

## **Historic Preservation Commission Minutes**

The City of Mount Airy Historic Preservation Commission held their regular meeting on Wednesday, August 19<sup>th</sup>, 2015 at 5:30 PM in the Downstairs Conference Room of the Municipal Building.

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

Members Absent: John Kidwell, Betty Wright

Staff Present: Julian Griffiee

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

Chairwoman Mary Fawcett called the meeting to order at 5:30PM.

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

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

### ***Officer Elections***

Chairwoman Fawcett asked the commission for any nominations for a new Chairman. Vice Chairwoman Amanda Yarboro nominated Mary Fawcett. All members voted in favor of the nomination and Chairwoman closed the nominations for Chairman. Chairwoman Fawcett then moved on, taking nominations for Vice Chairman. Barbara Oliver nominated Vice Chairwoman Amanda Yarboro to be Vice Chairwoman for another term. The motion carried with all members voting in favor.

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

Amanda Yarboro made a motion to approve the minutes of the June 17<sup>th</sup>, 2015 meeting as written. Barbara Oliver seconded the motion. The vote was approved (7-0) unanimously.

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

Mary Planer made a motion to approve the agenda. Bobbie Collins seconded the motion. The vote was approved (7-0) unanimously.

### ***New Business***

#### ***Prior Discussions***

Vice Chairwoman Amanda Yarboro wanted to bring attention to the Commission in regard to her neighbor, Daniel Fazzioli wanting to remove a tree damaged in a storm in the week prior. Planner Julian Griffiee suggested having Mr. Fazzioli call the Planning Department and discuss with him personally.

#### ***CLG Application Update***

Planner Julian Griffiee made sure that all members of the Commission received the letter from the Department of the Interior. Julian Griffiee also mentioned that that letter is all the Planning Department has received from the CLG. Members inquired about when the City can begin asking for grants from the CLG. Julian Griffiee stated he would find out. Members also

recognized Vice Chairwoman Amanda Yarboro and Planning Director Andy Goodall in all the work they did to get the CLG certification.

*2015 NC Preservation Conference*

Members conversed on who was planning and who was not planning on attending the 2015 NC Preservation Conference in Salisbury. Bobbie Collins and Barbara Oliver both expressed interest in attending the Conference.

***Adjournment***

Vice Chairwoman Amanda Yarboro made a motion to adjourn. Mary Planer seconded the motion. The vote was approved (7-0) unanimously. The Commission adjourned at 5:45PM.

## **Historic Preservation Commission Minutes**

The City of Mount Airy Historic Preservation Commission held their regular meeting on Wednesday, December 16<sup>th</sup>, 2015 at 5:30 PM in the Downstairs Conference Room of the Municipal Building.

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

*Members Absent:* Mary Fawcett, Barbara Oliver

*Staff Present:* Julian Griffiee

*Guest(s):* Mary Boyles

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

Vice Chairwoman Amanda Yarboro called the meeting to order at 5:30PM.

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

With seven (7) members present, Vice Chairwoman Amanda Yarboro determined there was a quorum.

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

Mary Planer made a motion to approve the minutes of the November 18<sup>th</sup>, 2015 meeting as written. Bobbie Collins seconded the motion. The motion passed (6 - 0) unanimously.

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

Mary Planer made a motion to approve the agenda. Shelby King seconded the motion. The motion passed (6 - 0) unanimously.

### ***Certificate of Appropriateness Hearings***

Julian Griffiee presented to the Certificate of Appropriateness case for the proposed sign at 227 Rockford Street to the Commission. Mr. Griffiee highlighted the characteristics of the new design of the sign, as the Commission requested a more cohesive design during the November meeting. Glenda Creech asked if the sign was going to be placed directly in front of the house, to which Shepherd's House representative Mary Boyles stated that the proposed sign will be placed in the location of where the previous parking sign was located. John Kidwell asked if the sign had to abide by any setbacks, to which Mr. Griffiee stated that the sign must just be placed out of the street's right-of-way. Multiple Commission members stated that this sign was a very big improvement compared to the previous submittal. Vice Chairwoman Amanda Yarboro made a motion to state that the sign is in harmony with the character of the adjoining properties and the Historic District. Betty White seconded; the motion was approved unanimously. Vice Chairwoman Amanda Yarboro made a motion that the City of Mount Airy Historic Preservation Commission grant a Certificate of Appropriateness to Burton Signworks for the proposed sign at 227 Rockford Street. Bobbie Collins seconded; the motion passed unanimously.

### ***New Business***

Vice Chairwoman Amanda Yarboro asked if there was any new business, to which John Kidwell asked if he could make a statement. Mr. Kidwell mentioned that he read the minutes and noticed there was a lot of discussion about the tree located along South Main Street. Mr. Kidwell hypothetically asked if someone interested in removing a tree would know if they have to come to the Commission. Commission members suggested ways to inform property owners within the District of instances when they would have to get into contact with the Historic Preservation Commission. Glenda Creech suggested that it would be good to provide Historic District residents with information about preservation guidelines and regulations. Mr. Griffie said that he would be in discussion with Planning Director Andy Goodall about going about this.

### ***Other Discussions***

Vice Chairwoman Amanda Yarboro asked if there were any other discussions that needed to be discussed. Julian Griffie said progress has been made with the tree along South Main Street, after discussions with the Code Enforcement Officer. Mr. Griffie highlighted that the majority of the logs have been removed, and the process was still on going with the stump. Mr. Griffie also stated that the Planning Department has been in touch with the owner about a suitable replacement.

Mr. Griffie stated to the Commission that the next meeting would be his last meeting with the Commission where the Commission would meet his replacement. Mr. Griffie highlighted that he has appreciated his time working with the Commission, and that he has met his replacement, stating that he believes that the new planner will be a great replacement.

### ***Adjournment***

John Kidwell made a motion to adjourn. Mary Planer seconded the motion. The motion passed (6 - 0) unanimously. The Commission adjourned at 6:00 PM.

## **Historic Preservation Commission Minutes**

The City of Mount Airy Historic Preservation Commission held their regular meeting on Wednesday, November 18<sup>th</sup>, 2015 at 5:30 PM in the Downstairs Conference Room of the Municipal Building.

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

*Members Absent:* John Kidwell

*Staff Present:* Julian Griffiee

*Guest(s):* None

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

Chairwoman Mary Fawcett called the meeting to order at 5:30PM.

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

With eight (8) members present, Chairwoman Fawcett determined there was a quorum.

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

Barbara Oliver made a motion to approve the minutes of the October 21<sup>st</sup>, 2015 meeting as written. Bobbie Collins seconded the motion. The motion passed (6-0) unanimously.

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

Vice Chairwoman Amanda Yarboro made a motion to approve the agenda. Mary Planer seconded the motion. The motion passed (6-0) unanimously.

### ***Certificate of Appropriateness Hearings***

Julian Griffiee presented case 2015-COA-01 to the Commission members. During this discussion, Commission member Betty Wright arrived late. Mr. Griffiee explained that this case is proposing to install a 7.1ft<sup>2</sup> non-illuminated, freestanding sign at the Shepherd's House, located at 227 Rockford Street. Glenda Creech questioned if the sign was double-sided, as well as if the sign can be placed on the property without land owner's permission. Mr. Griffiee responded that he did get in touch with Mary Boyles, director of the Shepherd's House, and that the sign will have designs on both sides. Mr. Griffiee also stated that if the sign is placed on the property without owner's consent, that it may be removed, and stated an alternative that the Commission may approve the sign under the conditions that they receive permission from the property owner(s) prior to installation. Several Commission members disapproved of the sign, indicating that the design of the sign was not cohesive with the guidelines and the character of the Historic District, requesting something more traditional and appropriate for the District. Mr. Griffiee stated that he would be in contact with both Mary Boyles of the Shepherd's House and Lisa Billings of Burton Signworks to work on a more suitable design. Glenda Creech stated she would provide examples of existing freestanding signs currently in the Historic District to Mr. Griffiee, to which he said he would forward to Burton Signworks. Amanda Yarboro made a motion to table the case, requesting a new, more compatible design be proposed by the applicants as well

as requesting land owner's permission to allow for the sign to be placed. Betty Wright seconded the motion. The motion passed (7-0) unanimously.

### ***New Business***

Chairwoman Fawcett stated that there was no new business.

### ***Other Discussions***

Julian Griffie stated that Commission Member Glenda Creech would like to discuss issues in regard to enforcement. Glenda Creech brought up the two trees that were removed from 421 S Main Street, questioning why the trees were removed without a Certificate of Appropriateness being issued and consent from the Commission. Mr. Griffie stated that the tree had been assessed that they were in the process of dying, citing an email between the Parks & Recreation and Planning Departments stating such. Glenda Creech also inquired about the removal of the logs and replacement trees, to which Mr. Griffie stated that he would be in touch with the Code Enforcement officer about code violations, as well as the property owners about planting suitable replacements. Several members questioned the overall enforcement of issues, to which Mr. Griffie stated that he would work towards stricter enforcement of the guidelines and more communication between the Commission and relevant issues brought forth by inquiring parties.

### ***Adjournment***

Vice Chairwoman Amanda Yarboro made a motion to adjourn. Bobbie Collins seconded the motion. The motion passed (7-0) unanimously. The Commission adjourned at 6:00PM.

## **Historic Preservation Commission Minutes**

The City of Mount Airy Historic Preservation Commission held their regular meeting on Wednesday, October 21<sup>st</sup>, 2015 at 5:30 PM in the Downstairs Conference Room of the Municipal Building.

*Members Present:* Mary Fawcett, Mary Planer, John Kidwell, Barbara Oliver, Glenda Creech, Betty Wright, Bobbie Collins

*Members Absent:* Amanda Yarboro, Shelby King

*Staff Present:* Julian Griffiee

*Guest(s):* Martin Collins

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

Chairwoman Mary Fawcett called the meeting to order at 5:30PM.

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

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

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

Julian Griffiee provided members with a corrected version of the August 19<sup>th</sup> meeting's minutes. John Kidwell made a motion to approve the minutes of the August 19<sup>th</sup>, 2015 meeting as written. Mary Planer seconded the motion. The motion passed (7-0) unanimously.

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

Mary Planer made a motion to approve the agenda. Betty Wright seconded the motion. The motion passed (7-0) unanimously.

### ***New Business***

#### ***COG Letter of Support – Martin Collins***

Martin Collins presented a request for a letter of support from the Historic Preservation Commission in regards to a grant application for brownfield redevelopment in the US 52 Corridor – Piedmont Triad Regional Council. Stated by Martin Collins, the grant money could be used for site assessment and potentially clean up. The grants are federal money that would last for three years, six hundred thousand dollars per year to amount to one million, eight hundred thousand dollars. The money would not be available for the entire PTRC, but only a smaller set of partners along US Highway 52 in Surry, Stokes and Forsyth counties, according to Mr. Collins. Martin Collins provided real world, local Mount Airy examples including the Spencer's buildings. Martin Collins highlighted that letters of support from different organizations would strengthen the grant application. Martin Collins opened the floor for any questions. John Kidwell asked 'Does that include any buildings in Mount Airy that may be brownfields? You mentioned Spencer's, to which Martin Collins replied, 'That's an example of where we've already used (grant money). In all likelihood, we would probably use it for other buildings, because we've already used grant money for that project'. Barbara Oliver inquired 'what Department is offering this grant? The entity?', to which Martin Collins responded 'The Environmental

Protection Agency. It's Federal money'. Bobbie Collins then asked, 'Does the city have to match it or anything?'. Martin Collins responded 'Again, this is an application for the region, and the city is a partner in this effort so no, we do not have to match it'. Betty Wright inquired 'You're asking our group, Historic Preservation, to write a letter or a grant for the city to do this?', with Martin Collins responding 'No, just write a simple, one letter of support saying 'we're the Historic Preservation Commission' (and we support this measure)'. A template of a letter was provided to the Commission as an example of what would preferably be submitted by the Commission. Glenda Creed inquired 'Along with the letter of our support, it also says we'd have to serve in an advisory capacity?', to which Martin Collins responded, 'There's always some opportunity for that sort of overlap to take place'. Betty Wright stated that she 'did not understand why anyone would not be for this'. Chairwoman Fawcett asked if anyone would like to make a motion; Bobbie Collins made a motion to approve the Commission to sign a letter of support for the Piedmont Triad Regional Council's grant application. Betty Wright seconded the motion. The motion passed (7-0) unanimously.

#### *2015 NC Preservation Conference*

Members Barbara Oliver, Betty Wright and Bobbie Collins attend the 2015 Preservation NC Conference in Salisbury. All three stated that the conference was interesting and extremely informative, and that the 2016 Conference will take place in Greensboro.

John Kidwell was provided a summary of an attendee of the Conference, to which he read to the Commission. The summary highlighted the members in attendance, the happenings at the Conference including the recognition of Mount Airy as the 49<sup>th</sup> CLG member and Amanda Yarboro's role in achieving that status. Also included in the summary were relevant properties around Mount Airy. John Kidwell asked if the house on Cherry Street were to receive a plaque, to which Chairwoman Fawcett and Betty Wright said that that responsibility falls on the homeowner's accord rather than the Commission.

#### ***Adjournment***

Barbara Oliver made a motion to adjourn. Glenda Creed seconded the motion. The motion passed (7-0) unanimously. The Commission adjourned at 6:10PM.

## **Historic Preservation Commission Minutes**

The City of Mount Airy Historic Preservation Commission held their meeting on Wednesday, March 18, 2015 at 5:30 PM in the Downstairs Conference Room of the Municipal Building.

Members Present: Mary Planer, Shelby King, John Collins, Mary Fawcett, Barbara Oliver, Betty Wright,

Members Absent: Glenda Creech, Amanda Yarboro, John Kidwell

Staff Present: Andy Goodall, Katie Rhyne

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

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

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

With six members present, Mary Fawcett determined there was a quorum.

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

Mary Planer made a motion to approve the minutes of the December 17, 2014 meeting. Betty Wright seconded the motion. The vote was unanimous and the motion passed. 6-0 votes.

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

Betty Wright made a motion to approve the agenda. John Collins seconded the motion. The vote was unanimous and the motion passed. 6-0 votes.

### ***Certificate of Appropriateness***

Mary Fawcett declared that there were no applications for a Certificate of Appropriateness.

### ***New Business***

Andy Goodall presented amended copies of the Rules of Procedure, Design Guidelines, and Zoning Ordinance for the Certified Local Government Application and asked if there were questions or edits that the Commission would like to enforce.

Barbara Oliver asked how the amended Rules of Procedure, Design Guidelines, and Zoning Ordinance would be presented to the Board of Commissioners. Andy Goodall responded by explaining that the corrections from November 17, and January 15 would be color coded for the

board to see since parts of the amendments had already been approved by the Board of Commissioners.

Barbara Oliver asked if the Board of Commissioners had any concerns or questions about what had been approved. Andy responded by explaining that Demolition by Neglect section of the Zoning Ordinance caused discussion.

John Collins asked what a Quasi-Judicial Body was. Andy responded by saying that the Historic Preservation Commission acted as a Quasi-Judicial Body because when an individual presents a Certificate of Appropriateness they have to swear and provide sworn testimony.

Mary Fawcett asked the Commissioners whether they would like to look over the amendments or take action.

John Collins made a motion to accept the amendments. Barbara Oliver seconded the motion. The vote was unanimous and the motion passed. 6-0 votes.

### ***Adjournment***

The meeting was adjourned at 5:43p.m. on March 18, 2015, by a motion made by Betty Wright with a second by John Collins. The vote was unanimous and the motion passed. 6-0 votes.

## **Historic Preservation Commission Minutes**

The City of Mount Airy Historic Preservation Commission held their regular meeting on Wednesday, June 17<sup>th</sup>, 2015 at 5:30 PM in the Downstairs Conference Room of the Municipal Building.

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

Members Absent: Mary Fawcett

Staff Present: Andy Goodall, Julian Griffiee

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

Vice Chairwoman Amanda Yarboro called the meeting to order at 5:30PM.

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

With eight (8) members present, Vice Chairwoman Yarboro determined there was a quorum.

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

John Kidwell made a motion to approve the minutes of the March 18<sup>th</sup>, 2015 meeting as written. Shelby King seconded the motion. The vote was approved (8-0) unanimously.

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

Mary Planer made a motion to approve the agenda. John Collins seconded the motion. The vote was approved (8-0) unanimously.

### ***New Business***

#### ***Introduction of Julian Griffiee (Planner)***

Andy Goodall introduced new planner Julian Griffiee formally to the HPC members. Julian Griffiee gave the Commission a brief history about himself and answered John Kidwell's question regarding his first planning objective for the City of Mount Airy.

#### ***CLG Application Update***

Andy Goodall stated that CLG Application has been completed and that each piece of the application has been reviewed by SHPO. He stated that Laurie Mitchell with SHPO is going to forward the application to the National Parks Service for their final review. Barbara Oliver asked Andy Goodall, *'Once we are a member, is that it? Do all the cities that are members have to keep updating or is that it?'* to which Andy Goodall replied – *'There is an annual survey that SHPO has all communities complete. I took the survey for the city this year, but only did the first half of the survey. The second half of the survey is for CLG communities. I did not get to see what is in it to see if anything additional is required of the city'*.

#### ***SHPO Visit Information***

Andy Goodall announced that Laurie Mitchell, an official with SHPO, will be visiting Mount Airy on July 1<sup>st</sup>. Andy stated that he would be in contact with Laurie to get more information regarding her visit to the city, and suggested HPC members walk through the Historic District

with her that day. Vice Chairwoman Amanda Yarboro suggested showing them the Moore House since it is on the National Register.

*Other Discussions*

Vice Chairwoman Amanda Yarboro suggested that the board begin thinking about the Preservation North Carolina Conference that is taking place in September in Salisbury. Andy Goodall stated that members must submit reimbursement forms for those who are interested in partaking in the Conference.

***Adjournment***

Betty Wright made a motion to adjourn. John Collins seconded the motion. The vote was approved (8-0) unanimously. The Commission adjourned at 5:50PM.