawcett determined there was a quorum.

### ***Approval of Minutes***

Glenda Creech made a motion to approve the minutes. Amanda seconded the motion. The vote was unanimous. Chairwoman Fawcett asked about minutes for the January 16<sup>th</sup> meeting, that they would be available at a later meeting. We hope to have minutes of the January 16<sup>th</sup> meeting at next meeting.

### ***Approval of Agenda***

John Collins made a motion to approve the agenda. Amanda seconded the motion. The vote was unanimous.

### ***New Business***

Adoption of Design Guidelines

It had been brought to Staff's attention that the Design Guidelines that were amended in 2010 were never officially adopted by the Commission. Staff would like to take this opportunity for the Commission to review the Guidelines and officially adopt them. Amanda Yarboro suggested that she would edit and revise the guidelines. Then staff would reprint the updated guidelines.

Amanda Yarboro also brought up about going back and following up on things that had been permitted and make sure they are allowed in the Historic District. Andy Goodall mentioned that is why people have to check with the Planning Department before they do any work, to make sure it's permitted. Glenda Creech stated there were some properties that had come before the commission and haven't proceeded to do any work or replant trees. Andy Goodall stated that if the commission could compile a list of properties that were possibly in violation, staff would go back and check files to see.

The adoption of the guidelines will be tabled to the next meeting and possibly be adopted then.

***Certificate of Appropriateness Hearings***  
*142 Worth Street (Removal of (2) trees)*

Jessica East presented the Certificate of Appropriateness request for the removal of trees. Mr. Dennis Kennedy is requesting to remove 2 trees on his property. One of the trees in particular is posing a threat and danger to falling on his house. Michella Huff, Landscape Supervisor sent an email stating that she wouldn't recommend topping the trees. She suggested cutting the tree completely down and not just trimming.

Mr. Kennedy also said that he wants to cut an additional tree that is between his property and his neighbors'. The additional tree was added to the certificate of appropriateness in order for this to be done. Mr. Kennedy plans to replace with a Leland Cypress on right side adjoining neighboring property owner.

John Collins made a motion to find as a fact that the proposed project to remove (3) trees, if done according to the plans submitted on May 15, 2013, and approved by this Commission on June 19, 2013 is not incongruous with the character of the district, for the reasons that are generally in harmony with the character of the adjoining properties and the historic district. The neighboring property owner is required to sign the Certificate of Appropriateness giving permission to cut down the tree that adjoins Mr. Kennedy's property. Mr. Kennedy is al

Shelby seconded the motion. Vote aye – John Collins, Shelby King, Mary Fawcett; Vote nay – Amanda Yarboro, Glenda Creech

John Collins made a motion based on the preceding findings of fact, I move that the Historic Preservation Commission grant a Certificate of Appropriateness to Dennis Kennedy for the removal of 3 trees with the conditions specified in the findings of fact.

Shelby seconded the motion. Vote aye – John Collins, Shelby King, Mary Fawcett; Vote nay – Amanda Yarboro, Glenda Creech

***New Business***

***Acquisition of SHPO records for Mount Airy***

The State Historic Preservation Office wants Mount Airy to have the same files that they have on record in their office. Andy Goodall stated that there will need to be some volunteers to go down to Raleigh and scan the records. It may take more than 1 trip to get it complete.

Amanda Yarboro offered to undertake this task while she is down that way for her job.

***Budget***

Andy stated that the budget was approved and the Historic Commission was able to get some travel money appropriated for the State Conference.

### *Tree Ordinance*

Amanda Yarboro wants the Commission to possibly adopt a Tree Ordinance for Mount Airy in conjunction with Duke Energy. She said she did some research and looked into Mecklenburg County and the City of Charlotte's procedures.

Michella Huff stated that they ask Duke Energy to provide a press release in advance before commencing to cut trees on residential properties. They are also supposed to leave door hangers for residents if they aren't home or available for them to contact Duke Energy. Michella feels that Mount Airy doesn't need a tree ordinance right now. She also stated that the Appearance Commission would be behind the Historic Commission in getting something done to educate more people about tree topping. Duke Energy would be willing to come in and discuss what options there are and what trees could be planted in the appropriate locations near right of ways.

### *Code Violation Reporting Form*

Amanda came up with a Code Violation Reporting Form. She included all aspects of violations not just Historic Preservation. She stated she based the form on what other cities have done. She said she knew it would need to be looked at before being approved to use.

### ***Adjournment***

The meeting was adjourned at 6:35 p.m. on June 19, 2013, by a motion made by Amanda Yarboro with a second by Glenda Creech. The vote was unanimous.

## **Historic Preservation Commission Minutes**

The City of Mount Airy Historic Preservation Commission held their meeting on Wednesday, August 21, 2013, at 5:30 PM in the Downstairs Conference Room of the Municipal Building.

Members Present:

Members Absent:

Staff Present:            Andy Goodall Jr., Jessica East

### ***Call to Order***

Chairwoman Fawcett called the meeting to order at 5:30 p.m.

### ***Determination of a Quorum***

With (    ) members present, Chairwoman Fawcett determined there was a quorum.

### ***Nomination & Election of Chairman***

### ***Nomination & Election of Vice-Chairman***

### ***Approval of Minutes***

\_\_\_\_\_ made a motion to approve the minutes of the July 17<sup>th</sup> meeting. \_\_\_\_\_ seconded the motion. The vote was unanimous.

### ***Approval of Agenda***

\_\_\_\_\_ made a motion to approve the agenda. \_\_\_\_\_ seconded the motion. The vote was unanimous.

### ***New Business***

### ***Other Business***

***Adjournment***

The meeting was adjourned at \_\_\_\_\_ p.m. on August 21, 2013, by a motion made by \_\_\_\_\_ with a second by \_\_\_\_\_. The vote was unanimous.

## **Historic Preservation Commission Minutes**

The City of Mount Airy Historic Preservation Commission held their meeting on Wednesday, August 21, 2013, at 5:30 PM in the Downstairs Conference Room of the Municipal Building.

Members Present: John Collins, Betty Wright, Shelby King, Mary Planer, Amanda Yarboro, Glenda Creech, Barbara Oliver

Members Absent: Steve Talley, Mary Fawcett

Staff Present: Andy Goodall Jr., Jessica East

### ***Call to Order***

Vice Chairman Collins called the meeting to order at 5:30 p.m.

### ***Determination of a Quorum***

With (7) members present, Vice Chairman Collins determined there was a quorum.

### ***Nomination & Election of Chairman***

Mary Fawcett nominated as Chairman by Amanda Yarboro.

Mary Planer made a motion to elect Mary Fawcett.

### ***Nomination & Election of Vice-Chairman***

John Collins nominated as Vice Chairman by Barbara Oliver; John said that he needed to reduce a few obligations. Then Barbara Oliver nominated Amanda Yarboro.

Betty Wright made a motion to elect Amanda Yarboro, all in favor.

### ***Approval of Minutes***

Betty Wright made a motion to approve the minutes of the July 17<sup>th</sup> meeting as written. Barbara Oliver seconded the motion. The vote was unanimous.

### ***Approval of Agenda***

Amanda Yarboro made a motion to approve the agenda. Betty Wright seconded the motion. The vote was unanimous.

### ***New Business***

#### ***Certificate of Appropriateness for 302 Cherry Street, Douglas and Amanda Yarboro***

For the removal of 2 pin oaks, remove 3 storm damaged trees, remove maple tree growing inside of crepe myrtle in back, trim 2 crepe myrtles, enlarge driveway, and remove 4 boxwoods and 4 nandinas and plant privacy hedge to replace trees removed trees.

Barbara Oliver stated that the requests that Amanda brought to the commission didn't really need to be brought before them, unless the trees were healthy and in good condition. Amanda stated that she presented her request basically for the driveway improvement. Amanda said she was open to suggestions as to what type of privacy hedge to plant.

Barbara Oliver made a motion to move that the Preservation Commission find as a fact that the proposed project to trim 2 pin oaks, remove 3 storm damaged trees, remove maple tree growing inside of crepe myrtle in rear, trim 2 crepe myrtles, enlarge driveway, remove 4 boxwoods and 4 nandinas and plant privacy hedge to replace trees removed if done according to the plans submitted on August 8, 2013, and approved by this Commission on August 21, 2013, is not incongruous with the character of the district, for the reason that the general form and proportion and apparent features are generally in harmony with the character of the adjoining properties and the historic district. Betty Wright seconded the motion. Vote was unanimous. Amanda Yarboro recused herself from voting on this item.

Barbara made a motion that a Certificate of Appropriateness be granted to Douglas and Amanda Yarboro. Glenda Creech seconded the motion. Vote was unanimous.

### ***Other Business***

The Annual Historic Preservation Conference is scheduled for October 2-5. Amanda and her husband are planning to attend. The conference will be in Edenton. There is a schedule of activities for Wed. – Sat. Amanda went over the schedule for each day's planned activities. Deadline for registration for the conference is September 25<sup>th</sup>. Those interested in going to the conference can decide by next month's meeting.

Glenda Creech asked Amanda Yarboro about archiving the records for Mount Airy in Raleigh. Amanda stated that they wouldn't allow anyone in the building after hours so she will have to arrange when she can make it down there during operating hours.

Andy Goodall discussed the status of the CLG application. There were some issues with the application sent in. An official letter will be forthcoming outlining what corrections need to be made.

### ***Adjournment***

The meeting was adjourned at 6:15 p.m. on August 21, 2013, by a motion made by Betty Wright with a second by Amanda Yarboro. The vote was unanimous.

## **Historic Preservation Commission Minutes**

The City of Mount Airy Historic Preservation Commission held their meeting on Wednesday, September 18, 2013, at 5:30 PM in the Downstairs Conference Room of the Municipal Building.

Members Present: Mary Fawcett, Mary Planer, Betty Wright, Shelby King, Amanda Yarboro

Members Absent: Glenda Creech, Barbara Oliver, John Collins, Steve Talley

Staff Present: Jessica East

### ***Call to Order***

Chairwoman Fawcett called the meeting to order at 5:30 p.m.

### ***Determination of a Quorum***

With 5 members present, Chairwoman Fawcett determined there was a quorum.

### ***Approval of Minutes***

Betty Wright made a motion to approve the minutes of the August 21st meeting as written. Shelby King seconded the motion. The vote was unanimous.

### ***Approval of Agenda***

Amanda Yarboro made a motion to approve the agenda. Betty Wright seconded the motion. The vote was unanimous.

### ***New Business***

At the June 19th, 2013 Historic Preservation Commission (HPC) meeting, it was suggested that the *Design Guidelines* include language that addresses previous work done to a property without a Certificate of Appropriateness (CoA) and how that work should be brought into compliance before any additional CoAs are approved by the HPC. The text has been added to Page 12 of the *Design Guidelines* in the Appeals and Compliance Section (1.3.2).

The following text will be added:

*Previous acts of noncompliance with the Design Guidelines must be brought into compliance at the time of renovation, replacement or repair of the property, if not before, and requires a Certificate of Appropriateness. Previous acts of non-enforcement of the Code of Ordinances and/or Design Guidelines does not preclude current enforcement for ongoing violations and noncompliance.*

Amanda Yarboro made a motion to approve the amendment to the design guidelines. Shelby King seconded the motion. The vote was unanimous.

***Other Business***

Amanda Yarboro will be attending this year's State Preservation Conference and she asked the other members if anyone else was interested in going to the conference which will be held in October in Edenton. At this time no one else is planning to attend.

Amanda also brought up about using the remaining budget to purchase an external hard drive to use it to store Mount Airy's files from the state offices.

***Adjournment***

The meeting was adjourned at 5: 36 p.m. on September 18, 2013, by a motion made by Betty Wright with a second by Shelby King. The vote was unanimous.

## **Historic Preservation Commission Minutes**

The City of Mount Airy Historic Preservation Commission held their meeting on Wednesday, November 20, 2013, at 5:30 PM in the Downstairs Conference Room of the Municipal Building.

Members Present: Mary Fawcett, Mary Planer, Betty Wright, Shelby King, Amanda Yarboro, John Collins, Glenda Creech

Members Absent: Barbara Oliver, Steve Talley

Staff Present: Andy Goodall

### ***Call to Order***

Chairwoman Fawcett called the meeting to order at 5:32 p.m.

### ***Determination of a Quorum***

With 7 members present, Chairwoman Fawcett determined there was a quorum.

### ***Approval of Minutes***

Betty Wright made a motion to approve the minutes of the September 18<sup>th</sup> meeting as written. Amanda Yarboro seconded the motion. The vote was unanimous.

### ***Approval of Agenda***

Amanda Yarboro made a motion to approve the agenda. Shelby King seconded the motion. The vote was unanimous.

### ***New Business***

Amanda Yarboro gave a brief update on the State Conference that was held in Edenton. She stated the houses there were very nice and had been restored nicely. She mentioned a topic that was discussed which was dendrology, which is used to determine the age of a tree and a structure. Flood Impact issues were discussed and how historic property can be potentially affected. Historic renovations were discussed and options that buyers of historical properties might be able to take advantage of. Tax credits are being reviewed since there have been issues with the IRS. There is training available for commissions if anyone is interested in taking part. The State Historic Preservation Conference for next year is scheduled to be in Raleigh.

Planning Director Andy Goodall stated that there is more work to complete on the CLG (Certified Local Government) application. Andy stated he was not sure if going through the application process would be beneficial or if there is even any funding available. There are more changes to be made with the ordinance and the rules of procedure even after it has been reviewed by the commission once and changes made initially. There are 3 pages of changes to be made to the Historic Commission Rules of Procedure and the Zoning Ordinance. The ordinance will not be brought back to the Historic Commission for the sake of time but sent

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directly to the Board of Commissioners per Andy. Amanda Yarboro and Andy Goodall will work together in finalizing the CLG application.

***Adjournment***

The meeting was adjourned at 5:50 p.m. on November 20, 2013, by a motion made by Betty Wright with a second by Glenda Creech. The vote was unanimous.