



HISTORIC DISTRICT COMMISSION  
January 10, 2024 | Room 267

MINUTES

- MEMBERS PRESENT: Nichelle Hawkins (Chair)  
Kim Parati (Vice Chair)  
Chris Barth (2<sup>nd</sup> Vice Chair)  
Shauna Bell  
Christa Lineberger  
Brett Taylor  
Jill Walker  
Sarah Wheat  
Scott Whitlock  
Heather Wojick
- MEMBERS ABSENT: Vacant, At Large  
Vacant, Resident-Owner Hermitage Court  
Vacant, Resident-Owner Oaklawn Park
- OTHERS PRESENT: Kristi Harpst, HDC Program Manager  
Jen Baehr, HDC Staff  
Candice Leite, HDC Staff  
Marilyn Drath, HDC Staff  
JT Faucette, HDC Staff  
Elizabeth Lamy, HDC Staff  
Jill Sanchez-Myers, Senior Assistant City Attorney  
Nicole Hewett, Assistant City Attorney  
Candy Thomas, Court Reporter

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With a quorum present, Chair Hawkins called the January meeting of the Historic District Commission (Commission) meeting to order at 1:02 pm. Chair Hawkins began the meeting by introducing the Staff and Commissioners and explaining the meeting procedure. All interested parties planning to give testimony – FOR or AGAINST – must submit a form to speak and must be sworn in. Staff will present a description of each proposed project to the Commission. The Commissioners and the Applicants will then discuss the project. Audience members signed up to speak either FOR or AGAINST will be called to the podium for each agenda item. Presentations by the Applicants and audience members must be concise and focused on the **Charlotte Historic District Design Standards**. The Commission and Staff may question the Applicant. The Applicant may present sworn witnesses who will be subject to questioning by the Commission and Staff. The Applicant will be given an opportunity to respond to comments by interested parties. After hearing each application, the Commission will review, discuss, and consider the information that has been gathered and

presented. During discussion and deliberation, only the Commission and Staff may speak. The Commission may vote to reopen this part of the meeting for questions, comments, or clarification. Once the review is completed, a MOTION will be made to Approve, Deny, or Continue the review of the application at a future meeting. A majority vote of the Commission members present is required for a decision to be reached. All exhibits remain with the Commission. If an Applicant feels there is a conflict of interest of any Commissioner, or there is an association that would be prejudicial, that should be revealed at the beginning of the hearing of a particular case. The Commission is quasi-judicial body and can accept only sworn testimony. Staff will report any additional comments received and while the Commission will not specifically exclude hearsay evidence, it is only given limited weight. Chair Hawkins asked that everyone please silence any electronic devices. Commissioners are asked to announce, for the record, if one leaves or arrives during the meeting. Chair Hawkins requested that those in the audience remain quiet during the hearings. An audience member will be asked once to be quiet and the need for a second request will require removal from the room. Chair Hawkins swore in all Applicants and Staff and continued to swear in people as they arrived for the duration of the meeting. Appeals from the Historic District Commission are to the Zoning Board of Adjustment within thirty (30) days from the date of the decision to appeal. This is in accordance with Section 10.213 of the City Zoning Ordinance.

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**INDEX OF ADDRESSES:**

**CONSENT**

HDCRMI-2023-01161, 821 Woodruff Pl	Wesley Heights
HDCRMA-2023-00743, 1712 Winthrop Av	Dilworth
HDCRMIA-2023-00863, 2017 Charlotte Dr	Dilworth

**NOT HEARD AT THE DECEMBER 13 MEETING**

HDCRMAA-2023-00661, 1917 Thomas Av	Plaza Midwood
HDCRMA-2023-00665, 1607 Dilworth Rd W	Dilworth
HDCCMI-2023-00667, 129 N Poplar St	Fourth Ward
HDCRMI-2023-00668, 412 E Kingston Av	Dilworth
HDCRMI-2023-00673, 719 Templeton Av	Dilworth
HDCRMA-2023-00737, 2025 Charlotte Dr	Dilworth

**NEW CASES**

HDCRMI-2023-00328, 416 Hermitage Ct	Hermitage Court
HDCRMA-2020-00003, 1920 Woodcrest Av	Wilmore
HDCRMI-2023-00738, 1551 Merriman Av	Wilmore
HDCRMI-2023-00739, 1532 Dilworth Rd	Dilworth
HDCRMA-2023-00750, 1707 Lennox Av	Dilworth

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**CONSENT**

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**ABSENT | RECUSE | LEFT MEETING | RETURNED:**

ABSENT: NONE

**APPLICATION:**

**HDCRMI-2023-01161, 821 WOODRUFF PL (PID: 07102165) – ADDITION & PORCH CHANGES – REAFFIRMATION**

**EXISTING CONDITIONS:**

The existing structure is new infill construction built in 2002. The building is a one-story, front gable house with Craftsman elements. Architectural features include a three-bay, full-width front porch with wood columns on brick piers. Exterior materials are wood lap siding with wood shakes in the gables. Lot size is 40' x 149'. Surrounding structures are 1 and 1.5-story single-family buildings.

**PROPOSAL:**

The proposed project is a reaffirmation of a previously approved project. The Commission approved changes to the front porch on October 13, 2021, under application number HDCRMI-2021-00355 with the following Conditions:

- a. Approve Option C with eight-foot doors. The front door, eight feet, three-quarter light, clear; and the French doors, eight feet, three-quarter light with STDs to match casements.

The conditions were met, and the COA was issued but has expired. The applicant is seeking reaffirmation of the previously approved project. No changes have been made.

**Approved Project Summary:**

The project is changes to the front porch. The left bay of the front porch will be enclosed with casement windows, trim, and wood lap siding on the front and right elevations. On the left elevation, which is interior to the porch, the applicant provided the option of windows or a pair of French doors. All porch elements, railing, and piers/columns will remain.

**STAFF RECOMMENDATIONS:**

Staff has the following comments about the proposal:

- 1. The project is not incongruous with the district and meets the Standards for New Construction of Residential Buildings, Chapter 6.
- 2. Per 10.4.1 of the Rules for Procedure, Staff recommends Approval of the project for meeting the Standards and that this item be heard as a Consent Agenda item, with permit-ready construction drawings submitted to Staff for final review, with the following Conditions:
  - a. Approve Option C with eight-foot doors. The front door, eight feet, three-quarter light, clear; and the French doors, eight feet, three-quarter light with STDs to match casements.
- 3. If requested by a Commission member, or if an interested party has signed up to speak in opposition, then the HDC shall open the application for a full hearing.

**SPEAKERS [FOR | AGAINST]:**

No one accepted Chair Hawkins' invitation to speak.

**MOTION: APPROVE**

**1<sup>st</sup>: BELL                      2<sup>nd</sup>: LINEBERGER**

Ms. Bell moved to approve the application as it is not incongruous with the district and that it met the Standards for New Construction, Chapter 6. Ms. Bell also pointed to item 10.4.1 of the Rules of Procedure and asked that permit-ready construction drawings based on the conditions previously approved in the original application be submitted to Staff for final approval.

Ms. Lineberger seconded the motion.

**VOTE: 10/0**

**AYES: BARTH, BELL, HAWKINS, LINEBERGER, PARATI,  
TAYLOR, WALKER, WHEAT, WHITLOCK,  
WOJICK**

**NAYS: NONE**

**DECISION: APPLICATION FOR ADDITION & PORCH CHANGES – REAFFIRMATION – APPROVED.**

**ABSENT | RECUSE | LEFT MEETING | RETURNED:**

ABSENT: NONE

**APPLICATION:**

**HDCRMA-2023-00743, 1712 WINTHROP AV (PID: 12308410) – FRONT DORMER & REAR ADDITION**

**EXISTING CONDITIONS:**

The existing building is a 2.5-story Victorian with Colonial Revival elements constructed c. 1910. Architectural details include a cross gabled roof with small gabled front dormer vent, pent eaves on all gables, dentil mold cornices on the front elevation, central chimney, and 1/1 double-hung wood windows. The full width front porch is supported by Doric columns, both the large picture window on the first floor and front door have transom windows. The exterior is lap siding on the first level and shake siding on the second level. The lot size is approximately 50' x 190'. Adjacent historic structures are 1, 1.5, and 2-story residential buildings and institutional structures.

**PROPOSAL:**

The proposed project is a rear addition that ties in below the main ridge. An existing, one-story addition bumps in from the original left rear corner of the house; this bump in will be retained when the new addition is constructed. Proposed materials are traditional to match existing including wood lap siding and wood shingle siding, eave, cornices, rake, trim, corner boards, etc. New windows will be Jeld-Wen Sitrine wood double-hung 1/1 to match existing. The foundation is proposed to be painted concrete to match existing. New flush mount skylights are proposed on an existing one-story addition on the right elevation.

**STAFF RECOMMENDATIONS:**

Staff has the following comments about the proposal:

1. The project is not incongruous with the district and meets the Standards for New Construction of Residential Buildings, Chapter 6.
2. Per 10.4.1 of the Rules for Procedure, Staff recommends Approval of the project for meeting the Standards and that this item be heard as a Consent Agenda item, with permit-ready construction drawings submitted to Staff for final review, with the following Conditions:
  - a. On the left elevation, adjust the window locations to provide space between the corner boards and window trim.
  - b. Brick/mortar should be a traditional color; provide a sample to Staff for approval.
  - c. Provide a beam/column detail for rear porch.
  - d. New foundation should remain unpainted.
  - e. Wood shake siding should be individually applied, not panels.
  - f. Provide a tree protection plan for the large canopy tree in the rear yard.
  - g. Provide rear yard open space calculations.
3. If requested by a Commission member, or if an interested party has signed up to speak in opposition, then the HDC shall open the application for a full hearing.

**SPEAKERS [FOR | AGAINST]:**

No one accepted Chair Hawkins' invitation to speak.

**MOTION: APPROVE WITH CONDITIONS**

**1<sup>st</sup>: PARATI 2<sup>nd</sup>: WOJICK**

Vice Chair Parati moved to approve the application as it met the Standards for New Construction, Chapter 6. Vice Chair Parati made the motion with the following conditions: that the applicant provide permit ready construction drawings to Staff for final review, adjust the window locations on the left elevation to provide space between the corner boards and the window trim, the brick and mortar be a traditional color and a sample be provided to Staff for approval, a beam and column detail for the rear porch provided to Staff, the new foundation remain unpainted, the wood shake siding be individually applied and not in panels, a tree protection plan for the large canopy tree in the rear yard is provided, and, finally, that they provide rear yard open space calculations.

Ms. Wojick seconded the motion.

**VOTE: 10/0**

**AYES: BARTH, BELL, HAWKINS, LINEBERGER, PARATI,  
TAYLOR, WALKER, WHEAT, WHITLOCK, WOJICK**

**NAYS: NONE**

**DECISION: APPLICATION FOR FRONT DORMER CHANGES & REAR ADDITION – APPROVED WITH CONDITIONS.**

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**CONSENT – MOVED TO FULL COMMISSION DELIBERATION**

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**ABSENT | RECUSE | LEFT MEETING | RETURNED:**

ABSENT: NONE

**APPLICATION:**

**HDCRMIA-2023-00863, 2017 CHARLOTTE DR (PID: 12112805) – ROOF & FRONT ENTRANCE CHANGES – AFTER THE FACT**

**EXISTING CONDITIONS:**

The existing structure is a 1.5 story house American Small House with Colonial Revival and Tudor elements constructed in 1942. Architectural features include a side gable roof, a front bump out with a gable and a screened porch on the left side. The front entrance is recessed with a brick stoop and has a slightly curved shed roof and a diamond pane window on the right side. The exterior is wrapped in vinyl and aluminum siding and trim, and the foundation is unpainted brick. The lot measures approximately 51' x 142'. Adjacent structures are 1.5-story residential structures.

**PROPOSAL:**

The proposal is the extension of the shed roof over the front entrance from left to right (the right wall of the front bump out to the right edge of the house) as well as from the existing roof to the edge of the front bump out in order to eliminate water run-off and water damage. The roof will be architectural shingles to match the existing roof. There will be a poured-in-place concrete foundation for the structural elements of the roof. It will not be enclosed. The location and design of the original front door/entrance will remain. The original front door will remain. Materials will be traditional, including 6x6 wood columns, wood soffit and fascia, a tongue and groove ceiling, and unpainted brick front porch steps. Gutters and downspouts will also be installed.

The project is considered an After-The-Fact review, with the Commission reviewing the project on its merits according to the Design Standards as if work has not yet occurred.

**STAFF RECOMMENDATIONS:**

Staff has the following comments about the proposal:

1. The project is not incongruous with the district and meets the Standards for New Construction for Residential Buildings, Chapter 6.
2. Per 10.4.1 of the Rules for Procedure, Staff recommends Approval of the project for meeting the Standards and that this item be heard as a Consent Agenda item, with permit-ready construction drawings submitted to Staff for final review, with the following Conditions:
  - a. Provide the slope of the new porch roof.
  - b. Provide locations of new gutters and downspouts on the elevation drawings.
3. If requested by a Commission member, or if an interested party has signed up to speak in opposition, then the HDC shall open the application for a full hearing.

**SPEAKERS [FOR | AGAINST]:**

No one accepted Chair Hawkins' invitation to speak.

**MOTION: APPROVE WITH CONDITIONS**

**1<sup>st</sup>: TAYLOR      2<sup>nd</sup>: BARTH**

Mr. Taylor moved to approve the application as it is not incongruous with the Standards for New Construction under Chapter 6. Mr. Taylor made the motion with the following conditions: that Staff reviews the brick foundation detail, the column finish and location detail, the beam detail, the finished floor detail and height, the detail in relation to the existing heated finished floor, the transition piece between the existing aluminum siding and the ceiling or soffit, and that the applicants provide the slope for the new porch roof and locations of the gutters and downspouts.

Ms. Barth seconded the motion.

**VOTE: 10/0**

**AYES: BARTH, BELL, HAWKINS, LINEBERGER, PARATI, TAYLOR, WALKER, WHEAT, WHITLOCK, WOJICK**

**NAYS: NONE**

**DECISION: APPLICATION FOR ROOF & FRONT ENTRANCE CHANGES – AFTER THE FACT – APPROVED WITH CONDITIONS.**

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**NOT HEARD AT THE NOVEMBER 13 MEETING**

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**ABSENT | RECUSE | LEFT MEETING | RETURNED:**

ABSENT: NONE

RECUSED: BARTH

**APPLICATION:**

**HDCRMAA-2023-00661, 1917 THOMAS AV (PID: 08119337) – ADDITION & WINDOW REPLACEMENT – AFTER THE FACT**

**EXISTING CONDITIONS:**

The existing structure is a 1.5-story Craftsman bungalow constructed c. 1924. Architectural features include a side gable roof and a partial-width front porch with a front-facing gable roof supported by square wood columns on painted brick piers. The porch gable features a 4-pane window flanked by rectangular vents. The deep eaves are supported by brackets. Original windows were 8/1 cottage style with 4 square panes over 4 tall panes. Exterior materials are wood lap siding with shake siding in the gable ends, a painted brick foundation and brick chimney that is not painted above the roofline. The lot size measures approximately 50' x 155'. Adjacent structures are a mixture of 1, 1.5, and 2-story residential buildings.

**PROPOSAL:**

The proposed project is for replacement windows and a new rear addition. The project is considered an After-The-Fact review, with the Commission reviewing the project on its merits according to the Design Standards as if work has not yet occurred.

**Rear addition**

The proposed rear addition will consist of heated space and a new covered porch, which will bump out wider than the main house toward the left property line. The headed addition footprint measures approximately 23'-9" x 13'-8 ½". The covered porch addition measures approximately 22'-1 ½" x 19'-5 ½". The ridge of the new rear addition will tie in well below the primary ridge. Proposed materials include painted wood or Hardie board casing and trim,

siding, eave/soffit/fascia, corner boards, and a painted brick foundation to match the original house. Proposed materials also include wood shake siding and wood brackets will be used in the gable end and shed roof dormer of the addition.

Replacement windows

With the exception of the 4-pane window in the front porch gable roof, all windows on the house have been replaced with 1/1 windows.

*Project Background:*

The project was begun without HDC approval or building permits. A Stop Work Order (SWO) was issued in June 2022. Windows were replaced in early July 2022 and a NOV issued. A second SWO was issued in October 2022. An incomplete application for the project was submitted in November 2022, and a complete application submitted in June 2023.

**STAFF ANALYSIS:**

Staff has the following comments about the proposal:

1. Rear Addition and Porch Addition
  - a. Materials:
    - i. Plans note use of wood or “Hardie board.” What are the proposed dimensions of the siding? The Commission has only approved the use Hardie Artisan, smooth-finish, lap siding on additions and new construction.
    - ii. Wood shake siding should be individually applied shakes, not panels of shakes.
    - iii. Window and door specifications that meet HDC Standards are needed.
    - iv. Window trim detail with dimensions is needed for both single windows and ganged windows.
    - v. New brick/mortar on the addition should not be painted.
  - b. Details and Trim
    - i. Mullion trim on ganged windows on the right elevation shed dormer appears to be undersized.
    - ii. Railing detail with dimensions is needed.
    - iii. Will the rear porch remain open or be screened in?
2. Replacement windows
  - a. Documentation of pre-existing conditions of original windows is needed.
3. Minor changes may be approved by Staff.

**SPEAKERS [FOR | AGAINST]:**

No one accepted Chair Hawkins’ invitation to speak.

**MOTION 1: DENY**

**1<sup>st</sup>: WOJICK      2<sup>nd</sup>: PARATI**

Ms. Wojick moved to deny the portion of the application for window replacement as the original windows are missing, citing Standards 4.12 and 4.14, numbers 1 through 8.

Vice Chair Parati seconded the motion.

**VOTE 1: 9/0**

**AYES: BELL, HAWKINS, LINEBERGER, PARATI,  
TAYLOR, WALKER, WHEAT, WHITLOCK, WOJICK**

**NAYS: NONE**

**DECISION 1: APPLICATION FOR WINDOW REPLACEMENT – DENIED.**

**MOTION 2: APPROVE WITH CONDITIONS**

**1<sup>st</sup>: WOJICK      2<sup>nd</sup>: PARATI**

Ms. Wojick moved to approve the portion of the application for the addition with the following conditions: that the applicants explore using a parged stucco foundation veneer with the details to be confirmed by Staff, that there be an offset in the ridge for the shed dormer as it attaches to the main ridge, that they verify permeability of the rear yard,

that they verify the use of Hardie Board for the siding with Staff, that they provide window and door specifications, that they provide window trim detail and specifications, that they provide railing trim details, and that the wood shake siding be applied individually. Ms. Wojick cited Standard 4.4 for siding, 6.12 for foundations, 6.15-6.16 for windows, and 6.20 for additions.

Vice Chair Parati seconded the motion.

**VOTE 2: 9/0**

**AYES: BELL, HAWKINS, LINEBERGER, PARATI,  
TAYLOR, WALKER, WHEAT, WHITLOCK, WOJICK**

**NAYS: NONE**

**DECISION 2: APPLICATION FOR ADDITION – APPROVED WITH CONDITIONS.**

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**ABSENT | RECUSE | LEFT MEETING | RETURNED:**

ABSENT: NONE

RETURNED: BARTH

**APPLICATION:**

**HDCRMA-2023-00665, 1607 DILWORTH RD W (PID: 12311201) – ADDITIONS**

**EXISTING CONDITIONS:**

The existing building is a 2.5-story Colonial Revival with Tudor elements constructed c. 1942. Architectural details include a side gable main block with lower slightly projecting side section, a one-story gable wing with Tudor detailing, and three varying height and pitched front gables, including central entry. Each gable includes one arched bay. The left elevation features brick gable-end chimney flanked by triangular windows and topped with terracotta chimney pots. Most of the original windows have been retained and are double hung wood in a 6/6 pattern. Replacement windows have a 1/1 pattern. The one-story rear wing is a later addition. The lot size is irregular with all sides of the building visible from the public right-of-way, measuring approximately 130' x 57' x 120' x 90' x 91'. Adjacent structures are 2 and 2.5 story residential buildings.

**PROPOSAL:**

The proposed project is in multiple parts with two additions and fenestration changes.

1. The historic one-story addition on the left elevation will be removed and a new two-story addition constructed with a larger footprint than existing. The footprint of the existing one-story addition is not provided. The footprint of the new addition measures approximately 14'-0" x 17'-4". The existing front patio and pergola will also be expanded align with the new addition. The addition will have a flat roof for a balcony. The railing is proposed to have lanterns on top of the corner posts. Proposed material is brick to match existing. Materials for windows, doors, trim, railing, pergola, and patio floor are not noted. New gutters and downspouts are also proposed.
2. The second addition is a dormer on the rear elevation. The renderings on the "Project Overview" sheet show a shed roof dormer, and the elevation drawing shows a gable dormer, clarity is needed on which design is being proposed. Proposed material is brick to match existing.
3. On the rear elevation a square wood vent is proposed to be changed to a double-hung arched window.

**STAFF ANALYSIS:**

Staff has the following comments about the proposal:

1. The application does not appear complete enough for Commission review because existing elevations are not provided. Proposed drawings appear not to accurately reflect window sizes, muntin patterns, and trim dimensions.



2. On the rear elevation, the renderings on the “Project Overview” page shows a shed roof dormer, and the elevation drawings show a gable dormer, clarity is needed on which design is being proposed.
3. Side Addition
  - a. The one-story gable side wing is mentioned in the 1987 National Register nomination. There are no previous applications on file for the addition of a side wing. The front patio extension with the pergola does appear to be a later addition and not original to the house.
  - b. Massing, fenestration, rhythm, and changes to an original side wing.
  - c. Front Elevation
    - i. Additional fenestration needed on the second level
  - d. Left elevation
    - i. Fenestration on first level should be ganged with mullion trim.
    - ii. Additional fenestration needed on the second level.
  - e. Rear elevation
    - i. Additional fenestration needed on the second level
4. Details and Materials
  - a. Design of proposed balcony railing appears to be incongruous with the architectural style of the house.
  - b. Railing detail needs dimensions added.
  - c. Beam/column detail for pergola with dimensions needed.
  - d. Window trim detail with dimensions needed.
  - e. Materials for windows, doors, trim, railing, pergola, and patio floor are needed.
5. On the page labeled Similar Surrounding structures, it is difficult to provide background information on all examples since without specific addresses were not provided; however, the image labeled “Park Rd Overlooking Dilworth Elementary” is infill construction not a historic building, and the following dormer additions are new:
  - a. Park Road (by Latta Park)
  - b. Dilworth Road East
  - c. Kingston Avenue

**SPEAKERS [FOR | AGAINST]:**

No one accepted Chair Hawkins’ invitation to speak.

**MOTION: DEFER**

**1<sup>st</sup>: PARATI      2<sup>nd</sup>: WHEAT**

Vice Chair Parati moved to defer the application because it is incomplete and lacks the information the Commissioners request when reviewing an application such as this.

Ms. Wheat seconded the motion.

**VOTE: 10/0**

**AYES: BARTH, BELL, HAWKINS, LINEBERGER, PARATI, TAYLOR, WALKER, WHEAT, WHITLOCK, WOJICK**

**NAYS: NONE**

**DECISION: APPLICATION FOR SIDE PORCH ADDITION – DEFERRED.**

**ABSENT | RECUSE | LEFT MEETING | RETURNED:**

ABSENT: NONE

**APPLICATION:**

**HDCCMI-2023-00667, 129 N POPLAR ST (PID: 07801608) – SIGNAGE**

**EXISTING CONDITIONS:**

The existing building is a 2.5-story brick Victorian constructed c. 1900. Architectural details include a steeply pitched gable-on-hip slate roof, deep eaves, arched 2/2 double-hung wood windows with cast stone sills, and a three-story hip roof tower with engaged gable dormers. The lot size is approximately 55' x 110'. Adjacent structures are institutional, multi-family, and commercial.

**PROPOSAL:**

The proposed project is replacement signage on the left elevation for a sign that fell off during a wind storm and a new, additional sign on the rear of the building. The sign on left elevation will measure approximately 60" x 60". The sign on the rear will measure approximately 72" x 28". The existing sign in the front yard is not proposed to change. The sign material is a non-PVC film that will be applied directly to the brick exterior. The number of signs requested, and proposed sign material requires Commission review.

**STAFF ANALYSIS:**

Staff has the following comments about the proposal:

1. Is it possible to share an example of where the proposed material has been installed on brick and later removed? The concern about the product is how removal will occur and what long-term impacts this material will have on the building's brick/mortar.
2. Combined size of all proposed signage.
3. Minor changes may be approved by Staff.

**SPEAKERS [FOR | AGAINST]:**

No one accepted Chair Hawkins' invitation to speak.

**MOTION: CONTINUE**

**1<sup>st</sup>: PARATI      2<sup>nd</sup>: WOJICK**

Vice Chair Parati moved to continue the application so the applicant can provide more information on the material as the Commission has never approved it. She asked that the applicant provide details on the application, removal, and maintenance of the signage, that the applicant determine if the previous sign was historic, and to restudy the size of the signage per Standard A.2, specifically citing sections: Within Urban Districts, General Commercial, and Research/Office Zoning Districts; Nonconforming Signs; and Historic Signs.

Ms. Hewitt suggested a friendly amendment to cite Standards 5.5-5.6 for masonry in the motion.

Vice Chair Parati accepted the friendly amendment and cited the Secretary of the Interior's Standards, 2.5.

Ms. Wojick seconded the motion.

**VOTE: 10/0**

**AYES: BARTH, BELL, HAWKINS, LINEBERGER, PARATI, TAYLOR, WALKER, WHEAT, WHITLOCK, WOJICK**

**NAYS: NONE**

**DECISION: APPLICATION FOR SIGNAGE – CONTINUED.**

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**ABSENT | RECUSE | LEFT MEETING | RETURNED:**

ABSENT: NONE

**APPLICATION:**

**HDCRMI-2023-00668, 412 EAST KINGSTON AV (PID: 12308317) – ADDITION**

**EXISTING CONDITIONS:**

The existing building is a 2.5-story brick Craftsman constructed c. 1911. Architectural details include a steeply pitched gable roof with nearly full façade shed dormer and full width engaged wrap around porch on Doric columns. Windows are 12/1 and 6/1 and the front door has a transom. Exterior materials are wood lap siding with a painted brick foundation and painted brick chimney below the roofline. The chimney is not painted above the roofline. The lot size is approximately 75' x 150'. Adjacent structures are 1, 1.5, 2, and 2.5-story residential buildings.

**PROPOSAL:**

The proposed project is a rear addition. An existing wood deck measuring 12'-0" x 15'-10" will be removed. A new deck measuring approximately 25'-0" x 20'-0" will be installed in the same location. The new deck will be approximately 10' wider than the house on the left elevation. A painted brick fireplace is proposed on the left elevation of the new deck. Proposed materials include a wood frame with horizontal wood slats between the framing members, and Trex boards for the decking, stair treads, and skirt board. The new railing is proposed to be vinyl. Skirtboard material is not noted. The visibility of the project and request for non-traditional materials requires Commission review.

**STAFF ANALYSIS:**

Staff has the following comments about the proposal:

1. The new fireplace brick should not be painted, per Materials, 6.15
2. Vinyl is not an approvable material for railings, per Materials, 6.15.
  - a. The front porch railing appears to have been replaced between March 2015 and February 2019. There is no application on file for replacement front porch rails.
3. The Commission has approved non-traditional materials for horizontal surfaces of decks; however, this material has not been approved when the deck is wider than the building and visible to the street.
4. Non-traditional materials such as Trex, have not been previously approved for use on skirtboards, railings, and any other vertical surface.
5. Minor changes may be approved by Staff.

**SPEAKERS [FOR | AGAINST]:**

No one accepted Chair Hawkins' invitation to speak.

**MOTION: APPROVE WITH CONDITIONS**

**1<sup>st</sup>: BARTH      2<sup>nd</sup>: WOJICK**

Mr. Barth moved to approve the application with the following conditions: that the vinyl railing, any lattice work, any vertical components, and skirt boards are made of wood instead of the proposed vinyl, that the Trex decking is only approved for horizontal surfaces, that the applicant work with Staff on the masonry elements of the addition including the fireplace and brick detailing, that they more closely align the design with the chimney and fireplace on the existing house, that they include appropriate architectural detailing to show the sloped stepping in on the fireplace with a rowlock course, and that the brick remain unpainted. Mr. Barth cited Standards 6.20 for additions, 6.18 for materials, and 5.5 for masonry.

Ms. Wojick seconded the motion.

**VOTE: 10/0**

**AYES: BARTH, BELL, HAWKINS, LINEBERGER, PARATI, TAYLOR, WALKER, WHEAT, WHITLOCK, WOJICK**

**NAYS: NONE**

**DECISION: APPLICATION FOR REAR ADDITION – APPROVED WITH CONDITIONS.**

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**ABSENT | RECUSE | LEFT MEETING | RETURNED:**

ABSENT: NONE

**APPLICATION:**

**HDCRMI-2023-00673, 719 TEMPLETON AV (PID: 12305505) – ADDITION**

**EXISTING CONDITIONS:**

The existing building is a 1-story brick ranch that has been altered with a front porch, front dormer, a two-story addition on the rear, and other details to look like a Bungalow in 2006. The brick is unpainted. The windows are 6/1 and appear to be replacements. The lot size is approximately 50' x 198'. Adjacent structures are 1.5 and 2-story single-family and multi-family buildings.

**PROPOSAL:**

The proposed project is in two parts:

- Part one is enlarging the existing front dormer. Proposed materials include wood German lap siding, 4" wood corner boards, and wood brackets to match existing.
- Part two is creating a connector wall between the existing two-story addition forward to infill the area between the side gable roofs. Proposed material is wood German lap siding.

**STAFF ANALYSIS:**

Staff has the following comments about the proposal:

1. Front dormer window trim appears to be too narrow, does not have a mull, and is shown with picture frame trim (mitered corners).
2. Minor changes may be approved by Staff.

**SPEAKERS [FOR | AGAINST]:**

No one accepted Chair Hawkins' invitation to speak.

**MOTION: APPROVE WITH CONDITIONS**

**1<sup>st</sup>: WOJICK      2<sup>nd</sup>: LINEBERGER**

Ms. Wojick moved to approve the application as it is not incongruous with the Standards for New Construction, Chapter 6 and meets Standards 6.20-6.24 for additions. Ms. Wojick added the condition that the applicant consult Staff on the trim detail.

Ms. Lineberger seconded the motion.

**VOTE: 10/0**

**AYES: BARTH, BELL, HAWKINS, LINEBERGER, PARATI,  
TAYLOR, WALKER, WHEAT, WHITLOCK, WOJICK**

**NAYS: NONE**

**DECISION: APPLICATION FOR ADDITION – APPROVED WITH CONDITIONS.**

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**ABSENT | RECUSE | LEFT MEETING | RETURNED:**

ABSENT: NONE

RECUSED: TAYLOR

**APPLICATION:**

**HDCRMA-2023-00737, 2025 CHARLOTTE DR (PID: 12112803) – REAR ADDITION**

**EXISTING CONDITIONS:**

The existing building was formerly a 1.5-story brick Colonial Revival constructed c. 1942. Architectural details include small gabled dormer windows, an exterior chimney on the left elevation, 9/9 wood double-hung windows with shutters, a dentil cornice detail, fluted pilaster trim flanking the front entry, and a small broken terracotta tile partial width front

stoop. The exterior is unpainted brick, and the dormers have wood siding with mitered corners. The lot size is approximately 50' x 144'. Adjacent structures are 1 and 1.5 story residential buildings.

**PROPOSAL:**

The proposed project is a rear addition. The height of the original house as measured from grade to ridge is 22'-9". The addition is stepped-in from the left and right sides and extends the ridge by 3'-10". The addition will also require the brick chimney to be raised 3'-0" for code compliance. Existing windows in the gable ends will be enlarged for egress. Proposed materials include wood lap siding with corner boards, wood window and door trim, and an unpainted brick foundation. Tree information is shown on Sheet A-3.0.

**STAFF ANALYSIS:**

Staff has the following comments about the proposal:

1. Left and Right Elevation
  - a. Fenestration and rhythm of second level.
  - b. Provide examples of windows/window trim that are partially in fields of siding and partially in fields of brick.
2. Provide a window trim detail with dimensions for fields of siding.
3. Provide a beam/column detail for rear porch.
4. Provide a railing detail with dimensions.
5. Provide updated rear yard open space calculations that include all areas of concrete.
6. Minor changes may be approved by Staff.

**SPEAKERS [FOR | AGAINST]:**

No one accepted Chair Hawkins' invitation to speak.

**MOTION: CONTINUE**

**1<sup>st</sup>: WOJICK      2<sup>nd</sup>: PARATI**

Ms. Wojick moved to continue the application, requesting that the applicant revisit Standards 6.2, 6.3, and 6.4 for context, 6.8 for amassing on historic properties, 6.9, numbers 1 and 2 for height, 6.10 for scale, 6.13, number 4 for roof forms, and 6.15 for windows.

Vice Chair Parati added the friendly amendment, citing Standard 6.20, numbers 1, 2 and 3 for additions. Ms. Wojick accepted the friendly amendment.

Mr. Barth added the friendly amendment to cite Standard 6.12 for foundations, asking the applicant to explore the option of flush brick to the framing, and noting that the Commission takes a holistic approach to each individual application with regards to height, massing, and all historic architectural elements that are being modified or changed. Ms. Wojick accepted the friendly amendment.

Vice Chair Parati seconded the motion.

**VOTE: 9/0**

**AYES: BARTH, BELL, HAWKINS, LINEBERGER, PARATI, WALKER, WHEAT, WHITLOCK, WOJICK**

**NAYS: NONE**

**DECISION: APPLICATION FOR REAR ADDITION – CONTINUED.**

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**NEW CASES**

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**ABSENT | RECUSE | LEFT MEETING | RETURNED:**

ABSENT: NONE

LEFT: BELL

RETURNED: TAYLOR

RECUSED: BARTH, PARATI

**APPLICATION:**

**HDCRMI-2023-00328, 416 HERMITAGE CT (PID: 15502217) – ADDITION**

**EXISTING CONDITIONS:**

The existing building is a 1.5-story Craftsman constructed c. 1923. Architectural features include partial width front porch with engaged carport, wood shingle siding, brackets, and 6/1 double-hung wood windows. The stone on the front porch foundation and columns is not original to the house. A rear addition and new accessory building were approved in 2013 (HDC 2013-077). The lot size is measures approximately 50' x 207'. Adjacent historic structures are 1, 1.5, 2, and 2.5-story residential buildings.

**PROPOSAL:**

The proposed project is the reconfiguration and expansion of an existing non-historic rear addition and changes to the main house.

The existing one-story connector between the main house and the accessory structure is proposed to be expanded toward the right property line and the roofline and windows will change. An existing in-set on the left elevation will be removed and bumped out to be coplanar with the accessory structure. Window changes are also proposed for the left elevation of the connector. On the rear elevation of the accessory structure window openings will be changed.

*Changes to the Main House include:*

- An existing second level addition will be removed, and a new second level addition built. The new addition will tie in at the ridge.
- On the front elevation existing 1/1 double-hung windows will be removed and replaced with new 6-light casement windows. The stone front steps and stone facing on foundation will be removed and replaced with brick to match the rest of the house. The porch flooring will be wood tongue and groove. The stone porch columns will be removed and replaced with tapered wood columns. New pre-finished half round gutters and downspouts will also be installed.
- On the right elevation, window openings on the second level will be changed. A single window on the first level will be removed and a new 6/1 double-hung window will be installed.
- On the left elevation, window openings on the first and second level will be changed.

Proposed materials for the entire project include wood shingle siding to match existing. New windows are proposed to be wood, double-hung, awning, and casement with 7/8" Simulated True Divided Lights (STDL) muntins. Window manufacturer is proposed to be Loewen. Post-construction rear yard permeability will be approximately 34%.

**STAFF ANALYSIS:**

Staff has the following comments about the proposal:

1. Front Elevation:
  - a. Loss of the mullion trim between the triple window in the front dormer.
  - b. Design of the replacement windows on the second level.
  - c. Roof trim should not be modified to accommodate the new gutters and downspouts.
2. Rear Elevation
  - a. Asymmetrical rear gable on the main house.
3. Left Elevation

- a. Fenestration sizes and rhythm on the connector.
- 4. Provide specifications and a physical sample of the proposed windows. The Commission has not yet reviewed or approved Loewen.
- 5. Provide a beam/column detail for porch.
- 6. Provide information about mature canopy trees on the lot (size, location, species).
- 7. Are any site changes proposed, such as driveways, walkways, retaining walls, fire pit, etc.?
- 8. Minor changes may be approved by Staff.

**SPEAKERS [FOR | AGAINST]:**

No one accepted Chair Hawkins’ invitation to speak.

**MOTION: APPROVE WITH CONDITIONS**

**1<sup>st</sup>: LINEBERGER 2<sup>nd</sup>: WOJICK**

Ms. Lineberger moved to approve the application with conditions because it met Standards 6.20 through 6.24 for additions, and that additional details for the column, porte-cochere brick, window fenestration, and final window trim be approved by Staff.

Ms. Wojick seconded the motion.

**VOTE: 7/0**

**AYES: HAWKINS, LINEBERGER, TAYLOR, WALKER, WHEAT, WHITLOCK, WOJICK**

**NAYS: NONE**

**DECISION: APPLICATION FOR ADDITION – APPROVED WITH CONDITIONS.**

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**ABSENT | RECUSE | LEFT MEETING | RETURNED:**

ABSENT: BELL

RECUSED: PARATI

RETURNED: BARTH

**APPLICATION:**

**HDCRMA-2020-00003, 1920 WOODCREST AV (PID: 08118709) – PAINTED BRICK – AFTER THE FACT**

**EXISTING CONDITIONS:**

The existing property is a one-story brick Bungalow constructed c. 1933. Formerly a duplex, the building had two separate gable roof front porches supported by brick piers and tapered wood columns. The front porches were connected with a metal roof when the building was converted to single-family. The lot size is measures 50’ x 162’. Adjacent structures are 1-story Bungalows and American Small houses.

**PROPOSAL:**

The project is three parts: 1.) request to paint previously unpainted brick due to cracks, 2.) replace the front porch columns from tapered to square, and 3.) a new concrete driveway in the front yard, ending at the front porch. The driveway will be installed up to the foundation of the front porch.

The application is an After-The-Fact review, with the Commission reviewing the project on its merits as if neither project has been completed.

**STAFF ANALYSIS:**

Staff has the following comments about the proposal:

- 1. Refer to Standards for Masonry, 5.5 and Paint, 5.8.
- 2. Refer to Standards for Porches.

3. Refer to Standards for Sidewalks and Parking 8.2-8.3, numbers 6 and 8. The driveway would be Staff approvable if it ran to the rear of the house and an 18” planting strip was added.
4. The applicant’s exhibit of other painted houses in Wilmore does not include addresses, so Staff is unable to determine if these conditions existed pre-District or not. If a house was painted before the designation of the Wilmore Local Historic District, then that would be considered an existing non-conformity.
5. The Commission will determine if the proposed projects meets the Standards.

**SPEAKERS [FOR | AGAINST]:**

No one accepted Chair Hawkins’ invitation to speak.

**MOTION 1: CONTINUE**

**1<sup>st</sup>: BARTH      2<sup>nd</sup>: WALKER**

Mr. Barth moved to continue the portion of the application for painted brick since there is not sufficient evidence to justify painting the brick. Mr. Barth cited Standards 5.5, number 3 for masonry, the preamble for 5.8, and 5.8, number 7 for paint.

Ms. Walker seconded the motion.

**VOTE 1: 6/2**

**AYES: BARTH, LINEBERGER, WALKER, WHEAT, WHITLOCK, WOJICK**

**NAYS: HAWKINS, TAYLOR**

**DECISION 1: APPLICATION FOR PAINTED BRICK – CONTINUED.**

**MOTION 2: DENY**

**1<sup>st</sup>: BARTH      2<sup>nd</sup>: LINEBERGER**

Mr. Barth moved to deny the portion of the application for porch modifications because the as built column and beam relationships do not comply with the Standards. He asked that the applicant work with Staff in ensuring that the materials are compatible with the historic structure, that the neck of the columns and beams are in alignment, and that the proportions, sizes, and detailing match the original structure or historic precedents. He cited Standards 5.8, number 7 for paint and 4.8 for porches.

Ms. Lineberger seconded the motion.

**VOTE 2: 8/0**

**AYES: BARTH, HAWKINS, LINEBERGER, TAYLOR, WALKER, WHEAT, WHITLOCK, WOJICK**

**NAYS: NONE**

**DECISION 2: APPLICATION FOR FRONT PORCH COLUMN AND BEAMS – DENIED.**

**MOTION 3: DENY**

**1<sup>st</sup>: BARTH      2<sup>nd</sup>: WALKER**

Mr. Barth moved to deny the portion of the application for the driveway because it did not meet the Standards 8.2 and 8.3 for sidewalks and parking. Mr. Barth requested that the applicants work with Staff in ensuring that no front parking occurs by installing additional driveway towards the back of the house and ensuring that the driveway is not paved within 18” of the foundation of the historic structure.

Ms. Walker seconded the motion.

**VOTE 3: 8/0**

**AYES: BARTH, HAWKINS, LINEBERGER, TAYLOR, WALKER, WHEAT, WHITLOCK, WOJICK**

**NAYS: NONE**



### **DECISION 3: APPLICATION FOR DRIVEWAY – DENIED.**

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#### **ABSENT | RECUSE | LEFT MEETING | RETURNED:**

ABSENT: BELL

RETURNED: PARATI

#### **APPLICATION:**

**HDCRMI-2023-00738, 1551 MERRIMAN AV (PID: 11909711) – FRONT DORMER & REAR ADDITION**

#### **EXISTING CONDITIONS:**

The existing building is a one-story American Small House with Colonial Revival elements constructed c. 1940. Architectural details include a partial-width, engaged front porch that has been screened, an unpainted brick exterior, and 6/6 double-hung wood windows. There is a small one-story gable addition off the rear elevation with wood German lap siding. The lot size is approximately 50' x 123'. Adjacent historic structures are 1-story residential buildings.

#### **PROPOSAL:**

The proposed project is a front dormer addition, changes to the front elevation roof, and a rear addition.

On the front elevation a new hipped roof dormer will be constructed. Proposed siding is Hardie Artisan, smooth finish lap siding. Also on the front elevation, a new brick gable will be constructed over a pair of existing windows.

On the left elevation an existing window opening will be changed.

The new rear addition will be stepped in 1'-0" from the right and left elevations and will tie in beneath the existing ridge. The footprint measures approximately 20' x 26'-10". Proposed materials include Hardie Artisan, smooth finish, wood window and door trim, and an unpainted brick foundation. New windows are proposed to be Jeld-Wen Sitrine aluminum clad with Simulated True Divided Light (STD L) muntins in a 6/6 pattern.

A new 9' x 12' at grade patio will also be constructed in the rear yard. Post-construction the rear yard will be approximately 23.3% impermeable.

#### **STAFF ANALYSIS:**

Staff has the following comments about the proposal:

1. Front Elevation
  - a. Will the siding on the dormer have mitered corners or will corner boards be used?
  - b. Changes to the roofline above the paired window.
2. Left Elevation
  - a. The window that is proposed to be shortened should be an upper-sash only, not a double-hung window to maintain the same proportions as the other windows on the house.
3. Rear addition
  - a. Consider additional fenestration on right and left elevations.
4. Provide an updated window trim detail that incorporates a sill instead of picture frame molding.
5. Are all windows on the original house proposed for removal and replacement?
6. What is the height dimension of the foundation on the new addition?
7. Provide information about mature canopy trees on the lot (size, location, and species).
8. Minor changes may be approved by Staff.

#### **SPEAKERS [FOR | AGAINST]:**

No one accepted Chair Hawkins' invitation to speak.

**MOTION 1: APPROVE WITH CONDITIONS**

**1<sup>st</sup>: PARATI      2<sup>nd</sup>: BARTH**

Vice Chair Parati moved to approve the application as it is not incongruous with the neighborhood and speaks directly to the Standards listed in Chapter 6. She added the following conditions that the addition of the gable dormers on the front façade be eliminated per the Secretary of Interior’s Standards numbers 2, 3, and 9 and that the openings on the left side window – the second window on the left elevation – be maintained per Standard 4.14, number 6 for windows. Vice Chair Parati also added that when the permit-ready plans are submitted, information about all mature canopy trees, including size, location, and species, is provided and that the final material choices, including windows and brick, be approved by Staff.

Ms. Wojick added the friendly amendment to cite Standard 4.14, number 2, regarding window trim and to not remove elements that are part of the original design of the structure without replacing them in kind.

Mr. Barth cited Standards 6.14 for cornices and trim, and 6.15 and 6.16 for the picture frame casing.

Chair Hawkins made a friendly amendment to include Standard 6.18 for doors and windows in reference to adding new fenestration on the left and right elevations.

Vice Chair Parati accepted the friendly amendments. She also added that the Commission was considering making an exception about these windows because the property was on a city demolition list and the current windows are in terrible condition.

Mr. Barth seconded the motion.

**VOTE 1: 5/4**

**AYES: HAWKINS, LINEBERGER, TAYLOR, WHITLOCK**

**NAYS: BARTH, PARATI, WALKER, WHEAT, WOJICK**

**DECISION 1: APPLICATION FOR FRONT DORMER & REAR ADDITION – DENIED.**

**MOTION 2: APPROVE WITH CONDITIONS**

**1<sup>st</sup>: PARATI      2<sup>nd</sup>: BARTH**

Vice Chair Parati moved to approve the application with the following conditions: that the proposed dormers throughout the house be eliminated per the Secretary of the Interior’s Standards, numbers 2, 3, and 9; that the original window openings be maintained according to Standards 4.14, number 6; that the window trim be maintained according to Standard 4.11; that the applicant present permit-ready drawings with the materials to be approved by Staff and with the mature canopy trees’ species, location, and size indicated on the plans; and that additional fenestration on the right and left elevations be included per Standard 6.15 and 6.16.

Mr. Barth added the friendly amendment that the applicant should maintain the original gable vents on the existing structure per Standard 4.14. Vice Chair Parati accepted the friendly amendment.

Vice Chair Parati also clarified that the original windows would be addressed in a separate motion.

Mr. Barth seconded the motion.

**VOTE 2: 9/0**

**AYES: BARTH, HAWKINS, LINEBERGER, PARATI, TAYLOR, WALKER, WHEAT, WHITLOCK, WOJICK**

**NAYS: NONE**

**DECISION 2: APPLICATION FOR FRONT DORMER & REAR ADDITION – APPROVED WITH CONDITIONS.**

**MOTION 3: CONTINUE**

**1<sup>st</sup>: PARATI      2<sup>nd</sup>: BARTH**

Vice Chair Parati moved to continue the portion of the application pertaining to the replacement of the five original windows stating that the Commission needs further documentation that they are beyond repair before approving their replacement, citing Standard 14.1, number 1.

Mr. Barth added the friendly amendment that the applicant work with Staff to locate a window restoration expert and provide an expert analysis and additional photographs.

Vice Chair Parati accepted the friendly amendment.

Mr. Barth seconded the motion.

**VOTE 3: 6/3**

**AYES: BARTH, HAWKINS, PARATI**

**NAYS: LINEBERGER, TAYLOR, WALKER, WHEAT, WHITLOCK, WOJICK**

**DECISION 3: APPLICATION FOR WINDOW REPLACEMENT CONTINUATION – DENIED.**

**MOTION 4: APPROVE**

**1<sup>st</sup>: WALKER      2<sup>nd</sup>: WHITLOCK**

Ms. Walker moved to approve the application for window replacement, noting that the windows being shown to the Commission are irreparable, and it should be up to the owner’s discretion whether they are repaired or replaced.

Mr. Barth made a friendly amendment to cite Standard 4.14, numbers 3 and 10-22 for windows. Ms. Walker accepted the amendment.

Mr. Whitlock seconded the motion.

**VOTE 4: 6/3**

**AYES: LINEBERGER, TAYLOR, WALKER, WHEAT, WHITLOCK, WOJICK**

**NAYS: BARTH, HAWKINS, PARATI**

**DECISION 4: APPLICATION FOR WINDOW REPLACEMENT – APPROVED.**

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The applicant for **HDCRMI-2022-00739** for **1532 Dilworth Rd** has chosen to defer a hearing on the case until a later date.

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**ABSENT | RECUSE | LEFT MEETING | RETURNED:**

ABSENT: BELL

LEFT MEETING: PARATI

**APPLICATION:**

**HDCRMA-2023-00750, 1707 LENNOX AV (PID: 12311902) – REAR ADDITION**

**EXISTING CONDITIONS:**

The existing structure is a one-story brick duplex constructed in 1930. The building was changed to a single-family use in 2017. Architectural features include hip roof with gable roof vents, a small front porch with metal columns, a small secondary entry on the right elevation also with metal columns, a 10/10 picture window on the front elevation, and 6/6

windows. The exterior is unpainted brick. The lot size is approximately 50' x 200'. Adjacent structures are commercial buildings and 1 and 1.5-story historic residential buildings.

**PROPOSAL:**

The proposed project is a rear addition to re-establish a duplex to this lot. The proposal also includes the construction of a swimming pool and accessory structure, as shown on the Site Plan, Sheet ST1. The existing carport will be removed.

The height of the original house as measured from grade to ridge is 16.9' - 17.4'. From the street, the height of the proposed addition is 18.9'-19.4'. The overall grade to ridge height is approximately 22'-6 ¼". The addition bumps out from the original structure on the left elevation. The footprint of the proposed addition measures approximately 59'- 3 ½" x 36'-6". Proposed materials include brick to match existing and wood trim to match existing. Proposed windows are Windsor Pinnacle wood double-hung in a 6/6 pattern to match existing.

The proposed accessory structure measures approximately 21'-0 ¼" as measured from grade to ridge. The building footprint is approximately 21'-6" x 24'-0". There are two trees proposed for removal.

**STAFF ANALYSIS:**

Staff has the following comments about the proposal:

1. Addition
  - a. The new addition is both taller and wider than the original historic structure.
2. Accessory Building
  - a. Provide a railing detail with dimensions.
  - b. Garage doors should be either authentically separate or detailed to appear to be separate doors.
  - c. Provide information about the new drive gates.
3. Details needed for both buildings:
  - a. Window trim detail with dimensions.
  - b. Door specifications, both entry doors and garage doors.
4. Site Features
  - a. Provide additional information (size and species) about mature canopy trees to be removed.
  - b. Provide details and materials of all proposed areas of hardscape, including the swimming pool.

**SPEAKERS [FOR | AGAINST]:**

No one accepted Chair Hawkins' invitation to speak.

**MOTION:**

**1<sup>st</sup>:      **WOJICK**                      2<sup>nd</sup>:      **BARTH****

Ms. Wojick moved to continue the application for a rear addition and requested a restudy of the design, citing Standard 6.20, numbers 1, 2, 5, and 6. She also referenced to Chapter 6 for New Construction generally, pointing to Standards 6.1 through 6.12. She noted that the Commission was not reviewing for compliance with 6.13 or any further details at this time. Ms. Wojick also requested that the applicant provide a Zoutewelle survey of the elevation for East Kingston with the existing and proposed addition shown behind those four properties, and that they add additional dimensions to the existing structure from a footprint standpoint, show grade on the elevations, and indicate whether there were going to be any retaining walls.

Mr. Barth seconded the amendment.

Ms. Walker added the friendly amendment that the applicant address the massing at the 5' setback and closeness of the project to other single-family residences.

Ms. Lineberger added the friendly amendment that the Commission is not reviewing the accessory structure or site details at the time.

Ms. Wojick and Mr. Barth both accepted the friendly amendments.

**VOTE: 8/0**

**AYES: BARTH, HAWKINS, LINEBERGER, TAYLOR,  
WALKER, WHEAT, WHITLOCK, WOJICK**

**NAYS: NONE**

**DECISION: APPLICATION FOR REAR ADDITION – CONTINUED.**

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Ms. Walker noted a change in the vote count for one application then moved to approve the November 15, 2023 minutes. Vice Chair Parati seconded the motion. The motion was approved by a vote of 10/0.

Chair Hawkins moved to approve the December 13, 2023 minutes. Ms. Walker seconded the motion. The motion was approved by a vote of 10/0.

Ms. Harpst asked if the Commission would like to have any discussion or move to approve the Commission Report. Ms. Walker moved to approve the report, with Ms. Wojick seconding the motion. The motion was approved by a vote of 10/0.

With no further business to discuss, Chair Hawkins adjourned the meeting at 7:43 pm.