



AGENDA

Regular Meeting – Tuesday, July 13th, 2021 – 7:00 PM

City Council Chambers

425 S. Lexington Avenue, Burlington, North Carolina 27215

I. Call Meeting to Order

II. Introduction of New Members

III. Appointment of Chair and Vice Chair

IV. Approval of Previous Minutes

- a. Minutes for May 11, 2021 to be approved
- b. Minutes for June 8, 2021 to be approved

V. Applications for Major Certificates of Appropriateness - None

VI. New Business

- a. **Preservation Burlington Presentation**

VII. Other Business

- a. Minor Certificates of Appropriateness Update
- b. CLG Training

VII. Adjournment

**Minutes of the Burlington Historic Preservation Commission
May 11, 2021**

The Burlington Historic Preservation Commission met virtually on Tuesday, May 11, at 7:00 p.m.

Members Present:

Lori Bryan
Kristina Meinking
Jim Euliss
Molly Whitlatch
Brian Pennington
Russ Vandermass-Peeler

Members Absent:

Guests:

Staff Present:

Jamie Lawson, Principal Planner
Conrad Olmedo, Planning Manager

I. Call Meeting to Order (7:00 PM)

Lori Bryan called the meeting to order at 7:05 PM on May 11, 2021. Due to the Coronavirus Pandemic, this meeting is being held via Zoom platform. Please note this meeting is being recorded.

II. Approve Minutes

Lori Bryan opened discussion about the minutes for the March 9, 2021 meeting.

Ms. Molly Whitlatch made a motion to approve with change to attendance.

Mr. Brian Pennington seconded motion.

Approved unanimously.

III. HD-21-20: A request by the City of Burlington for renovations to the City Park Carousel House Landmark site located at 1386 South Church Street, PID 122431. The scope of work includes painting the exterior and the sprinkler pipes, removing the garage doors and iron fencing, installation of pavement within the building, structural reinforcements to the ceiling beams, removal of the iron partitions, relocation of the electrical panel, and relocation of the Burlington Denzel Carousel to a new carousel building within City Park.

Staff recommends approval of this item.

Assistant City Manager Ms. Rachel Kelly explained the details of the move of the animals and the updates that will be made to the old carousel house.

Mr. Fred Patrick testified that the carousel house will be updated so that it will be more structurally sound.

Chair Ms. Lori Bryan Presented the following findings of fact.

- C1-1. Original architectural details should be retained if structurally feasible. Original exterior features such as cornices, brackets, railings, shutters, siding, window architraves, and doorway pediments are an essential part of a building's character and should not be removed.
- C1-2. Deteriorated architectural features should be repaired or restored rather than replaced. If replacement is necessary, the new material should match the material being replaced in composition, design, color, texture, or other visual qualities.
- C1-3. Architectural components and details that are not appropriate to the historic character of the structure should not be added. The owner should never try to make a building look older than it is by using details belonging to a previous period.
- C1-4. Architectural components, such as fascias, soffits and columns, should not be replaced or covered by materials such as plywood, vinyl, and aluminum that would not have been used nor been available in the original construction.
- C1-5. Sandblasting and other abrasive treatments that can damage historic architectural components and details are not acceptable.
- C6-1. Original architectural metals should be retained. The removal of these features often destroys the structure's character and, therefore, is not recommended.
- C6-2. Cast iron may be cleaned by mechanical methods. Pressed tin and aluminum should be cleaned by the gentlest methods possible, such as detergent, water, and soft bristle brushes.
- C12-1. The placement of color should be appropriate to the architectural style of the structure.
- C13-1. Strong chemical paint strippers which can permanently damage the surface should be avoided.
- C13-3. Removing all old paint should be avoided unless there is a strong reason to do so, such as an obscured architectural detail, paint peeling, or cracking.

Vice Chair Ms. Molly Whitlatch added, there was evidence provided that the garage doors and fencing were not original to the building they were added in the 1980s or later, the building will be renovated to allow for a picnic area and that doors and fence will be removed to allow for ingress and egress. Testimony was provided that the building was assessed by a structural engineer and that additional structural panels will be painted to match.

Mr. Russ Vandermass- Peeler made a motion to approve the findings of fact with additions.

Mr. Brian Pennington Seconded the motion.

Approved Unanimously.

Ms. Molly Whitlatch made a motion to approve the COA as it was submitted.

Ms. Kristina Meinking seconded the motion.

The motion was approved unanimously.

IV: HD-21-13: A request by Faith Grant, President – Preservation Burlington, for a 8' x 4' wood sign located at 2359 Glencoe Street, PID 140621 for the Preservation Burlington Salvage Store, in the Neighborhood Business (NB) and Local Historic Overlay District (LHO).

Ms. Molly Whitlatch requested to be recused from voting on this item due to conflict of interest.

Ms. Kristina Meinking made a motion to recuse Ms. Whitlatch.

Mr. Brian Pennington seconded the motion.

The motion was approved unanimously.

Ms. Faith Grant shared a sample of the quality of the sign that will be added, it would be burned wood and will not need to be maintained frequently as paint would. There are no plans to renovate the building but there is a request to paint to preserve the building.

Chair Ms. Lori Bryan Presented the following findings of fact.

- B10-1. Appropriate materials for signs are wood, metal, concrete, and masonry.
- B10-2. Signs should not be attached to buildings in ways that interfere with or destroy important architectural features.
- B10-3. Portable signs, unless temporary, are not allowed.
- B10-4. Billboards are not allowed.
- B10-5. Plastic signs, internally illuminated signs and flashing signs are not allowed.
- B10-8. Signs for historic commercial buildings should be placed in locations originally intended for signs such as the frieze of a cornice on the top of a storefront.
- B10-9. All signs should conform to the existing city sign ordinance.
- B3-3. Landscape accessories, such as benches, lights and signs should be compatible in scale, color, and material with the character of the neighborhood.

Mr. James Euliss made a motion to approve the findings of fact,

Ms. Kristina Meinking seconded the motion

Approved Unanimously.

Mr. Brian Pennington made a motion to approve COA as presented.

Mr. Russ Vandermass- Peeler seconded the motion.

Approved Unanimously

V: HD-21-15: A request by Maile Williams for an 8'x16' woodshed, located at 725 West Front Street, PID 126121, in the Medium Density Residential (MDR) and Local Historic Overlay District (LHO).

Mr. Williams provided testimony that the shed would not be seen from the road, it will be built off site, then moved to the location and no trees will be removed for the shed to be placed.

Chair Ms. Lori Bryan Presented the following findings of fact.

- B7-2. New garages and outbuildings should be sited to the rear of the main building with setbacks, height, and massing compatible with other garages and outbuildings on the street. If the setback does not conform to City Code specifications, a variance must be obtained from the Board of Adjustment.
- B7-5. Garages and outbuildings should be free-standing structures. No attached garages or outbuildings are allowed.
- B7-6. Prefabricated wood storage buildings are permitted if they are not visible from the street and are camouflaged in some manner.
- B7-7. Metal utility sheds, metal carports and metal garages are not allowed.
- No trees will be removed.

Mr. Brian Pennington made a motion to approve the findings of fact with additions.

Mr. James Euliss seconded the motion.

Approved unanimously.

Ms. Kristina Meinking made a motion to approve the COA.

Mr. Brian Pennington seconded the motion.

Approved unanimously.

VI. Aurora Cotton Mills Finishing Plant Landmark Designation

Provide a recommendation on the landmark designation of Aurora Cotton Mills Finishing Plant located at 741 East Webb Avenue, PID 136857.

The state has approved the application for the Aurora Cotton Mills Finishing Plant to be designated as a landmark with City Council approval. The mill is well preserved and provides a great deal of material for the contractors to work with.

Ms. Molly Whitlatch made a motion to approve the designation as amended and to recommend approval by City Council.

Ms. Kristina Meinking seconded the motion.

Approved Unanimously.

VII. Architectural and Historic Design Standards Update

Provide a recommendation of the text changes to the City of Burlington Architectural and Historic Design Standards to reflect compliance to North Carolina General Statutes Chapter 160-D requirements.

The state has changed their statutes to correct the language of the historic guidelines to be called standards, as they are not optional but required.

Ms. Molly Whitlatch made a motion to approve the standards as recommended in the agenda packet.

Mr. Russ Vandermass- Peeler seconded the motion.

Approved Unanimously.

VIII. Local Historic Overlay (LHO) District Boundary Amendments

Three applications have requested recommendations from the HPC to create an investigative report and submitted at which point it will become open for public comment.

Ms. Molly Whitlatch made a motion to allow staff to initiate investigative reports and encourage staff to work with Mr. Gant and any commission members that wish to have a site visit and ask staff to initiate an RFP process to solicit a consultant to prepare the report and gather information as needed.

Mr. James Euliss seconded the motion.

Approved unanimously.

VI. Adjournment 8:44pm

END OF MEETING

**Minutes of the Burlington Historic Preservation Commission
June 08, 2021**

The Burlington Historic Preservation Commission met virtually on Tuesday, June 08, at 7:00 p.m.

Members Present:

Lori Bryan
Kristina Meinking
Jim Euliss
Molly Whitlatch
Brian Pennington
Russ Vandermass-Peeler

Members Absent:

Guests:

Staff Present:

Jamie Lawson, Principal Planner
Conrad Olmedo, Planning Manager

I. Call Meeting to Order (7:00 PM)

Lori Bryan called the meeting to order at 7:00 PM on June 8, 2021. Due to the Coronavirus Pandemic, this meeting is being held via Zoom platform. Please note this meeting is being recorded.

II. Approve Minutes

Minutes for the May 11, meeting will be approved at the July meeting.

III: HD-21-23: A request by the Ms. Jean Hunnicutt for tree removal at 709 West Davis Street, PID 126131. The property is located in the Medium Density Residential (MDR) and in the Local Historic Overlay (LHO) Zone District.

Ms. Hunnicutt testified that she would be removing trees from her lot in order to place a driveway and mend a wall. The significant trees will be replaced on the lot but not in the exact location. The trees closer to the street side are tangled with wisteria routes and are also causing issues with the wall.

Commission Members agreed that the center tree will not be removed until the driveway permit is submitted. The trees near the road have permission to be removed.

Chair Ms. Lori Bryan Presented the following findings of fact.

- B1-8. The neighborhood canopy should be reinforced by street and front yard trees. Appropriate trees should be planted to avoid damage to sidewalks, curbs, and retaining walls. New trees and plantings should replace older vegetation and should be properly maintained. All stumps of street trees shall be removed below the surface of the ground so that the top of the stump shall not project above the surface of the ground, and the surface shall be restored to its original condition as is reasonably practical.
- B2-4. Mature, healthy trees should remain intact and undisturbed on a site, unless they are causing the structural deterioration of a building. A mature tree is defined as being four (4) inches or larger in diameter in West Burlington and as being fifteen (15) inches or larger in diameter in Glencoe measured four (4) feet above the ground.
- B2-5. New construction should be sited to minimize its impact on existing mature trees and their root systems, both on and adjacent to the construction site. Protective measures should be taken to preserve trees and their root systems from the effects of grading, piling of dirt or parking of construction vehicles. Trees can be protected by the use of construction fences placed as far away from the tree trunk as possible.
- B2-6. Diseased trees should be examined by the County Agriculture Extension Agent or the City Cemetery and Grounds Superintendent to determine if removal or treatment is required.
- B2-7. Trees larger than four (4) inches in diameter in West Burlington or larger than fifteen (15) inches in diameter in Glencoe which are dead or diseased should be replaced with a similar type tree, except where the replacement would cause structural damage to the building.
- B2-8. When a tree is removed, the tree stump should be ground, and the soil should be leveled and seeded.
- E2f-2. Large trees that must be removed should be replaced with trees similar in type.

Ms. Whitlatch added:

- Street grown trees are hanging over the sidewalk and into the public right of way.
- The trees are dangerous to the public.
- The trees will not withstand the removal of the wall.
- Applicant will submit a future application to restore the wall once trees are removed.
- Applicant is willing to replant removed mature trees.

Ms. Molly Whitlatch made a motion to approve the findings of fact.

Ms. Kristina Meinking seconded the motion.

Approved Unanimously.

Ms. Molly Whitlatch made a motion to approve the COA for the removal of all trees, including the willow oak. The willow oak will be delayed until the applicant has submitted and gotten approval for the driveway.

Mr. Russ Vandermass- Peeler seconded the motion.

Approved unanimously.

IV.A request by Mr. and Mrs. Robinson to remove a property from the Local Historic Overlay (LHO) District boundary. The property is located at 1004 West Davis Street, PID 125546, and in the Medium Density Residential (MDR) and Local Historic Overlay (LHO) Zone District.

Staff will proceed with the initiation of the investigative report for the property to be removed from the district and will present the case after the State office has reviewed the application.

Ms. Molly Whitlatch made a motion for staff to initiate the investigative report.

Mr. Russ Vandermass- Peeler seconded the motion.

Approved Unanimously.

V. Minor Certificates of Appropriateness Update

There were three minor COA's approved, for roofing and windows.

VI.CLG Training

Commission members discussed the training videos. All were happy with the amount of information they received and expressed the helpful nature of having additional resources.

VII. Adjournment 8:50pm

END OF MEETING

City of Burlington Historic Preservation Commission

CERTIFICATE OF APPROPRIATENESS

ISSUED TO: Lynn Abram

ADDRESS: 2427 Glencoe Street, Burlington, NC 27217

DATE APPROVED: June 1, 2021 **DATE ISSUED:** June 1, 2021

TAX MAP NO. 140619 **EXPIRATION DATE:** December 1, 2021

ISSUED BY: Jamie Lawson, AICP **HD NO.** HD-21-026

IMPROVEMENTS TO PROPERTY:

HAVE BEEN (A) _____ REVIEWED BY THE HISTORIC PRESERVATION
COMMISSION or (B) APPROVED BY CITY STAFF HAVE BEEN FOUND

**TO BE IN COMPLIANCE WITH THE GUIDELINES SET FORTH IN THE CITY OF BURLINGTON
ZONING ORDINANCE, SECTION 32.2-P.**

TYPE OF WORK: Extension of time for the removal of a dying tree in the front yard.

You are authorized to proceed with this work in accordance with the Certificate of Appropriateness. Please make arrangements to obtain a sign from the City of Burlington Planning Department before beginning this work. You can post the sign on the property similar to a building permit showing that your work has been approved. This certificate is valid for six months from the date set forth above and shall expire if no work has commenced by that date. Please call Jamie Lawson in the Planning Department at 336-380-7064 if you have any questions.

You are advised to contact the City of Burlington Inspections Department to obtain any required building permit(s) for this work. This certificate is only granted in addition to other permits required by city Ordinances.

**Copy to: Mike Nunn, Director of Planning and Transportation
Russell Williams, Director of Inspections**

City of Burlington Historic Preservation Commission

CERTIFICATE OF APPROPRIATENESS

ISSUED TO: Molly & Jonathan Whitlatch, Christin Gusler

ADDRESS: 912 W. Davis/916 W. Davis Street, Burlington, NC 27215

DATE APPROVED: June 10, 2021 **DATE ISSUED:** June 10, 2021

TAX MAP NO. 125553/125554 **EXPIRATION DATE:** December 10, 2021

ISSUED BY: Jamie Lawson, AICP **HD NO.** HD-21-028

IMPROVEMENTS TO PROPERTY:

HAVE BEEN (A) _____ REVIEWED BY THE HISTORIC PRESERVATION
COMMISSION or (B) APPROVED BY CITY STAFF HAVE BEEN FOUND

**TO BE IN COMPLIANCE WITH THE GUIDELINES SET FORTH IN THE CITY OF BURLINGTON
ZONING ORDINANCE, SECTION 32.2-P.**

TYPE OF WORK: Removal of a diseased and dangerous tree between the driveway of both properties.

You are authorized to proceed with this work in accordance with the Certificate of Appropriateness. Please make arrangements to obtain a sign from the City of Burlington Planning Department before beginning this work. You can post the sign on the property similar to a building permit showing that your work has been approved. This certificate is valid for six months from the date set forth above and shall expire if no work has commenced by that date. Please call Jamie Lawson in the Planning Department at 336-380-7064 if you have any questions.

You are advised to contact the City of Burlington Inspections Department to obtain any required building permit(s) for this work. This certificate is only granted in addition to other permits required by city Ordinances.

**Copy to: Mike Nunn, Director of Planning and Transportation
Russell Williams, Director of Inspections**

City of Burlington Historic Preservation Commission

CERTIFICATE OF APPROPRIATENESS

ISSUED TO: Brian Pennington and Amy Allocco

ADDRESS: 712 W. Davis Street, Burlington, NC 27215

DATE APPROVED: June 15, 2021 **DATE ISSUED:** June 15, 2021

TAX MAP NO. 126126 **EXPIRATION DATE:** December 15, 2021

ISSUED BY: Jamie Lawson, AICP **HD NO.** HD-21-029

IMPROVEMENTS TO PROPERTY:

HAVE BEEN (A) _____ REVIEWED BY THE HISTORIC PRESERVATION

COMMISSION or (B) X APPROVED BY CITY STAFF HAVE BEEN FOUND

TO BE IN COMPLIANCE WITH THE GUIDELINES SET FORTH IN THE CITY OF BURLINGTON

ZONING ORDINANCE, SECTION 32.2-P.

TYPE OF WORK: Removal of a dying Willow Oak tree and replacement of appropriate native species.

You are authorized to proceed with this work in accordance with the Certificate of Appropriateness. Please make arrangements to obtain a sign from the City of Burlington Planning Department before beginning this work. You can post the sign on the property similar to a building permit showing that your work has been approved. This certificate is valid for six months from the date set forth above and shall expire if no work has commenced by that date. Please call Jamie Lawson in the Planning Department at 336-380-7064 if you have any questions.

You are advised to contact the City of Burlington Inspections Department to obtain any required building permit(s) for this work. This certificate is only granted in addition to other permits required by city Ordinances.

**Copy to: Mike Nunn, Director of Planning and Transportation
Russell Williams, Director of Inspections**

City of Burlington Historic Preservation Commission

CERTIFICATE OF APPROPRIATENESS

ISSUED TO: Mr. Rodney Jackson

ADDRESS: 2447 Glencoe St, Burlington, NC 27217

DATE APPROVED: June 23, 2021 **DATE ISSUED:** June 23, 2021

TAX MAP NO. 141429 **EXPIRATION DATE:** December 23, 2021

ISSUED BY: Jamie Lawson **HD NO.** HD-21-0030

IMPROVEMENTS TO PROPERTY:

**HAVE BEEN (A) _____ REVIEWED BY THE HISTORIC PRESERVATION
COMMISSION or (B) APPROVED BY CITY STAFF HAVE BEEN FOUND**

**TO BE IN COMPLIANCE WITH THE GUIDELINES SET FORTH IN THE CITY OF BURLINGTON
ZONING ORDINANCE, SECTION 32.2-P.**

TYPE OF WORK: Amendment to approved COA 20-48. Construction and installation of a 16'x24' one-story storage building with a 10' overhang. Removal of the existing 10'x14' shed.

You are authorized to proceed with this work in accordance with the Certificate of Appropriateness. Please make arrangements to obtain a sign from the City of Burlington Planning Department before beginning this work. You can post the sign on the property similar to a building permit showing that your work has been approved. This certificate is valid for six months from the date set forth above and shall expire if no work has commenced by that date. Please call the Planning Department at 513-5416 if you have any questions.

You are advised to contact the City of Burlington Inspections Department to obtain any required building permit(s) for this work. This certificate is only granted in addition to other permits required by city Ordinances.

**Copy to: Mike Nunn, Director of Planning and Transportation
Todd Lambert, Director of Inspections, Interim**