



## Meeting Minutes for September 13, 2022

The Burlington Historic Preservation Commission met on Tuesday, September 13, 2022, at 7:00 PM. All staff and applicants presenting at this meeting were sworn to tell the truth to the best of their ability. The meeting may be viewed online via YouTube's Playlist, "Historic Preservation Commission Meetings:"

<https://youtu.be/HEd-ygGmCAQ>

**Members Present:**

James Euliss, Chair  
Brian Pennington, Vice Chair  
Lori Bryan  
Wendy Geiss  
Kristina Meinking

**Members Absent:**

Russ Vandermass-Peeler

**Staff Present:**

Jamie Lawson, AICP, CZO, Planning Director  
Brianna Smith, Planning Office Manager

**I. Call Meeting to Order**

Mr. Euliss, Chair, called the meeting to order at 7:04 PM.

Ms. Kristina Meinking made a motion to excuse Mr. Russ Vandermass-Peeler from this meeting.

Ms. Geiss, Member, seconded the motion.

Approved unanimously by the following Members: (Euliss, Pennington, Bryan, Geiss, Meinking).

**II. Approval of Previous Minutes- August 9, 2022, Historic Preservation Commission**

Ms. Geiss, Member, made a motion to approve the minutes from the August 9<sup>th</sup>, 2022, Historic Preservation Commission Meeting.

Ms. Meinking abstained due to being absent from the August 9, 2022, meeting.

Ms. Wendy Geiss made a motion to approve the August 9, 2022, minutes. Ms. Bryan seconded the motion.

Approved unanimously by the following Members: (Euliss, Bryan, Geiss, Pennington).

### III. Applications for Major Certificated of Appropriateness

**ITEM 1:** HD-22-043: A request by Mr. Rodney Jackson to enclose the rear screened in porch at 2447 Glencoe Street, PID 141429. The Property is located in the Medium Density Residential (MDR) and in the Local Historic Overlay (LHO) District.

Applicant Mr. Rodney Jackson was present at the meeting.

Ms. Jamie Lawson, Planning Director, swore to tell the truth to the best of her ability and stated that no calls or emails were received about the item.

Mr. James Euliss asked if anyone had called or written about the item.

Ms. Lawson gave a brief overview of what was included in the packet to the commission that summarized the project as submitted by Mr. Rodney Jackson. Ms. Lawson also stated that there was a letter of approval included from Preservation North Carolina.

Ms. Lawson stated that, with the addition of the new Historic Design Standards, the findings of fact look different than previously.

Ms. Lawson then called on Mr. Jackson to give an overview of his project.

Mr. Rodney Jackson was sworn to tell the truth to the best of his ability.

Mr. Rodney Jackson stated that they wanted to enclose the back porch by adding walls, windows, enclose the space between the columns, and add an access door.

Ms. Lawson inquired what material the door would be. Mr. Jackson responded that it would be a wooden door.

Ms. Lawson asked if any of the photos provided showed a depiction of the door. Mr. Jackson responded that it had not been included.

Ms. Lawson inquired if the door and materials were included in the submission to Preservation NC. Mr. Jackson stated that he did not due to forgetting to add it.

Ms. Meinking inquired about the window in the Preservation NC letter. Mr. Jackson responded that that part of the letter had been changed to just fill in and not add the window in the original application.

Mr. Jackson stated that he let Cathleen Turner with Preservation NC know about the change. Ms. Lawson asked for clarification about Cathleen knowing about the change and Mr. Jackson affirmed that she had been notified.

Ms. Meinking inquired if there was an expiration date on the approval due to the letter date being in 2020.

Ms. Lawson stated that she did not see any issue with the date of the approval due to being in communication with Preservation NC and the applicant. Ms. Lawson also stated that projects tend to be approved and then completed later.

Ms. Lawson stated that if the commission did feel inclined to approve the addition of the door without seeing it at the presentation, that it would be subject to Preservation NC to review and to approve.

Ms. Wendy Geiss, Member, stated that the proposed door was common to the homes in Glencoe area.

Ms. Lawson inquired if the proposed door had been depicted in any of the submitted pictures previously submitted. Mr. Jackson responded no they had not been previously submitted.

Ms. Lawson inquired if the street map would show the door, Mr. Jackson responded no.

Ms. Lawson inquired for clarification of where the proposed door would be located. Mr. Jackson indicated the door would be south side of the porch with the other doors on the home.

Ms. Lawson inquired if the doors would match the current doors on the home, Mr. Jackson responded that they would match.

Mr. Brian Pennington, Vice-Chair, inquired to Mr. Jackson if he knew when the porch addition had been added to the home. Mr. Jackson responded that he assumed it was added in the early 2000's.

Mr. Euliss inquired if everything added to the home was going to match the integrity of the home. Mr. Jackson affirmed that it would match the home.

**Public Comments:**

There was one audience member present at the meeting. The audience member was a neighbor of Mr. Rodney Jackson and gave a vote of confidence and spoke to Mr. Jackson's high standards.

Ms. Geiss also spoke to previous projects that Mr. Jackson had worked on and gave a vote of confidence.

**Findings of Fact:**

The following findings of facts were included in the staff report as part of the application:

Historic Buildings- Maintenance and Alterations  
Design Standards for Foundations

- *A1. Maintain and preserve foundations their underpinnings, infill materials, and their*

*details* that contribute to the significance of the building. These include wall materials such as brick, masonry, and stucco, as well as historic latticework that may exist between piers.

#### Design Standards for Windows

- C7. *Only 9-over-6 or 6-over-6 double-hung sash windows shall be used* for houses in the Glencoe Mill Village district.

#### Design Standards for Porches, Porticoes, Balconies and Decks

- A1. *Preserve and maintain historic porches, porticoes and balconies* and their details, materials, and features that contribute to the significance of the building and the area. Prioritize repair over replacement. If not visible from streets, rear porches can be removed to accommodate rear building additions. If visible from a street, only non-historic rear porches can be removed.
- A2. *It is generally inappropriate to enclose a porch, portico or balcony.* A potential exception is the enclosure of a porch with screening, particularly if done on a facade not fronting a street. If a porch is to be screened, the design shall not conceal or compromise historic details, features, or materials important to the significance of the building. When permitted, screening shall use the minimum number of vertical and horizontal framing members necessary, and an effort shall be made for them to be aligned with existing porch elements to minimize their visual impact.
- A3. *Side and rear porches may be enclosed to create sun porches* if the design of the enclosure is compatible with the architecture of the structure. Sun porches should be designed so that they can be installed and removed without damage to the historic structure and any of its original features.

#### **Motion:**

Mr. Pennington made a motion to approve the applicant subject to Preservation NC approval of the door added on the south side of the porch and that the doors match the original on the home.

Ms. Kristina Meinking seconded the motion.

All members were in favor.

Ms. Lawson stated that in order to approve the additional door, Mr. Jackson would need to provide a letter or email indicating the approval from Preservation NC. The rest of the application is good to proceed under a COA.

#### **IV. New Business – None**

#### **V. Other Business**

##### a. Adoption of Historic District Standards

Ms. Lawson updated the commission that at the last City Council meeting the Historic District Design Standards were approved. Ms. Lawson stated that there may be a in formal training workshop on the updates. Ms. Lawson mentioned sending out a letter to the

Historic Districts notifying them of the changes that have taken place. Ms. Lawson briefly went through the changes and updates to the Historic District Design Standards and noted that all the updates to the Design Standards are listed on the City of Burlington website. There was discussion of the purpose of the Historic Preservation Commission with the addition of the design standards.

b. Minor Certificates of Appropriateness

Ms. Lawson gave brief overviews of each minor COAs that had been recently approved that were included in the Historic Preservation Commission's packet.

c. CLG Training

There was a brief discussion about new and current members needing to complete trainings. These trainings happen online, and the commission is required to attend ongoing trainings each year.

**VI. Discussion**

a. Ms. Lawson also gave details about the Historic Overlay Boundary Request was continued to October 4<sup>th</sup> City Council Meeting. Public Comment is closed for this item.

b. There was also brief discussion about new commission members and onboarding those members to the commission.

c. There was also discussion about updating the look and text on the COA Certificates. Staff will handle these updates.

**VII. Adjournment:**

Ms. Geiss made a motion to adjourn the meeting.

Ms. Meinking seconded the motion.

Motion was approved unanimously.

Meeting adjourned at 7:34 p.m.