



APPROVED SEPTEMBER 14, 2022

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**HISTORIC DISTRICT COMMISSION HYBRID IN-PERSON/REMOTE ONLINE MEETING**  
**August 10, 2022**  
**Room 267 + WebEx**

**MINUTES**

**MEMBERS PRESENT:** Ms. Nichelle Hawkins (Vice Chairperson)  
Mr. Chris Barth (2<sup>nd</sup> Vice Chairperson)  
Ms. Noelle Bell  
Mr. P.J. Henningson  
Ms. Christa Lineberger  
Mr. Scott Whitlock  
Ms. Heather Wojick

**MEMBERS ABSENT:** Ms. Kim Parati, (Chairperson)  
Mr. Phil Goodwin  
Ms. Jill Walker

**OTHERS PRESENT:** Ms. Kristi Harpst, Administrator Historic District Commission  
Ms. Candice Leite, Staff to the Historic District Commission  
Ms. Cindy Kochanek, Staff to the Historic District Commission  
Ms. Linda Keich, Clerk to the Historic District Commission  
Ms. Jill Sanchez-Myers, Senior Assistant City Attorney  
Ms. Candy Thomas, Court Reporter

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With a quorum present Vice Chairperson Hawkins called to order the August 10, 2022, hybrid in-person, remote online meeting at 1:01 p.m. Vice Chairperson Hawkins began the meeting by introducing the Staff, the Commissioners, and explaining the meeting's procedure. Participants in today's evidentiary hearings were required to submit a copy of any presentation, document, exhibit, or other material that they wished to submit at the evidentiary hearing prior to today's meeting. All such materials, as well as a copy of City staff's presentations and documents, were posted online prior to today's meeting. No case is proceeding today in which anyone contacted the City to object to the remote, online meeting platform. The review of each application consists of the Presentation of the application and Deliberation. The application is presented by the HDC staff. The Commission will first determine if there is enough information to proceed with the hearing. The applicant will present their testimony for the application. Other parties wishing to speak, for or against, will be given reasonable time to present factual sworn testimony based on the HDC Design Standards. The HDC may question the applicant and HDC staff members. HDC staff and the applicant will be given an opportunity for rebuttal and final comments. The HDC shall close the hearing for discussion and deliberation. During discussion and

deliberation only the Commission and staff may speak. An HDC member may request the hearing to be opened for further questioning. The HDC will craft a motion for Approval, Continuation, or Denial. The majority vote of the Commission present is required for a decision to be reached. A final vote by the HDC will end the hearing. Vice Chairperson Hawkins asked that the following guidelines be followed during the meeting; mute your audio when you're not speaking, use only one source of audio (computer or phone), do not put your phone on hold, make sure you are in a quiet area, turn off or silent electronic devices, and do not speak over the person talking or you will be asked to leave the meeting. Lastly, use the "raise your hand" tool, and please do not speak unless recognized by the Chair or staff. Because the Commission is a quasi-judicial body any speaker FOR or AGAINST an application must be sworn in. Due to the hybrid nature of today's proceedings, any individual wishing to speak for or against an application was asked to sign-up and provide any additional evidence in advance of the meeting. During the hearing Vice Chairperson Hawkins will further open the floor to anyone who has joined the meeting by telephone. Speakers will begin by stating their name and address. Vice Chairperson Hawkins swore in all applicants and staff and continued to swear in people as they arrived for the duration of the meeting.

**INDEX OF ADDRESSES:**

**NOT HEARD JULY 13<sup>TH</sup> MEETING:**

HDCRMI 2022-00253, 628 S. Summit Avenue	Wesley Heights
HDCRMI 2022-00334, 400 E. Worthington Avenue	Dilworth
HDCRMA 2022-00387, 808 Brookside Avenue	Dilworth
HDCRDEMO 2022-00459, 1528 Jennings Street	Oaklawn

**CONSENT AGENDA:**

HDCRMA 2022-00576, 819 Lexington Avenue	Dilworth
HDCRMI 2022-00595, 1823-1829 Cleveland Avenue	Dilworth
HDCRMI 2022-00622, 808 E. Kingston Avenue	Dilworth
HDCRMI 2022-00623, 1929 Park Road	Dilworth
HDCRMA 2022-00638, 2010 The Plaza	Plaza Midwood

**CONTINUED FROM JUNE 8 MEETING**

HDCRMA 2022-00128, 255 W. Park Avenue	Wilmore
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**CONTINUED FROM JULY 13<sup>TH</sup> MEETING**

HDCRMA 2022-00333, 1817 S. Mint Street	Wilmore
HDCRMA 2022-00218, 1921 Park Road	Dilworth

**NEW CASES**

HDCRMA 2021-01060, 306 N. Graham Street	Fourth Ward
HDCRMI 2022-00376, 330 West Boulevard	Wilmore
HDCRMA 2022-00349, 1525 Merriman Avenue	Wilmore
HDCRMA 2022-00465, 1311 Myrtle Avenue	Dilworth

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**CASES NOT HEARD JULY 13 MEETING**

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

ABSENT: GOODWIN, PARATI, WALKER

**APPLICATION:**

**HDCRMI 2022-00253, 628 S. SUMMIT AVENUE (PID: 07102327) – TREE REMOVAL AFTER THE FACT**

**EXISTING CONDITIONS:**

The existing is a one-story Bungalow, known as the Byrd-Steele House, was constructed c. 1925. The building has a three-bay façade with a front gable main roof. Architectural features include Craftsman details with exposed rafters, 4/1 double-hung wood windows and a full-width front porch engaged under a lower front gable supported by brick columns. The house has been wrapped in vinyl and aluminum. The lot size is approximately 55’ x 195’. Adjacent structures are 1, 1.5, and 2-story single family and multi-family buildings.

**PROPOSAL:**

This project is for a tree removal of one mature canopy tree in the rear yard, a Willow Oak. A review of the tree removal request has also been provided by City of Charlotte Urban Forestry staff. The application is an After-the-Fact review, with the Commission reviewing the project on its merits as if the work has not yet occurred.

**STAFF ANALYSIS:**

Staff has the following comments about the proposal:

1. The Commission will determine if the proposed tree removal meets the Standards.
2. Recommend that the size of the new large maturing canopy tree(s) is 2-3” caliper.
3. Minor changes may be approved by staff, including tree replanting plan.

**SPEAKERS FOR OR AGAINST:**

No one accepted Vice Chairperson’s Hawkins invitation to speak either for or against this application.

**MOTION 1: DENIED**

**1<sup>ST</sup>: WHITLOCK**

**2<sup>ND</sup>: BARTH**

Mr. Whitlock moved to deny this application due to the lack of compelling proof that the tree was in danger of falling and that it was compromised due to disease that would have been evident prior to it being removed. The applicant is to plant a large new canopy tree similar to the tree that was removed and in a location that would be approved by staff per Standard 8.5, number 6 and 8.5, number 2.

Mr. Henningson made a friendly amendment; the applicant is to plant two oak canopy trees planted in the location specified by the applicant in the application.

**VOTE: 7/0**

**AYES:** BARTH, BELL, HAWKINS, HENNINGSON,  
LINEBERGER, WHITLOCK, WOJICK

**NAYS:** NONE

**DECISION: APPLICATION FOR TREE REMOVAL DENIED.**

**APPLICATION:**

**HDCRMI 2022-00334, 400 E. WORTHINGTON AVENUE (PID: 12105718) – ACCESSORY BUILDING**

The applicant deferred this application to the September 14<sup>th</sup> meeting.

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

ABSENT: GOODWIN, PARATI, WALKER

**APPLICATION:**

**HDCRMA 2022-00387, 808 BROOKSIDE AVENUE (PID: 12109331) - ADDITION**

**EXISTING CONDITIONS:**

The existing is a 1.5-story Bungalow constructed c. 1920. The building has a three-bay façade with a side gable main roof. Architectural features Craftsman details with 4/1 double-hung wood windows and a full-width engaged front porch supported by brick piers and tapered wood columns. The house has wood siding and an unpainted brick foundation. The structure has been altered over the years with a second level addition in 2007, a new rear deck in 2010 and a front porch floor replacement with the addition of handrails in 2014, and a rear dormer addition in 2021. The lot size is approximately 50' x 139'. Adjacent structures are 1 and 1.5-story single-family buildings.

**PROPOSAL:**

The proposed project is rear addition that also extends towards the left property line. Proposed materials are traditional to match existing, including windows and doors. Vertical trim elements at the rear corners of the original house will be used as a transition between the original house and new rear addition. Post-construction rear yard permeable calculations are not provided. The project requires full Commission review because it is wider than the original house.

**STAFF ANALYSIS:**

Staff has the following comments about the proposal:

1. Site Plan:
  - a. Provide rear yard permeability calculations for the property, not inclusive of the alley.
  - b. Any changes to fencing may be staff approved.
2. Provide manufacturer specifications for new windows and doors that meet HDC requirements.
3. Minor changes may be approved by staff (fencing, window manufacturer, etc.).

**SPEAKERS FOR OR AGAINST:**

No one accepted Vice Chairperson’s Hawkins invitation to speak either for or against this application.

**MOTION:    **APPROVED WITH CONDITIONS**            1<sup>ST</sup>:    **LINEBERGER**            2<sup>ND</sup>:    **HENNINGSON****

Ms. Lineberger moved to approve this application, because it meets the Standards for New Construction, Chapter 6, and for additions, 6.2 to 6.24. The applicant is to provide the rear yard permeability calculation, the brick detail, the fence detail and the window and door specifications for staff review per Standards for New Construction Chapter 6.

Mr. Henningson made a friendly amendment work with staff on the pairing of a window on the addition on the left elevation.

**VOTE: 7/0**

**AYES:**    BARTH, BELL, HAWKINS, HENNINGSON,  
                  LINEBERGER, WHITLOCK, WOJICK

**NAYS:**    NONE

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

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

ABSENT: GOODWIN, PARATI, WALKER

**APPLICATION:**

**HDCRDEMO 2022-00459, 1528 JENNIGS STREET (PID: 07508119) - DEMOLITION**

**EXISTING CONDITIONS:**

The existing structure is one-story, Bungalow constructed c. 1947. Architectural features include a front gable with engaged front porch, supported by a pier and column. The exterior is stucco, including the foundation and chimney. The windows and doors are replacements. The lot size is approximately 50' x 149'. Adjacent structures are one-story bungalows and ranch single-family structures, a vacant lot, and a new two-story single-family building constructed in 2020-2021 prior to the designation of the Oaklawn Park local historic district.

**PROPOSAL:**

The proposal is full demolition of the building. The following information is presented for the Commission's review and consideration:

- Digital photos of all sides of building
- Digital photos of significant architectural details
- Property survey
- Elevation drawings
- Zoutewelle survey

**STAFF ANALYSIS:**

Staff has the following comments about the proposal:

1. The elevation drawings provided were embedded in a PowerPoint and are skewed; a PDF drawing set for HDC files is needed.
2. The Commission will determine if the application is complete.
3. The Commission will determine whether the building has special significance to the Oaklawn Park Local Historic District. With affirmative determination, the Commission can apply up to a 365-Day Stay of Demolition.
4. If the Commission determines that this property does not have any special significance to the district, then demolition may take place without a delay or upon the approval of new

**SPEAKERS FOR OR AGAINST:**

No one accepted Vice Chairperson's Hawkins invitation to speak either for or against this application.

**MOTION 1: APPLICATION IS COMPLETE                      1<sup>ST</sup>: HENNINGSON      2<sup>ND</sup>: BARTH**

Mr. Henningson moved to determine that this application is complete with all required documentation provided by the applicant.

**VOTE: 7/0**

**AYES:** BARTH, BELL, HAWKINS, HENNINGSON,  
LINEBERGER, WHITLOCK, WOJICK

**NAYS:** NONE

**MOTION 2: SPECIAL SIGNIFICANCE**

**1<sup>st</sup>: HENNINGSON**

**2<sup>nd</sup>: BARTH**

Mr. Henningson moved to determine that the building has special significance and value towards maintaining the character of the Oaklawn Pak Local Historic District, because it is 50 years or older, and its architectural style.

**VOTE: 7/0**

**AYES:** BARTH, BELL, HAWKINS, HENNINGSON,  
LINEBERGER, WHITLOCK, WOJICK

**NAYS:** NONE

**MOTION 3: 365 DAY STAY OF DEMOLITION**

**1<sup>st</sup>: HENNINGSON**

**2<sup>nd</sup>: BARTH**

Mr. Henningson moved to approve the project with a 365 day stay of demolition due to its special significance and value towards maintaining the character of the district. Receipt of accurate measured drawings of the buildings to be demolished are required for the HDC records before plans for new construction will be considered by this commission.

**VOTE: 7/0**

**AYES:** BARTH, BELL, HAWKINS, HENNINGSON,  
LINEBERGER, WHITLOCK, WOJICK

**NAYS:** NONE

**DECISION: APPLICATION FOR DEMOLITION APPROVED WITH A 365 DAY STAY OF DEMOLITION.**

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**CONSENT AGENDA**

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

ABSENT: GOODWIN, PARATI, WALKER

**APPLICATION:**

**HDCRMA 2022-00576, 819 LEXINGTON AVENUE (PID: 12305305) – ADDITION**

**EXISTING CONDITIONS:**

The existing is a 1.5-story American Small House with Tudor Revival elements constructed c. 1936. The building has a three-bay façade with a side gable main roof and central projecting gable with prominent front chimney. Other architectural features include 6/6 double-hung wood windows, a front stoop with simple metal handrails, and a side-porch (screened). Exterior is unpainted brick and retains its original curved front walkway and concrete steps to the public sidewalk. The lot size is approximately 50' x 172'. Adjacent structures are 1, 1.5 and 2-story single-family and multi-family buildings.

**PROPOSAL:**

The proposed project is rear addition, front stoop extension and roof addition, and changes to an existing screen porch. An existing dilapidated accessory structure will be demolished. The rear addition is wider than the existing house but retains both original rear corners of the house. On the right elevation the original rear corner will be delineated by a brick transition detail shown on A-3.1. On the left elevation, the addition is inset from the original rear corner with a new side entry. Proposed materials are brick to match existing and board and batten siding to match the existing details in the side porch gable. New windows proposed to be

JELD-WEN Sitrine aluminum clad with wood trim to match existing. A tree letter is provided for the 24" Willow Oak and the site plan A-6.0 shows tree protection for additional trees located in the rear yard.

On the front elevation the existing front stoop will be extended in materials to match existing, concrete floor with brick rowlock. A simple metal roof with 8" metal columns and metal handrail will be added. All original elements of the screen porch will to remain (columns, brackets, roof, floor), with the screens changed to casement windows, which is reversible.

Post-construction the rear yard will be 33% impervious. The project requires full Commission review because it is wider than the original house and includes changes to the front elevation.

**STAFF RECOMMENDATION:**

1. The project is not incongruous with the district and meets the Standards for Porches, 4.8 and Additions and New Construction, 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 rear yard permeability calculations.
  - b. Work with staff to provide larger and/or more window openings on the right elevation of the rear addition.
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 OR AGAINST:**

No one accepted Vice Chairperson's Hawkins invitation to speak either for or against this application.

**MOTION:    APPROVED WITH CONDITIONS            1<sup>ST</sup>: BARTH            2<sup>ND</sup>: LINEBERGER**

Mr. Barth moved to approve this application as a consent agenda item with the following items to be reviewed and approved by staff: board and batten material on the addition is to match the existing board and batten in size and dimension. The window size and proportions on the addition is to match the windows on the existing historic house. The existing porch column, beam, and the eave details are to remain, utilizing in-fill windows for the porch enclosure.

Mr. Henningson made a friendly amendment; the applicant is to provide permit ready construction drawings and rear yard permeability calculations to staff.

**VOTE: 7/0**

**AYES: BARTH, BELL, HAWKINS, HENNINGSON,  
LINEBERGER, WHITLOCK, WOJICK**

**NAYS: NONE**

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

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

ABSENT: GOODWIN, PARATI, WALKER

**APPLICATION:**

**HDCCMI 2022-00595, 1823-1829 CLEVELAND AVENUE (PID: 12105301) – ACCESSORY STRUCTURE**

**EXISTING CONDITIONS:**

The existing building is the former Dilworth Methodist Church South, constructed c. 1915. The Colonial Revival brick building was designed by architect Marvin W. Helms and built by L. Vaughn. The building has a hip roof surmounted by a domed belvedere. Architectural features include round arched bays in the rear section with fanlights, rectangular transoms over the front section bays, a classical portico with pedimented fanlight gable over massive Doric columns. All masonry is unpainted. The lot size is approximately 150' x 150'. Adjacent structures are 1, 1.5, and 2-story residential and commercial buildings.

**PROPOSAL:**

The proposed project is a new dumpster enclosure at the rear of the lot. The project also includes increasing the height of an existing screen wall from 7'-3" to 8'-7". Proposed materials are traditional to match existing, brick with a concrete cap. The new enclosure gate will be steel columns and composite 1.5 x 5.5 planks

**STAFF RECOMMENDATION:**

1. The project is not incongruous with the district and meets the Standards for Additions and New Construction, 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. Dumpster enclosure gate should be wood instead of a composite material.
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 OR AGAINST:**

No one accepted Vice Chairperson’s Hawkins invitation to speak either for or against this application.

**MOTION:      APPROVED WITH CONDITIONS                      1<sup>ST</sup>: BELL              2<sup>ND</sup>: HENNINGSON**

Ms. Bell moved to approve this application because the project is not incongruous with the district and meets the Standards for additions and new construction Chapter 6. Permit ready construction drawings need to be submitted to staff for final review with the following conditions, the dumpster enclosure gate should be wood instead of a composite material.

**VOTE: 7/0**

**AYES: BARTH, BELL, HAWKINS, HENNINGSON, LINEBERGER, WHITLOCK, WOJICK**

**NAYS: NONE**

**DECISION: APPLICATION APPROVED WITH CONDITIONS.**

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

ABSENT: GOODWIN, PARATI, WALKER

**APPLICATION:**

**HDCRMI 2022-00622, 808 E. KINGSTON AVENUE (PID: 12311914) – ADDITION**



**EXISTING CONDITIONS:**

The existing building is a 1.5-story Bungalow constructed c. 1920. Architectural features include asymmetrical front gables with exposed rafters and simple square brackets, 4/1 double-hung wood windows, and exterior brick chimney. The front porch is partial width, engaged, with a shed roof supported by wood tapered columns atop brick piers connected by a brick curtain wall. The house has wood German lap siding and a brick foundation. All brick is unpainted. A rear porch addition was constructed in the mid-1990s. The lot size is approximately 50' x 150'. Adjacent structures are 1, 1.5, and 2-story single-family and multi-family buildings.

**PROPOSAL**

The proposed project is rear addition that also extends towards the left property line. The addition will replace a portion of the rear porch with the right portion of the existing porch to remain. A new side entry on the left elevation will be added with the existing stone path to remain. Proposed materials are traditional to match existing, including unpainted brick foundation, and wood siding and trim. The new windows are proposed to be casement and double-hung in pattern and proportions to match existing. HVAC will be located at the rear and screened from the neighboring property. Post-construction rear yard will be 33.4% impervious. The project requires full Commission review because it is wider than the original house.

**STAFF RECOMMENDATION:**

1. The project is not incongruous with the district and meets the Standards for Additions and New Construction, 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 window and door specifications that meet HDC requirements.
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 OR AGAINST:**

No one accepted Vice Chairperson’s Hawkins invitation to speak either for or against this application.

**MOTION:    APPROVED WITH CONDITIONS            1<sup>ST</sup>:    WHITLOCK            2<sup>ND</sup>:    BARTH**

Mr. Whitlock moved to approve this application.

Mr. Henningson made a friendly amendment the project is not incongruous with the district and meets Standards for additions and new construction, Chapter 6. The applicant is to submit permit ready construction drawings to staff for final review with the following condition, the applicant is to provide window and door specification that meet HDC requirements.

**VOTE:    7/0**

**AYES:    BARTH, BELL, HAWKINS, HENNINGSON,  
LINEBERGER, WHITLOCK, WOJICK**

**NAYS:    NONE**

**DECISION:    APPLICATION APPROVED WITH CONDITIONS.**

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

ABSENT: GOODWIN, PARATI, WALKER

**APPLICATION:**

**HDCRMI 2022-00623, 1929 PARK ROAD (PID: 12108823) – CHIMNEY EXTENSION**

**EXISTING CONDITIONS:**

The existing building is a 1.5 story Bungalow constructed in 1920. Architectural features include a full width engaged front porch under the main hip roof supported by square wood columns, exposed rafters, wood shake siding, and a small front gable dormer. The lot size is approximately 50' x 239'. Adjacent structures are 1 and 1.5-story single-family buildings.

**PROPOSAL:**

When the dormers were added in the early 2000s, the chimney at the front left side of the house was not raised to meet code. The current owner is seeking to fix this issue. Approximately 2-3 feet will be added to the chimney to meet code height required for operability. Brick and mortar will be in a red colorway to match existing but will not be painted.

**STAFF RECCOMENDATION:**

1. The project is not incongruous with the district and meets the Standards for Additions and New Construction, 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. New brick to remain unpainted.
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 OR AGAINST:**

No one accepted Vice Chairperson’s Hawkins invitation to speak either for or against this application.

**MOTION: APPROVED WITH CONDITIONS**

**1<sup>ST</sup>: WOJICK**

**2<sup>ND</sup>: LINEBERGER**

Ms. Wojick moved to approve this application on the consent agenda with the condition that the new brick is to remain unpainted. The applicant is to provide permit ready construction drawings to be submitted to staff for final approval. The project is not incongruous with the district and meets the Standards for chimneys 4.7 and roofs 4.5

**VOTE: 7/0**

**AYES:** BARTH, BELL, HAWKINS, HENNINGSON,  
LINEBERGER, WHITLOCK, WOJICK

**NAYS:** NONE

**DECISION: APPLICATION FOR CHIMNEY EXTENSION APPROVED.**

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

ABSENT: GOODWIN, PARATI, WALKER

**APPLICATION:**

**HDCRMA 2022-00638, 2010 THE PLAZA (PID: 09506101, 09506102, 09506130, 09506131) NEW CONSTRUCTION – DESIGN CHANGES**

**EXISTING CONDITIONS:**

The property at 2010 The Plaza is the Van Landingham Estate, a designated local historic landmark. The four-acre property has two accessory buildings with fairly dense landscaping.

On May 12, 2021, the Commission approved the construction of four new buildings that comprise a total of 22 townhomes.

- Ten (10) units are accessed from The Plaza and face the main house.
- Twelve (12) units are accessed from Belvedere Avenue and face Thurmond Place.
- Height of units fronting The Plaza and Belvedere are 33'-6" (The height of the Van Landingham Estate is 35'-7" based on the most current Zoutewelle survey).
- Heights of all other units is 35'6"
- Proposed material palette is Nichiha Savannah Smooth siding, Miratec (trim), brick, aluminum clad windows with brick mold trim/fiber cement trim.
- Roof details include wood fascia and brackets
- Other site features include landscaping, tree planting, and new driveways and walkways.
- All HVAC equipment will be placed behind parapet screen wall of roof. See detail 04 on sheet A-3.0.
- All trash & recycle cans will be roll out type. No dumpsters will be used on project.
- Mailboxes to be determined by post office. Mail will either be delivered to individual units or to a central mailbox as required by the USPS.

**PROPOSAL:**

The project is for design changes to building number four, which faces Belvedere Avenue. No other buildings are submitted for design review at this time. The changes are noted on the plans. There are four primary changes on the building:

1. Lower roofline to maintain 33'-6" maximum height.
2. Fenestration in dormers resized for egress in bedrooms.
3. HVAC units relocated with brick screening.
4. West elevation provided, which is a new elevation not reviewed under the original approval.

These changes are the template for adjustments to Buildings 2 and 3. The request is for the Commission to approve these changes and, provided any changes to the other buildings are the similar, authorize staff to approve the changes to the other two buildings.

**STAFF RECCOMENDATION:**

1. The project is not incongruous with the district and meets the Standards for New Construction, 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.
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 OR AGAINST:**

No one accepted Vice Chairperson's Hawkins invitation to speak either for or against this application.

**MOTION:    **APPROVED WITH CONDITIONS**            1<sup>ST</sup>: BARTH    2<sup>ND</sup>: LINEBERGER**

Mr. Barth moved to approve this application as a consent agenda item for new construction, asking that the applicant confirm with staff approved design changes mimic what was approved on building one per Standards, Chapter 6 and request the applicant submit permit ready construction drawings to staff.

Mr. Henningson made a friendly amendment, to approve the location of the HVAC units in the front because of site constraints and the units cannot be located on the roof or in the rear.

**VOTE: 7/0**

**AYES: BARTH, BELL, HAWKINS, HENNINGSON,  
LINEBERGER, WHITLOCK, WOJICK**

**NAYS: NONE**

**DECISION: APPLICATION FOR NEW CONSTRUCTION APPROVED WITH CONDITIONS.**

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**CONTINUED FROM JUNE 8<sup>TH</sup> MEETING**

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**APPLICATION**

**HDCRMA 2022-00128, 255 WEST PARK AVENUE (PID: 11908924) – ADDITION/ACCESSORY BUILDING**

Due to a Quorum issue this application was not heard.

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**CONTINUED FROM JULY 13 MEETING**

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

ABSENT: GOODWIN, PARATI, WALKER

**APPLICATION**

**HDCRMA 2022-00333, 1817 S. MINT STREET (PID: 11907703) – NEW CONSTRUCTION**

***This application was continued from the July 13, 2022, meeting for the following items:***

1. *Choose a stylistic expression that is consistent throughout for the detailing of the project.*
2. *Provide a setback exhibit noting the streetscape and relative setbacks that informs the placement of the proposed house on the site.*
3. *Provide rear yard calculations based on the Sanborn maps.*
4. *Consider shifting the proposed house location on the site to meet the spacing of the context and to reference the Zoutewelle surveys for that.*
5. *Restudy the height relative to the context and restudy the context for additional height reference points.*
6. *Make every effort to reconsider the ridge height of the front dormer relative to the immediate surroundings.*
7. *Brick foundations are to remain unpainted.*
8. *Proposal of open eaves or boxed eaves to be consistent and related to the stylistic expression of the proposed house.*
9. *Reference a minimum thickness for the lap siding, trim and corner boards*
10. *Front and side entry doors, visible from the public right of way, need to be wood.*
11. *Window Simulated True Divided Light (STD L) proportions need to be consistent throughout.*
12. *The front dormer window to be smaller than the main-level windows per the Get Your House Right pattern book.*
13. *The porch needs to be a minimum of eight feet deep.*
14. *Provide porch column dimensions and a porch section from roof to foundation referencing the relationships between the elements.*
15. *If the porch finished floor height to grade is close to the code requirement provide a railing detail, but the preference is there will be no front porch railing.*
16. *Re-study the massing relative to the height of the main side-to-side gable and flat roof shed dormers in the back, their relationship to the main level wall planes, their overhangs, the relationship to the main level wall planes, their overhangs, the relationship of the window head heights to the eaves, and the depth of the eaves.*

17. *The site plans need to show HVAC screening, provide front and side walkway dimensions, provide parking pad dimensions.*
18. *The site plan needs to show where the trees are located, identify which trees are remaining, and provide tree protection plan for the trees that are remaining, including fencing to minimize parking and material storage via alley access on the tree roots.*
19. *Provide material specifications, which should include minimum dimensions and should as accurately as possibly represent the relationship between trim and corner boards and the thickness of lap siding.*

**EXISTING CONDITIONS:**

The existing site is a vacant lot. The lot measures approximately 50' x 200'. Adjacent historic structures are 1 and 1.5 single-family structures.

**PROPOSAL:**

The proposal is new construction of a single-family structure. Setback is not provided. Total height is approximately 22'- 4 3/4" at the front gable over the porch and 23'- 4 3/4" to the primary ridge as measured from grade. Siding material is proposed to be fiber cement siding with a 5 1/2" reveal and the foundation will be brick. Fiber cement trim will be used on the windows. Windows proposed to be wood or aluminum clad, double-hung or casement with Simulated True Divided Lights (STDL) in a 6/1 pattern.

*Revised Proposal – August 10, 2022*

- Bungalow styling selected.
- Setbacks shown on survey. Setback is 34' from right corner pin.
- Dormers setback from first floor thermal wall. Dormer pitch 2/12.
- Front facing gable 21'-8" and primary ridge 23'-10".
- Brick foundation noted to remain unpainted.
- Open eave design shown.
- Materials dimensions provided.
- Front and side entry doors shown as wood.
- Window proportions updated.
- Partial porch section provided at roof; foundation not shown, and columns size not provided.

**STAFF ANALYSIS:**

Staff has the following comments about the proposal:

1. Materials + Details
  - a. Manufacturer and specifications for proposed fiber cement siding, fiber cement beadboard soffit, windows, and doors
  - b. Front and rear porch column dimensions
  - c. Full porch section from roof to foundation
  - d. Front porch depth needs labeled on plans
  - e. Corner board trim material not noted. Wood trim is typically required by the Commission
2. Site Plan
  - a. 6-foot-wide front walkway is incongruous. 4' is typically the max width for primary walkways.
  - b. 5-wide side walkway.
  - c. HVAC screening needs to be specified. Screening needed from front and side with evergreen plant material or HDC compliant fence
3. Trees
  - a. Location/size/species of all mature canopy trees on the property

- b. Identify which trees are remaining, which are to be removed and which will be protected during construction
- c. Provide tree protection plan for trees to remain

**SPEAKERS FOR OR AGAINST:**

Justin Bell, neighborhood resident.

**MOTION:    APPROVED WITH CONDITIONS            1<sup>ST</sup>: HENNINGSON    2<sup>ND</sup>: LINEBERGER**

Mr. Henningson moved to approve this application with the following conditions: Setback per Standard 7.4, the house needs to be proportionally situated plus or minus ten percent between the two neighboring houses on the right, between the applicant’s house and West Worthington. Materials per Standard 6.18, use staff approvable materials for trim, soffits, columns, siding, doors and windows. Document the front and rear porch column dimensions. Provide a full porch section from roof to foundation and label the front porch depth on the plans. Site Plan, per Standard 8.2, number 2, for the front and side walkways, retain the same historic design patterns. Applicant to work with staff to use historically accurate width for both the front and side walkways. Per Standard 8.9, number one, on the site plan document the evergreen, screening material to be used. Roof lines Per Standard 6.13, drop the rear ridge line that ties into the side gable four to six inches so that there’s not a bump with the ridge vent. Fenestration, per Standard 6.15, align header height to what was documented on slides 32 and 33 in the July submission for just the first floor.

**VOTE: 7/0**

**AYES:** BARTH, BELL, HAWKINS, HENNINGSON,  
LINEBERGER, WHITLOCK, WOJICK

**NAYS:** NONE

**DECISION: APPLICATION FOR NEW CONSTRUCTION APPROVED WITH CONDITIONS.**

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

ABSENT: GOODWIN, PARATI, WALKER

**APPLICATION**

**HDCRMA 2022-00218, 1921 PARK ROAD (PID:12108821) - ADDITION/ACCESSORY BUILDING DEMOLITION AND NEW CONSTRUCTION**

***This application was continued from the July 13, 2022, meeting for the following items:***

*Addition:*

- 1. Addition. Restudy the windows to be more in keeping with the original style and proportion of the windows on the original historic house, per Standard 6.15.*
- 2. Materials. The roof and siding to match the existing house, per Standard 6.18.*
- 3. Roof. The general roof form of the addition to be simpler in geometry, per Standard 6.13.*
- 4. Provide additional dimensions, details, and a better explanation of the transition between the atypical diamond shingles to the traditional cedar shingles.*
- 5. Foundation. Brick foundation shall be unpainted, per Standard 6.12.*

*Accessory Structure:*

- 1. Accessory Structure. Restudy the complexity of form and go to a more simple design as it relates to the existing historic structure, per Standard 6.13.*
- 2. Minimize the width of the accessory structure as it relates to the existing house and provide additional scale-reducing techniques to minimize the massing on the site, per Standard 6.8.*
- 3. Provide additional dimensions, details with window trim, cornices, and siding, especially in regard to the diamond shaped to regular shingle transitions.*

4. *Provide clarification on the topography change from the front of the house to the accessory structure to verify its height relationship.*
5. *Avoid coplanar dormers and simplify the roof forms as it relates to the building massing for the accessory structure.*

*Site Features:*

1. *Provide additional information as it pertains to the pergola, requesting an elevation from the streetscape, as well as height dimensions and material details and call-outs.*
2. *Analyze the pergola encroachment.*
3. *Provide full permeability specs with the materials being used on paved surfaces.*
4. *Provide a more accurate site plan as it pertains to trees to remain as well as new tree placement.*
5. *Provide a tree protection plan for the trees to remain.*
6. *Provide dimensions of the driveway length and width as well as the dimension from the house to the property line.*
7. *Pool equipment, condensing units, and trash cans need shown on the site plan.*
8. *Provide additional fence details and historic examples from the historic districts.*

**EXISTING CONDITIONS:**

The existing structure is a 1.5-story Bungalow building built c. 1920. Architectural features include a front gable roof with a six-light fixed window flanked by vents, engaged front porch supported by tapered wood columns and brick piers, small side gable bump outs on both the left and right elevations, a wood shingle exterior, and painted brick foundation. There is a hipped roof, brick, one-bay historic garage located in the rear. The lot size is approximately 50' x 223'. Adjacent structures are a mixture of 1 and 1.5-story residential buildings.

**PROPOSAL:**

The proposed project is a rear addition of heated living space, removal of an existing one vehicle garage and construction of a new accessory building, and site work, including retaining walls. The existing historic accessory building will be demolished. The new rear addition steps out from the original right corner of the house and steps out on the left elevation slightly in front of the original left rear corner. The new roof of the addition ties in beneath the original ridge. Changes to windows are proposed on the left elevation. The garage portion of the new accessory structure will be accessed from the rear alley. Height is noted at 20'-7 5/8" for the new accessory structure. Lot topography slopes slightly upward toward the rear of the lot. The height of the primary structure is approximately 24'-0 5/8" from grade to ridge at the front elevation, and approximately 21'-9 1/2" from grade to ridge of the new rear addition. Materials are not noted for any portion of the existing structure or for the proposed new construction. Trees proposed for removal are shown on A-2.1. Post-construction rear yard impermeable area will be 40%.

*Revised Proposal – August 10, 2022*

- Addition, rear elevation window configuration and roof design changes
- Accessory structure design changed, including roof forms
- Topography exhibit provided
- Permeability specs provided
- Trees to remain, new tree placement shown on A-2.1.
- Pool equipment, HVAC units and trash cans shown on A-2.0

**STAFF ANALYSIS:**

Staff has the following comments about the proposal:

1. Accessory building
  - a. Massing of south (right) and west (front, house-facing) elevations.
  - b. South (right) elevation

- i. Blank walls.
  - ii. Window trim on square gable window.
  - iii. Notes a glass/alum. door, but no door is shown, only fish scale shingles.
  - iv. Window trim detail needed where gable intersects with horizontal trim.
- c. Materials and details needed, including windows and doors.
- d. Provide setback dimensions from rear property line.
- 2. Addition
  - a. Fenestration on rear elevation.
  - b. Curved walls on the rear elevation.
  - c. Materials and details needed, including windows and doors.
- 3. Details
  - a. Window trim detail needed.
  - b. Roof eave detail needed.
  - c. Front elevation: The original window/vent detail proportions and trim is drawn incorrectly. This detail is incorporated on the rear elevation addition and on the new accessory building and is shown to match the front elevation drawing.
  - d. Fish scale shingles are incongruous with the Bungalow architecture of the existing building. Fish scale shown but labeled as diamond shingles on both the addition to the original house and the new accessory structure. Diamond shingles are also incongruous.
  - e. New shingle siding should be individually applied not sheets of uniform shingles.
  - f. Note new masonry to remain unpainted.
- 4. Site Plan
  - a. Curved retaining wall and fencing.
  - b. Provide fence and wall detail with dimensions, both in elevation and section.
  - c. Pool equipment is located outside of the fence. Mechanical equipment needs to be screened from neighboring properties.
  - d. HVAC equipment needs permanent screening.

**SPEAKERS FOR OR AGAINST:**

No one accepted Vice Chairperson's Hawkins invitation to speak either for or against this application.

**MOTION: CONTINUED                      1<sup>ST</sup>: HENNINGSON                      2<sup>ND</sup>: BARTH**

Mr. Henningson moved to continue this application for the following: Additions, per standard for material 6.18, provide a section detail on the transition between the square and diamond shingles. Per Standard 6.18 more detail is needed on the materials including materials and trim on windows and doors. Per Standard 6.15 for fenestration on the right elevation of the rear addition, the window on the far right needs to move more towards the front of the house.

For the Accessory Structure, restudy the complexity of form and go to a simpler design as it relates to the historic structure per Standard 6.13. Minimize the width of the accessory structure as it relates to the existing house and provide additional scale reducing techniques to minimize the massing on the site per Standard 6.8. Provide additional details, dimensions on window trim, cornices, and siding. Per Standard 8.10, number three and seven for the height of the ADU, document the difference in the height between the ridge line on the ADU and the ridge line on the main house. Garage doors Standard 8.10, number six provide more information, including dimensions on the garage doors and ensure that they are of residential scale.

Site features, per Standard 8.9, number one ensure that the pool equipment if outside he fence is properly screened and the HVAC is properly screened per Standard 8.6 for fencing, the applicant to provide elevation drawings of the fence and not just a cross section.



Ms. Lineberger made a friendly amendment per Standard 6.18, the applicant to provide detail of the shingle transition from shingle to diamond.

**VOTE: 7/0**

**AYES:** BARTH, BELL, HAWKINS, HENNINGSON,  
LINEBERGER, WHITLOCK, WOJICK

**NAYS:** NONE

**DECISION: APPLICATION FOR ADDITION/ACCESSORY BUILDING DEMOLITION AND NEW CONSTRUCTION CONTINUED.**

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## NEW CASES

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

ABSENT: GOODWIN, PARATI, WALKER

RECUSED: LINEBERGER

**APPLICATION:**

**HDCRMA 2021-01060, 306 N. GRAHAM STREET AND 420 W. 6<sup>TH</sup> STREET (PID: 07806401 & 07806402) – NEW CONSTRUCTION (COMMERCIAL/MULTI-FAMILY)**

**EXISTING CONDITIONS:**

There are two parcels with three structures that are all connected and form a u-shape. The lot size of 306 N. Graham Street is approximately 309' x 197'. The lot size of 420 W. 6<sup>th</sup> Street is approximately 68' x 194'. Adjacent structures are commercial and multi-family buildings.

306 N. Graham Street (PID# 07806401): Constructed c. 1928, the two-story structure is a classic historic commercial building with a storefront on the first level, windows on the upper façade, and decorative cornice. The storefront windows are replacements but the highly decorative brick and cast stone detailing remain intact.

A one-story brick building with a decorative stepped parapet connects the two-story commercial building with the one-story building located at 420 W. 6<sup>th</sup> Street.

420 W 6<sup>th</sup> Street (PID# 07806402): One structure, constructed c. 1950. The building is a one-story, brick building with an American bond brick pattern in the front section, the middle section of the building has a running bond brick pattern, and the rear section of the building is concrete block. The front elevation fronts N. Graham Street and architectural features include a brick wing wall and large storefront windows that wrap around the right elevation.

The Commission approved Demolition of the structures with a 365-day stay on March 9, 2022.

**PROPOSAL:**

The proposal is new construction of a mixed-use multi-family and commercial building. The front portion of the historic commercial building at 306 N. Graham St will be retained and incorporated into the new building. The new structure measures approximate 77'-6" from grade to ridge at the thermal wall along W. 7<sup>th</sup> Street. A materials list is not provided, only sample images of what the windows, brick exterior and storefront will look like. Details and dimensions are not indicated. Renderings are provided, however, detailed elevation drawings, including a storefront elevation detail, is not provided.

## **STAFF ANALYSIS:**

Staff has the following comments about the proposal:

1. As Condition of the March 9, 2022, decision to approve demolition with a 365-day delay, the Commission required the receipt of accurate measured drawings of the buildings to be demolished for HDC records before plans for new construction will be considered by the Commission. The Commission will determine if the information provided for the existing buildings meets their documentation requirement.
2. Conceptual information shown, no details, dimensions, materials, sections, elevations, etc. are provided. See list below.

### **Application Checklist Summary:**

1. Written description – not provided
2. Materials description – not provided
3. Photos of Existing Conditions – provided
4. Context Photos - provided
5. Property survey – not provided
6. Site Plans, Existing + Proposed:
  - a. Existing Site Plan – not provided
  - b. Proposed site plan – provided
    - i. No grading plan provided
    - ii. No fences/walls indicated
    - iii. No existing trees indicated
    - iv. Dumpsters/mechanical units/backflow preventer locations?
7. Elevation Drawings
  - a. Existing elevations – street view elevations provided in the Zoutewelle survey
  - b. Proposed – Not provided, renderings only
  - c. Foundation height not indicated on sections, renderings, or Zoutewelle surveys
8. Architectural details
  - a. Railing detail drawing – not provided
  - b. Window and door details, including storefront details – not provided, only a typical concept image shown
  - c. Lighting details – not provided
  - d. Signage details – not provided
  - e. Storefront elevation(s) detail – not provided
  - f. Wall section/Storefront section – not provided
9. Streetscape
  - a. The concept elevations are not shown on the Zoutewelle Streetscapes
  - b. The concept elevations are shown without the height lines. Building outline does not depict height of foundation, storefronts, windows, cornice, etc.

## **SPEAKERS FOR OR AGAINST:**

No one accepted Vice Chairperson's Hawkins invitation to speak either for or against this application.

## **MOTION:     DEFERRED                     1<sup>ST</sup>: HENNINGSON     2<sup>ND</sup>: BARTH**

Mr. Henningson moved to defer this application because the application is incomplete, applicant to reference the checklist and staff memo for the details on what elements are missing.

**VOTE:** 6/0

**AYES:** BARTH, BELL, HAWKINS, HENNINGSON,  
WHITLOCK, WOJICK

**NAYS:** NONE

**DECISION:** APPLICATION FOR NEW CONSTRUCTION INCOMPLETE.

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**APPLICATION**

**HDCRMI 2022-00376, 330 WEST BOULEVARD (PID: 11907925) - ADDITION**

The applicant deferred this application to the September 14<sup>th</sup> meeting.

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

ABSENT: GOODWIN, PARATI, WALKER

RETURNED: LINEBERGER, 6:02PM

**APPLICATION**

**HDCRMA 2022-00349, 1525 MERRIMAN AVENUE (PID: 11909813) -ADDITION, FRONT PORCH CHANGES**

**EXISTING CONDITIONS:**

The existing is a one-story American Small House constructed c. 1946. The building has a symmetrical three-bay façade with a side gable main roof with two unpainted, internal brick chimneys. The six-panel Colonial Revival front door appears to be original. Windows are 6/6. The exterior is wood lap siding with corner boards and a painted masonry foundation. The partial width front porch is an early addition that was updated in 2020. The lot size is approximately 50' x 155'. Adjacent structures are 1 and 1.5-story single-family buildings.

**PROPOSAL:**

The proposed project is a second-level addition, front porch changes, and window changes. The height of the existing house is approximately 19.6' as measured from grade to ridge. The new addition will increase the height to approximately 28.9'. Proposed materials are wood siding and trim to match existing and new aluminum clad wood windows. The original front door is proposed to be replaced with a new Craftsman-style wood door. Post-construction rear yard permeable calculations are not provided

**STAFF ANALYSIS:**

Staff has the following comments about the proposal:

1. Addition:
  - a. Height, size, scale, massing, directional expression, context, roof form and materials, and fenestration.
  - b. Front dormers are co-planer.
  
2. Windows/Doors
  - a. Fenestration changes on front elevation, including changing the single windows to paired windows and the replacement front door in a Craftsman style.
  - b. The addition of new 'crown' trim to all existing windows on the house.
  - c. The 6/1 windows on the rear elevation appear to be original. New windows should match the original 6/1 design.
  
3. The addition of thin brick veneer to the existing foundation.
  
4. Site Plan:

- a. Provide rear yard permeability calculations for the property, not inclusive of the alley.
- b. Show location of any existing trees on the site.
- c. HVAC location and screening
- d. Width and material of the new front walkway.

5. Provide manufacturer specifications for new windows and doors that meet HDC requirements.

**SPEAKERS FOR OR AGAINST:**

No one accepted Vice Chairperson’s Hawkins invitation to speak either for or against this application.

**MOTION: DENIED**

**1<sup>ST</sup>: HENNINGSON**

**2<sup>ND</sup>: WOJICK**

Mr. Henningson moved to deny this application because it does not meet the Design Standards for New Construction, and Additions. For Additions in Chapter 6 the addition violates 6.20 number one, it is not minimally visible from the street. Number two, the size of the addition visually overpowers the existing house, number three, the addition is not attached in a manner that it could be altered or removed in the future. The essential form and integrity of the building would be unimpaired. Number five, the existing roof pitch is not maintained, and number six the design of the addition is not compatible with the existing building. Standard 6.1, context, the addition transforms the house from an American Small House with some Colonial revival accents to a full-on colonial revival house, losing the original architecture of the house. Massing, per Standard 6.1, number one and two the front dormer is too large and doesn’t relate to the simplistic form of the original house. The massing of the addition is essentially adding second story to a low-ceiling American small house. The height per Standard 6.9, number one, the height should not be taller than any other historic buildings in the immediate context. The tallest historic house is 21.8 feet, and the new height of the addition brings the height up to 28.9 feet almost a ten-foot increase in height. Scale, Standard 6.10 the relationship of the building to others around it. The house is fifty percent taller and appears to be over double in size of the original house. Directional expression, Standard 6.11, number one the addition is transforming the house from horizontal in nature to square in nature. Roof forms and material, Standard 6.13, number one through four, the roof forms that increase in the addition are not historic and does not use scale reducing techniques. The front dormers are a scale reducing technique, however, the way the dormers are employed on the front adds to the massing. Per Standard 4.10, number one, features should be repaired not replaced. Standard 4.11 number one through three, adding new crown trim to all existing windows in the house is not historically appropriate, does not fit in the context. Fenestration should be replaced with something that was originally there six-over-one pattern and lastly, brick veneer should not be applied to the existing foundation per Standard 6.15 for fenestration, and Secretary of Interior Standards 2.5, two, three, one, four, five, six and seven.

**VOTE: 7/0**

**AYES:** BARTH, BELL, HAWKINS, HENNINGSON,  
LINEBERGER, WHITLOCK, WOJICK

**NAYS:** NONE

**DECISION: APPLICATION FOR ADDITION AND FRONT PORCH CHANGES DENIED.**

**APPLICATION**

**HDCRMA 2022-00465, 1311 MYRTLE AVENUE (PID: 12309402) – NEW CONSTRUCTION**

The applicant deferred this application to the September 14<sup>th</sup> meeting.

Ms. Hawkins moved to approve the July minutes. The motion was seconded by Ms. Lineberger and the vote was unanimous 7/0

With no further business to discuss, Ms. Hawkins adjourned the meeting at 6:56 PM.

Linda Keich, Clerk to the Historic District Commission