

## **Historic Preservation Commission Minutes**

The City of Mount Airy Historic Preservation Commission held their meeting on Wednesday, January 15, 2014 at 5:30 PM in the Downstairs Conference Room of the Municipal Building.

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

Members Absent: Steve Talley

Staff Present:           Andy Goodall  
                                  Jessica East

Guests: Lizzie Morrison, Main Street Coordinator

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

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

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

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

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

Amanda Yarboro made a motion to approve the minutes of the November 20<sup>th</sup> meeting as written. John Collins seconded the motion. The vote was unanimous.

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

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

### ***New Business***

#### ***Certificate of Appropriateness Hearing for 325 S Main Street***

Gene Rees has recently acquired this historical property. He is planning to restore and renovate the structure back to its historic time. Before Gene Rees spoke, Planning Director Andy Goodall swore him in to speak. The decision has not been made as to whether the house will be a single-family residence or an office. The people that are currently living there will be moved out by the spring. In order to comply with the historic tax credits, the remodel will have to follow the National Park Service design guidelines and be restored to the time period it was constructed. He plans to restore to the 1920's Bungalow style. Gene also suggested that the City expand the local historic district to include the downtown so there will be more restrictions placed on those properties.

Amanda Yarboro moved that the Preservation Commission find as a fact that the proposed project to renovate the structure in compliance with NPS design guidelines if done according to

the request submitted on December 6, 2013, and approved by this Commission on January 15, 2014, is not incongruous with the character of the district for the reasons that Mr. Rees will be going through the State Historic Preservation Office to obtain approval on the rehabilitation, which the Historic Preservation Commission fully supports and will be in general harmony with the character of the adjoining properties and the historic district. There are no conditions.

Based on the preceding findings of fact, Amanda Yarboro moved that the Preservation Commission grant a certificate of appropriateness to REF Properties LLC. John Collins seconded the motion.

Amanda invited Lizzie Morrison to the meeting and had her explain and present ideas of how Historic Preservation Commission members can become involved with the Mount Airy Downtown Group. She briefly explained the Façade Grant Program and the updates that will be taking place with that. She said it would be good if the Historic Preservation Commission could work along with MAD to design and bring the guidelines up to date. She mentioned the Design Committee, Economic Restructuring Committee and the Ad-Hoc Committee.

Chairwoman Fawcett asked if the Façade guidelines lead property owners to keep the historic look of property downtown and not alter the façade in anyway. Lizzie stated the guidelines themselves wouldn't be changed but the structure and the way they are laid out.

Gene Rees stated that the façade guidelines aren't enough to cover what is allowed downtown. He believes there needs to be better enforcement. Glenda Creech suggested taking some of the Historic District guidelines and incorporate them into the Façade guidelines and regulations. The big part of having guidelines is to inform the property owners in an educational way so they can know what they can and can't do.

Andy Goodall discussed responses to Gene's questions. First, he clearly stated that sign guidelines for Downtown are completely different than what's allowed on Hwy 601. He also mentioned that in the near future Commercial Design Standards will be implemented to restrict the possibility of putting up metal buildings anywhere in a business district or specifically Downtown. Amanda Yarboro encourages expansion of the district to include the Downtown and help with redevelopment of Main Street. She stated that there is potential and would be a positive thing for the City. Glenda Creech asked what the procedure was for expanding the district. Andy said that having a survey done of what properties will be added will need to be completed. Having the CLG status would greatly benefit and add funding to the project.

### ***Adjournment***

The meeting was adjourned at 6:14 p.m. on January 15, 2014, by a motion made by Barbara Oliver 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, February 19, 2014 at 5:30 PM in the Downstairs Conference Room of the Municipal Building.

Members Present: Mary Fawcett, Shelby King, Mary Planer, Glenda Creech, John Collins, Barbara Oliver

Members Absent: Betty Wright, Amanda Yarboro, Steve Talley

Staff Present: Andy Goodall  
Jessica East

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

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

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

With 6 members present, Chairwoman Fawcett determined there was a quorum.

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

John Collins made a motion to approve the minutes of the January 15<sup>th</sup> meeting as written. Barbara Oliver seconded the motion. The vote was unanimous.

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

Mary Planer made a motion to approve the agenda. Shelby King seconded the motion. The vote was unanimous.

### ***New Business***

*Discussion of North Carolina State Historic Preservation Office comments on CLG Application and Plan of Action*

Jessica East explained that the documents they are requiring corrections on are the Design Guidelines, Rules of Procedure and the Historic Preservation section of the Zoning Ordinance. Our office is not sure why they had copies that are not formatted and have several errors. We submitted paper copies but they are looking at digital copies.

Barbara Oliver asked if Andy could briefly explain what a CLG (Certified Local Government) is. CLG is a program that the State Historic Preservation Office has and as the term states shows that a local government is certified. It shows that they have gone to the next level, above and beyond the base for historic preservation. When you apply you submit your regulations and guidelines, they review and will certify the municipality as a local government. Having the certification allows you to apply for grants or receive funding for special projects to restore or preserve historic properties. It also will provide funding to have surveys completed if the district were to ever be expanded. Our surveys are on record, but if we ever wanted to expand the district, being certified would give us the option of applying for grant assistance to complete the task. When we submitted the application, you are required to submit a paper copy. When

we got feedback on the documents, what they returned was not what was submitted. There has been a lot of turnover in the SHPO office since our application has been submitted to them and different people have been reviewing it. We were given several corrections by Rob Crawford, and the corrections were made. Then another staffer reviewed and had more corrections that needed to be revised. Andy stated the updated documents would be ready for the next meeting for the commission to review.

Barbara Oliver mentioned about an article that was in the newspaper where Commission Member Amanda Yarboro had went before the MAD (Mount Airy Downtown) board and was giving support for the historic district to expand into Downtown. Jessica East stated that Amanda came and spoke about the topic at the meeting. Jessica also suggested per Andy's advice that the expansion take place after the certified local government is approved and in place.

Andy Goodall stated that the expansion of the district could certainly be done. The expansion would come before the Historic Preservation Commission and they would give recommendation to the Board of Commissioners. Andy also stated that Lizzie Morrison, Downtown Coordinator has said that the process is slow and is just now in the beginning stages.

Barbara Oliver asked if they had the most current documents in their binders. Once the documents are finalized, we will print new ones for each member.

Andy Goodall asked if the commission wanted to take action in removing Steve Talley as a member. Based on the rules of procedure the commission takes a vote and put a request into the Board of Commissioners to have a member removed. Per the bylaws and rules of procedure for the Mount Airy Historic Preservation Commission, faithful and prompt attendance at all meetings of the Commission and conscientious performance of the duties required of members shall be a prerequisite to continuing membership on the Commission. Should a member fail to attend one-quarter (1/4) of the total combined regular and committee meetings of the Commission to which a member has been assigned within a given fiscal year, the Chair, with the concurrence of a majority of the entire Commission, may recommend to the City Council that a vacancy be declared and that the vacated position be filled within (60) days. Barbara Oliver made a motion that the Historic Preservation Commission removes Steve Talley as a member for the reason of absenteeism without excuse and missing 3 or more meetings of the Commission. Glenda Creech seconded the motion and the vote was unanimous. The Commission requests that the City Council vacate this seat and replace within 60 days.

### ***Adjournment***

The meeting was adjourned at 5:50 p.m. on February 19, 2014, by a motion made by Barbara Oliver 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, March 19, 2014 at 5:30 PM in the Downstairs Conference Room of the Municipal Building.

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

Members Absent: Barbara Oliver, Glenda Creech

Staff Present: Jessica East

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

Chairwoman Fawcett called the meeting to order at 5:33 p.m.

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

With 6 members present, Chairwoman Fawcett determined there was a quorum.

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

Betty Wright made a motion to approve the minutes of the February 19th meeting as written. Shelby King seconded the motion. The vote was unanimous.

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

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

### ***New Business***

CLG Application Update

Jessica stated that as discussed in the previous HPC meeting the changes were made to the Design Guidelines and Rules of Procedure.

Amanda stated the following changes to be made after she had reviewed the Design Guidelines as they are currently written:

- 2<sup>nd</sup> page of Design Guidelines eliminate the board member list due to frequent changes in the names and the term changes
- Pg. 10 misspelling of staff
- Pg.17 removal of trees, Amanda suggested working with Michella on getting a pamphlet together for people to know what they can do to their trees and what is allowed

- Pg. 19 contradictory statement, chain link fencing not in public view, but then on in the paragraph states chain link fencing not appropriate at all. It was suggested to remove the sentence about chain link fencing not in public view and just keep chain link fencing not appropriate.
- Pg. 66 make changes concerning chain link fencing
- Pg. 23 Garages and Accessory Structures, #7 prefabricated accessory buildings, not appropriate but then says if not compatible in size. Amanda suggested just having that it is not appropriate to introduce a prefabricated accessory building.
- Pg. 38 Exterior Walls in #2 the last sentence conflicts with the information below original siding may be covered up with matching vinyl but not aluminum, asphalt or asbestos material. #11 says it's not appropriate to cover original siding. Amanda suggested leaving #11 as is but marking out #2 completely.
- Pg. 23 #8 take out completely

Amanda gave an update on the MAD group and what recommendations have been given by the Main Street Program. Recommendation was made not to expand the local historic district rather advertise and publicize the Downtown as its own historic district. This will include updating and bringing up to date the façade grant guidelines and that program. They also want to enforce more zoning regulations in the Downtown area. The Design Committee was on board with that and fully supported.

### ***Adjournment***

The meeting was adjourned at 6:05 p.m. on March 19, 2014, by a motion made by John Collins 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, April 16, 2014 at 5:30 PM in the Downstairs Conference Room of the Municipal Building.

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

Members Absent: Glenda Creech

Staff Present: Jessica East

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

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

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

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

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

Amanda Yarboro made a motion to approve the minutes of the March 19th meeting as written. John Collins seconded the motion. The vote was unanimous.

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

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

### ***New Business***

CLG Application Update

Jessica stated that as discussed in the previous HPC meeting the changes were made to the Design Guidelines and Rules of Procedure.

Amanda stated the following changes to be made after she had reviewed the Design Guidelines as they are currently written:

- 2<sup>nd</sup> page of Design Guidelines eliminate the board member list due to frequent changes in the names and the term changes
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- Pg.17 removal of trees, Amanda suggested working with Michella on getting a pamphlet together for people to know what they can do to their trees and what is allowed

- Pg. 19 contradictory statement, chain link fencing not in public view, but then on in the paragraph states chain link fencing not appropriate at all. It was suggested to remove the sentence about chain link fencing not in public view and just keep chain link fencing not appropriate.
- Pg. 66 make changes concerning chain link fencing
- Pg. 23 Garages and Accessory Structures, #7 prefabricated accessory buildings, not appropriate but then says if not compatible in size. Amanda suggested just having that it is not appropriate to introduce a prefabricated accessory building.
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Amanda gave an update on the MAD group and what recommendations have been given by the Main Street Program. Recommendation was made not to expand the local historic district rather advertise and publicize the Downtown as its own historic district. This will include updating and bringing up to date the façade grant guidelines and that program. They also want to enforce more zoning regulations in the Downtown area. The Design Committee was on board with that and fully supported.

### ***Adjournment***

The meeting was adjourned at 6:05 p.m. on March 19, 2014, by a motion made by John Collins 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, August 20, 2014 at 5:30 PM in the Downstairs Conference Room of the Municipal Building.

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

Members Absent: Barbara Oliver

Staff Present: Andy Goodall

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

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

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

With \_\_\_\_\_ members present, \_\_\_\_\_ determined there was a quorum.

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

\_\_\_\_\_ made a motion to approve the minutes of the April 16<sup>th</sup> meeting as written.  
\_\_\_\_\_ 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***

Historic Sites Committee Update

### ***Adjournment***

The meeting was adjourned at \_\_\_\_\_ p.m. on August 20, 2014, by a motion made by \_\_\_\_\_ with a second by \_\_\_\_\_. The vote was unanimous.