

## **Minutes of the January 3, 2023 Historic Resource Commission**

The meeting was called to order by Chair Zipporah Clark-Baldwin at 6:05 p.m.

The following Commissioners were present: Karen Chin, Zipporah Clark Baldwin, Jeanette Beaudry, Matthew Haley. Anthony Brooks and Lisa Moser were absent.

Staff: Planner Cameron West

Zipporah Clark Baldwin led the Pledge of Allegiance, and a moment of silence.

Approval of the December 6th, 2022 minutes a motion was made by Karen Chin to approve as presented. Jeanette Beaudry put forth the second. All voted Aye.

### **New Business**

#### **a. New Year Discussion**

A forum was opened up regarding potential items of interest for the new year. Items discussed were the possibility of the Look-Up tour making a comeback, requesting additional façade grant funding, how to get the downtown businesses more involved, potential changing of approved color schemes, and getting a count on the number of businesses downtown. After much discussion, the commission decided to resume the topic at the next scheduled meeting. As well as, deciding on who to choose for the plaque design for the downtown historic buildings. Chair Clark-Baldwin asked the members to fill in the information on the downtown building inventory to have a list of what to go on the plaques.

### **Staff updates:**

**a. City Council-** Joey Parsons City Council liaison- No council updates

**b. Staff-** No updates

**8. Adjournment-** Matthew Haley made a motion to adjourn. Karen Chin put forth the second. All voted Aye.

Meeting adjourned – 7:31pm

Minutes respectfully submitted, Cameron West

## **Minutes of the February 7, 2023 Historic Resource Commission**

The meeting was called to order by Chair Zipporah Clark-Baldwin at 6:11 p.m.

The following Commissioners were present: Karen Chin, Chair Zipporah Clark Baldwin, Jeanette Beaudry, Matthew Haley. Lisa Moser and Anthony Brooks were absent.

Staff: Planner Cameron West

Chair Zipporah Clark Baldwin led the Pledge of Allegiance, and a moment of silence.

Approval and one minor change to the January 3, 2023 minutes were made. A motion was made by Karen Chin to approve with the change. Jeanette Beaudry put forth the second. All voted Aye.

### **New Business**

#### **a. New Year Discussion**

A forum was opened up regarding potential items of interest for the new year. Items discussed were the possibility of the Look-Up tour making a comeback, requesting additional façade grant funding, how to get the downtown businesses more involved, potential changing of approved color schemes, and getting a count on the number of businesses downtown. After much discussion, the commission decided to resume the topic at the next scheduled meeting. As well as, deciding on who to choose for the plaque design for the downtown historic buildings. Chair Clark-Baldwin asked the members to fill in the information on the downtown building inventory to have a list of what to go on the plaques.

### **Staff updates:**

**a. City Council-** Joey Parsons City Council liaison- No council updates

**b. Staff-** No updates

**8. Adjournment-** Matthew Haley made a motion to adjourn. Karen Chin put forth the second. All voted Aye.

Meeting adjourned – 7:31pm

Minutes respectfully submitted, Cameron West

## **Minutes of the March 7, 2023 Historic Resource Commission**

The meeting was called to order by Chair Zipporah Clark-Baldwin at 6:00 p.m.

The following Commissioners were present: Karen Chin, Chair Zipporah Clark Baldwin & Matthew Haley. Jeanette Beaudry was absent.

Staff: Planner Cameron West

Chair Zipporah Clark Baldwin led the Pledge of Allegiance, and a moment of silence.

Approval of February 7, 2023 minutes were made. A motion was made by Karen Chin. Matthew Haley put forth the second. All voted Aye.

### **New Business**

#### **a. Plaque Discussion**

The Commission continued discussing which company would be selected to make the plaques. Additional information about cost is being gathered from each company. Also discussed was what material to have the plaques made from and what would be chosen to put on the plaques.

### **Staff updates:**

**a. City Council-** Joey Parsons City Council liaison- No council updates

**b. Staff-** Cameron said Burney's had completed their façade project and had requested reimbursement.

**8. Adjournment-** Matthew Haley made a motion to adjourn. Karen Chin put forth the second. All voted Aye.

Meeting adjourned – 6:44pm

Minutes respectfully submitted, Jenni Bost

## **Minutes of the May 2, 2023 Historic Resource Commission**

The meeting was called to order by Chair Zipporah Clark-Baldwin at 6:12 p.m.

The following Commissioners were present: Karen Chin, Chair Zipporah Clark Baldwin, Matthew Haley & Jeanette Beaudry.

Staff: Planner Cameron West

Chair Zipporah Clark Baldwin led the Pledge of Allegiance, and a moment of silence.

Approval March 7, 2023 minutes were made. A motion was made by Karen Chin. Matthew Haley put forth the second. All voted Aye.

### **New Business**

#### **a. 118 N Main Street Façade Grant Discussion**

Griffin McClure gave an update on the 118 N Main St Façade Grant. Matthew Haley made the 1<sup>st</sup> motion to amend the wording of the façade grant at 118 N Main St to include the planning and restoration of the building on Main St. Karen Chin put forth the second. All voted Aye.

#### **b. Plaque Discussion**

Chair Zipporah Clark-Baldwin opened the discussion for Plaques. Historic Resource Commission is now ready to turn in the quotes for 9 plaques for approval. Matthew Haley made the first motion. Karen Chin put for the second. All voted Aye.

#### **c. 2023-2024 Façade Grant Program**

Cameron presented to the Commission the 2023-2024 Façade Grant Program Overview. Cameron suggested August 18, 2023 to be the deadline for applications and September 5, 2023 to be the meeting where they will be heard. Matthew Haley made the first motion. Karen Chin put forth the second to approve these dates for the 2023-2024 Façade Grant Program.

### **Staff updates:**

**a. City Council-** Joey Parsons City Council liaison- No council updates

**b. Staff-** Cameron said OV Yonder Outfitters had submitted all of their invoices for the Façade Grant.

**8. Adjournment-** Karen Chin made a motion to adjourn. Matthew Haley put forth the second. All voted Aye.

Meeting adjourned – 6:58pm

Minutes respectfully submitted, Jenni Bost

### **Minutes of the September 5, 2023 Historic Resource Commission**

The meeting was called to order by Chair Zipporah Clark-Baldwin at 6:15 p.m.

The following Commissioners were present: Karen Chin and Chair Zipporah Clark Baldwin

Staff: Planner Cameron West

Chair Zipporah Clark Baldwin called roll and established there wasn't a quorum to hold the meeting.

Meeting adjourned – 6:17pm

Minutes respectfully submitted, Cameron West

## **Minutes of the October 3, 2023 Historic Resource Commission**

The meeting was called to order by Chair Zipporah Clark Baldwin at 6:05 p.m.

The following Commissioners were present: Karen Chin, Chair Zipporah Clark Baldwin, Jim Young, Terry Correira and Matthew Haley.

Staff: Planner Cameron West and Planner Evan Workman

Chair Zipporah Clark Baldwin led the Pledge of Allegiance, and a moment of silence.

Approval of the July 12, 2023 and September 5, 2023 minutes Karen Chin made a motion to approve as presented. Jim Young put forth the second. All voted Aye.

### **New Business**

Chair Zipporah Clark Baldwin made a motion to open the public hearing for the Certificate of Appropriateness, Karen Chin put forth the second. All voted Aye.

- a. COA2304 - Applicant Ector Law Firm, is requesting to install awning, replace existing windows and paint brick façade at 32 SW Court Square. Cameron West gave an overview of the project to the commission. The applicant was not present and no one came forward to speak about the project. Karen Chin made a motion to close the public hearing and Jim Young put forth the second. All voted Aye. The board discussed whether or not the brick is currently painted. There was also some discussion about the color that was listed on the application. There was also questions about the windows and awning. Matthew Haley made a motion to table COA 2304 for 32 SW Court Square in order for the Commission to seek guidance pursuant to the NC GS 160D-9-47(d). The application will be acted upon within a reasonable time period not to exceed 180 days. Karen Chin put forth the second. All voted Aye.
- b. 2023/2024 Facade Grant Applications
  - i. 32 SW Court Square - Ector Law Firm
  - ii. 102 W Elm - Dilello Law Firm – Matthew Haley made a motion to give the full amount to Dilello Law Firm and extend the deadline for façade grant applications to October 27, 2023. Jim Young put forth the second. All voted Aye.
- c. Ceremony Speeches- the Commission set October 13, 2023 and November 17, 2023 for Plague ceremonies to take place.
- d. Activities Around the Square Discussion- the Commission discussed the event and some of members said they would be willing to help and other members said they could not commit to this event. The Arts Council is the committee who planned the event in the past and they would also plan any future events.

**Staff updates:**

- a.** Council- no update
- b.** Staff- No update.

**8. Adjournment-** Jim Young made a motion to adjourn. Karen Chin seconded. All voted Aye.

Meeting adjourned – 7:26 p.m.

Minutes respectfully submitted, Jenni Bost

## **Minutes of the November 7, 2023 Historic Resource Commission**

The meeting was called to order by Chair Zipporah Clark Baldwin at 6:01 p.m.

The following Commissioners were present: Jim Young, Chair Zipporah Clark Baldwin, Karen Chin, Terry Corriers and Matthew Haley.

Staff: Planners Cameron West and Evan Workman. Jenni Bost Zoning Enforcement Officer.

Chair Zipporah Clark Baldwin led the Pledge of Allegiance, and a moment of silence.

Approval of the October 3, 2023 minutes, Matthew Haley wanted to make the following correction to the minutes. The commission discussed the Activities Around the Square event and some members said they would be willing to help and others said they could not commit to this event. Karen Chin made a motion to approve the minutes with the correction. Matthew Haley made the second motion. All vote Aye.

### **Old Business**

#### **a. 32 Court Square, Ector Law Firm- Revisited**

- i. COA 2304 (Major)- Chair Zipporah Clark Baldwin made a motion to open the public hearing. Karen Chin made the second. All voted Aye. Evan gave the staff update. Brandon Ector (owner of building) 201 Wexford Place, Burlington NC came forward along with his sister Rhonda Terrell (project manager) 3485 Byrd Sawmill Rd, Burlington NC to speak about the project. Matt Haley made a motion to close the public hearing, Karen Chin made the second. All voted Aye. Matt Haley made the motion to approve: I have thoroughly researched the application and all other documents related to the COA 2304 and I am familiar with the property in question. And I find that if produced in accordance with the plans submitted, the proposed addition will be compatible with the character of the mid-nineteenth century Courthouse Square Historic District. I move to approve the application for COA 2304 for the Property located at 32 SW Court Square as submitted because it does meet the following Criteria: The proposed change doe meet the Historic Resources Design Guideline Standards B.2.7. Therefore, the proposed changes are compatible with the character of the district. (chemical will be used the clean the brick in lieu of painting the brick)

### **New Business**

#### **a. 125 N Main St**

- i. COA2309(Major) - Applicant Court Square Development Group (Chuck Talley) is requesting to re-open original window openings and replace with new windows (double hung). Chair Zipporah Clark Baldwin made a motion to open the public hearing, Matt Haley made the second. All voted Aye. Chuck Talley 808 Sideview St came forward to speak about this project. Chair Zipporah Clark Baldwin made a motion to close the public hearing, Terry Corriers made the second. All voted Aye. Karen Chin made the motion to approve this COA stating: I have thoroughly researched the application and all other documents related to COA 2309 and I am familiar with the property in question. And I find that if produced in accordance with the plans submitted, the proposed changes will be compatible with the



character of the mid-nineteenth century Courthouse Square Historic District. I move to approve the application for COA 2309 for the property located at 125 N Main St as submitted because it does meet the following criteria: the proposed changes does meet the Historic Resources Design Guidelines Standards of B.8.5 (preserve the original size and shape of the upper story windows) and B.8.7 (if windows are damaged beyond repair then they must be replaced and new windows will match the original material and pattern and any other key detailing as much as possible. Matthew Haley made the second motion. All voted Aye.

**b. 231 W Elm St**

i.COA 2305 (Major)- Applicant William L Bishop is requesting to replace all exterior windows with new black vinyl windows. Paint existing window trim black. All fascia and boxing to be painted black. Gutters and down spouts to be black. Remove vinyl siding on single story expose German siding and paint HGSW7082 stunning shade. Exterior doors to be black. Install new roof Shingles certainteed charcoal black. Chair Zipporah Clark Baldwin made a motion to open the public hearing, Jim Young made the second. All voted Aye. Evan Workman gave the staff report. Willie Bishop and wife Leslie Bishop of 8500 Caviness Jordan Rd, Cedar Grove NC 27231 came forward to speak about the project. Matt Haley made a motion to close the public hearing, Karen Chin made the second. All voted Aye. Matt Haley made a motion to approve with the Condition that the windows are white instead of black that was originally submitted on the COA 2305 for 231 W Elm St. The proposed changes do meet the Historic Resources Design Guidelines Standards. Jim Young made the second. All voted Aye.

**c. 104 E Elm St**

i.COA 2307 (Major)- Applicant Chuck Talley with Colonial Hardware are requesting to install wayfinding signage with metal butterfly. Chair Zipporah Clark Baldwin made a motion to open the public hearing, Jim Young made the second. All voted Aye. Evan Workman gave the staff report. Chuck Talley 808 Sideview St came forward to speak about the project. Matt Haley made the motion to close the public hearing, Karen Chin made the second. All voted Aye. Jim Young made a motion to approve: stating I have thoroughly researched the application and all Other documents related to COA 2307 and I am familiar with the property in question. And I find that if produced in accordance with the plans submitted, the proposed changes will be compatible with the character of the mid-nineteenth century Courthouse Square Historic District. I move to approve the application for COA 2307 for the property located at 104 E Elm St as submitted because it does meet the following criteria of the Historic Resources Design Guideline Standards. Karen Chin made the second. All voted Aye.

**d. Façade Grant Applications**

i.32 Court Square – Applicant Brandon Ector and his sister Rhonda Terrell (project manager). The Commission decided to award the full amount. Chair Zipporah Clark Baldwin made the motion to approve and Matt Haley made the second. All voted Aye.

i.104 E Elm St—Applicant Colonial Hardware, Chuck Talley. The Commission decided to award the full amount. Jim Young made the motion to approve and Terry Carriers made the second. All voted Aye.

i.125 N Main St – Applicant Court Square Development Group, Chuck Talley. The Commission decided to award the full amount for this project. Matt Haley made a motion to approve and Jim Young made the second motion. All voted Aye.

**Staff updates:**

- a. City Council-** No one from Council was present.
- b. Staff-** the Commission decided on November 30, 2023 at 4:30pm for two more Plaques to be dedicated.

**Adjournment-** Jim Young made a motion to adjourn. Chair Zipporah Clark Baldwin made the second. All voted Aye.

Meeting adjourned – 7:16 p.m.

Minutes respectfully submitted, Jenni Bost