

Members Present

Cheri Vaughn – Chairman
Karen Mann – Vice-Chairman
Scarlett Boutchyard
Kathleen Couch
Scot Craigie
Colleen Knight
Rebecca Clark

Members Not Present

Others Present

Mike Dail, Director, Director Community and Cultural Services
Domini Cunningham, Historic Preservation Planner
Dawn Maye, Administrative Support Specialist

DUE TO COVID-19 MEETING WAS CONDUCTED VIA Webex.

I. Opening of the meeting

II. Invocation

1. A moment of silence was taken.

III. Roll Call

1. A silent roll call was taken by staff. All members were present.

IV. Old Business

1. None

V. Certificate of Appropriateness

A. Major Works

1. A request has been made by Charles Caldwell and Patsy Pierce for a Certificate of Appropriateness to make the following changes on the property located at 109 Brown Street:
 - a. Build a 10' X 12' shed in the rear yard.
 - b. Install metal handrails on the front porch.
 - Chairman, Cheri Vaughn asked Patsy Pierce and Charles Caldwell to remove their mute button and were sworn in.
 - Mr. Charles Caldwell, the lot is a small lot and has minimal storage capacity and needs a place to store his motorcycle, other than the back yard. Mr. Caldwell and Ms. Patsy Pierce also need a place for general storage. All of the existing neighbors has some type of storage shed of various sizes located in their back

yards. We are working on the assumption to build the biggest shed as possible to have room to expand. Mr. Caldwell is requesting a 10' X 12' wood frame, wood siding, peak roof with shingles, main house has a metal roof. The shed will be located in the far rear of the back yard.

- Chairman, Cherry Vaughn, asked for questions from the Commissioners. Commission did not have any questions. Chairman, Vaughn, asked for questions from the public. There were no questions.
 - Chairman, Cherry Vaughn, brought it back to the table. Chairman, Vaughn asked for questions from the Commissioners. The Commissioners did not have any questions.
 - Chairman, Cherry Vaughn, asked for a motion.
 - ❖ Karen Mann made the following motion: I move that the Historic Preservation Commission grant a Certificate of Appropriateness to, Charles Caldwell and Pasty Pierce to make the above changes on the property located at 109 Brown Street. This motion is based on the following findings of fact: the application is congruous with the Historic Preservation Commission Design Guidelines, specifically Chapter 3.12 – Outbuildings and Accessory Structures, 4.1 – Landscaping, 4.2 – Lighting, 4.3 – Parking, Driveways and Sidewalk and 5.2 – Residential Construction. Scarlett Boutchyard seconded the motion and all voted 7 in favor and 0. The Motion Passed.
2. A request has been made by Marye “Marty” McBride for a Certificate of Appropriateness to make the following changes on the property located at 420 E Main Street:
- a. Replace waffle style pavers in the existing driveway with 1920’s brick.
 - b. Extend the existing driveway to the rear yard with 1920’s brick.
 - c. Install metal handrails at the front steps.
- Chairman, Cheri Vaughn asked Marye “Marty” McBride to remove their mute button and were sworn in.
 - Ms. Marty McBride, recently purchased the house in January and has just moved into the house. Currently installed in the front of the house are concrete “waffle” shaped pavers. Ms. McBride is requesting to replace the existing pavers with 1920’s brick that are consistent with the current house.
 - Chairman, Vaughn, asked for Ms. McBride to explain about the handrails. Ms. McBride, the handrail that is shown in the packet is a single rail going up the middle of the steps on the front façade. The handrail is being placed in that location for pedestrians to be able to use their left or right hand going up or down the steps. The handrail shown on the column will be coming from the walkway up to a single step then up to the landing. Presently three (3) people have fallen on the steps. The steps are visually hard to see due there is no variation in color from step to step. The handrails would be installed for safety reasons.
 - Chairman, Cheri Vaughn, what color will be on the handrail? Ms. McBride, she has shown the handrail as a white for visual purposes (on the picture located in the Agenda Packet), but the handrails will be painted the same color as the front door a dark navy blue. (Shown on picture in the agenda packet.)
 - Chairman, Cherry Vaughn, asked for questions from the Commissioners. Commission did not have any questions. Chairman, Vaughn, asked for questions from the public. There were no questions.

- Chairman, Cherry Vaughn, brought it back to the table. Chairman, Vaughn asked for questions from the Commissioners. The Commissioners did not have any questions.
- Chairman, Cherry Vaughn, asked for a motion.
- Mr. Scot Craigie started to make a motion. Scarlett Boutchyard, made a statement that she loved the brick idea in the driveway and how the materials go along with the Guidelines.
- Chairman, Cherry Vaughn, asked for any comments. There were no comments. Chairman, Vaughn asked if Mr. Craigie would make his motion.
 - ❖ Scot Craigie made the following motion: I move that the Historic Preservation Commission grant a Certificate of Appropriateness to, Marye “Marty” McBride to make the above changes on the property located at 420 E Main Street. This motion is based on the following findings of fact: the application is congruous with the Historic Preservation Commission Design Guidelines, specifically Chapter 3.6 – Porches and Entryways, 3.13 – Safety and Accessibility, Chapter 4.1 – Landscaping, and 4.3 – Parking, Driveways and Sidewalks. Rebecca Clark seconded the motion and all voted 7 in favor and 0. The Motion Passed.

VI. Minor Works

- ❖ Rebecca Clark made the following motion to approve all minor works. Kathleen Couch seconded the motion all voted 7 in favor and 0 opposed. The Minor Works Passed.

VII. Other Business

1. Mr. Scot Craigie wanted to make a request concerning the “Finding of Facts” that is included in the Agenda Packet.
 - Mr. Craigie stated, “I don’t believe that we should actually have what the City believes the request is congruous or not, and I kind of often wonder whether we should even have the findings of facts, because I think that’s part of our job as a Commission member to take that upon ourselves to figure out what we are supposed to be doing and voting on.”
 - Cheri Vaughn, this is very helpful for new Commissioners that have just been appointed to commission. Mr. Craigie, after review of previous Agenda the Staff Report was not initiated until July, 2017. Mr. Craigie, The Staff Report leads the Commission in the direction to the guidelines, but the Finding of Facts, is almost like leading the Commission to whether the application is congruous or not congruous and that is the job of the Historic Preservation Commission. Ms. Vaughn, you have to make your decision based on the Finding of Facts, but you as a Commissioner must go to the property and determine your own Finding of Facts. Ms. Rebecca Clark, agrees with Mr. Craigie on the point that the Finding of Facts can sway everyone to automatically go in one direction. Ms. Clark, has been on the Commission for some time and it use to work that Staff would give you the Finding of Facts and you would review it, then if you had any questions you would ask Staff. Ms. Clark, feels that if we (the Commission) would complete our own research to make sure that we were voting on something that we had visited the property.
 - Scarlett Boutchyard, since we are depending on Major Works, why do we not get an explanation on why the Minor Works were approved. Why would the Major and Minor works be different? Rebecca Clark, it has worked that Staff has told us what Minor Works have been approved. Mr. Scot Craigie, but it does not tell us why they were approved. Rebecca Clark, they follow the Guidelines and that is why they were approved and that is why we are given the Minor Works to review and if we disagree then that is when the Commission has the opportunity to discuss the disagreement.

- Mr. Scott Craigie, concerning Minor Works, the Minor Works that are preapproved have already been completed before the meeting. Ms. Rebecca Clark, that is why they are called Minor Works. Mr. Craigie, why is Staff asking for our approval when they have already been completed? Ms. Kathleen Couch, regarding the Finding of Facts, based on everyone that is on the board, the Staff person that is relating the Finding of Facts has the most experience and educational background to give the Commission an unbiased opinion, there has been many times when Staff has said that the application is not congruous and we (the Commission) has voted that the application is congruous. The Finding of Facts from Staff does not mean that we (the Commission) has to hold to their decision. But, it does give us a better interpretation of the guideline as it pertains to the case that is being reviewed. Scarlett Boutchyard, agrees with Kathleen, this was done just a few months ago with the Baptist Church, we were not all in favor, but there was a difference of opinion concerning the Finding of Facts. Mr. Craigie, that is the point that he wants to make, is that we are not supposed to discuss the application to any other member before the meeting and any discussion should be in the meeting and not with anyone else. If staff is giving the Commission an opinion before the meeting, what is the difference for us (the Commission) discussing the application before the meeting. Ms. Vaughn, this is our opinion and the Finding of Facts are facts concerning the application.
- This discussion continued. It was the consensus of the Commission to table this discussion until the June Meeting. During that time Staff will contact local Historic Preservation Commissions concerning the wording of the Finding of Facts. Staff would also contact John Wood of the Eastern Regional Field Office of the North Carolina State Historic Preservation office based in Greenville. At the June meeting Staff will report to the HPC its findings and then the HPC will make their decision.
- Mr. Craigie, second point, would like to have a meeting with the City Council, Historic Preservation Commission Members and Staff to go over the town meeting that was held last August, 2019. We have been wanting to meeting since last August and has not happened. At that meeting we could bring up this item along with other items that were discussed at the Town Hall Meeting. Ms. Clark, that is something that Staff would have to arrange. Mr. Craigie asked Staff to arrange this meeting. Mr. Mike Dail, this would be the City Manager's Office that would arrange the meeting. Mr. Dail, it is his opinion that if you do not want Staff to state if it is Congruous or Not Congruous we can remove the wording if the majority of the Commission agrees. Also, concerning the Minor Works, that is more of an information item and is not anything that the Commission needs to approve. Staff is letting the Commission know that these are the Minor Works that have been approved since the last meeting. If you vote to remove Congruous or Not Congruous, Staff will not state that in the Find of Facts.
- Ms. Vaughn, asked if the Commission they wanted to take a vote on the removal of the wording "Congruous" and "Not Congruous" from the Finding of Facts? Ms. Knight, would it be possible to place this on the Agenda for next month's meeting? This would give us time think about the wording and give some time to come up with some alternatives. It was the consensus of the Commission to wait on a vote until next meeting.

VIII. Approval of Minutes – April 7, 2020

- ❖ Karen Mann made a motion to approve the April 7, 2020 minutes. Kathleen Couch seconded the motion all voted 7 in favor and 0 opposed. Minutes Approved.

IX. Adjourn.

1. There being no other business

- ❖ Scarlett Boutchyard made a motion to adjourn. Kathleen Couch second the motion all voted 7 in favor and 0 opposed. Meeting Adjourned.