

# Minutes

## HISTORIC DISTRICT COMMISSION

Regular meeting

6:30 p.m. Oct. 4, 2023

Board Meeting Room of Town Hall Annex, 105 E. Corbin St.



Present: Deputy Vice Chair G. Miller, and Members Elizabeth Dicker, Hannah Peele and Sara Riek

Absent: Chair Will Senner, Vice Chair Mathew Palmer and Bruce Spencer

Staff: Planner Shannan Campbell and Town Attorney Bob Hornik

### 1. Call to order, roll call, and confirmation of quorum

Deputy Vice Chair G. Miller called the meeting to order at 6:30 p.m. He called the roll and confirmed the presence of a quorum.

### 2. Commission's mission statement

Miller read the statement.

### 3. Agenda changes

There were no changes to the agenda.

### 4. Minutes review and approval

Minutes from regular meetings on Aug. 2, 2023, and Sept. 6, 2023.

Motion: Member Elizabeth Dicker moved approval of the Aug. 2, 2023, minutes as submitted. Member Hannah Peele seconded.

Vote: 4-0.

Motion: Peele moved approval of the Sept. 6, 2023, minutes as submitted. Dicker seconded.

Vote: 4-0.

### 5. Written decisions review and approval

Written decisions from regular meeting on Sept. 6, 2023.

It was noted that three of the written decisions are missing Paragraph 3 in the Finding of Fact section, so Paragraphs 1-4 would be re-numbered in sequence.

Motion: Member Sara Riek moved approval of the written decision for the 212 N. Occoneechee St. application from the regular meeting on Sept. 6, 2023, with the proposed changes. Peele seconded.

Vote: 4-0.

Changes: Re-number Paragraph 4 as 3 and Paragraph 5 as 4 in the Findings of Fact section.

For the written decision for the 101 E. Orange St. application, Miller proposed adding a sentence at the end of Paragraph 2 in the Findings of Fact section: “All work will be in accordance with the drawings and plans entered into evidence at the hearing.”

**Motion:** Dicker moved to approve the written decision for the 101 E. Orange St. application from the regular meeting on Sept. 6, 2023, with the proposed changes. Riek seconded.

**Vote:** 4-0.

**Changes:** Add “All work will be in accordance with the drawings and plans entered into evidence at the hearing.” to the end of Paragraph 2 in the Findings of Fact section.

**Motion:** Miller moved to approve the written decision for the 102 W. Queen St. application from the regular meeting on Sept. 6, 2023, with the proposed changes. Dicker seconded.

**Vote:** 4-0.

**Changes:** Re-number Paragraph 4 as 3 and Paragraph 5 as 4 in the Findings of Fact section.

**Motion:** Dicker moved to approve the written decision for the 117 N. Wake St. application from the regular meeting on Sept. 6, 2023, with the proposed changes. Peele seconded.

**Vote:** 4-0.

**Changes:** Re-number Paragraph 4 as 3 and Paragraph 5 as 4 in the Findings of Fact section.

**6. New business**

**A. Certificate of Appropriateness Application: 153 W. King St.**

Applicant is requesting approval for a shed on the southwest corner concrete slab (PIN 9864753365)

Miller opened the public hearing and asked for any conflict of interest or bias among the commissioners. There were none.

Miller swore in staff and the applicants. Planning and Economic Development Manager Shannan Campbell and applicants Elise Tyler and Bishop Meil were sworn in.

Campbell provided the staff report and mentioned that the inventory information from 2013 is outdated because the structure has been significantly renovated since then. She noted that corrugated metal roofs are only allowed on a case-by-case basis, and that this application proposes to add a metal roof that matches the roofs of the current structures.

The applicants provided clarification about the elevations provided in the application: the south elevation faces Margaret Lane, east faces the current building and west faces the fence.

Tyler introduced the application by explaining that the fire marshal has informed the Colonial Inn staff that they may no longer store any equipment in the basement. They are seeking an alternative solution to storage of inventory for the operation of the inn and plan to build a shed for that purpose. Tyler introduced Meil, Head of Maintenance at the Colonial Inn.

The shed will be 14 feet x 20 feet, and 10 feet 6 inches at its peak. It is proposed to be sited on an existing concrete slab, which is currently used for employee parking. The applicants expressed their intent to match all the exterior features of the current structure and roof, as they did when they built the annex to

the original structure in 2018, including siding, materials, and colors. The trim and window are proposed to be wood. There will be one window for airflow and a small, non-visible vent in the peak of the roof.

Tyler displayed the photographs included in the application, describing the placement of the shed and showing the views from a variety of sightlines. Tyler stated that the shed might be minimally visible from some angles but will mostly not be visible. She stated that from the sidewalk the structure will be seen at its apex, but mostly will be screened by existing plantings — three boxwoods that are expected to grow more.

Tyler described the base of the shed as pressure-treated plywood on 4 inch x 4 inch skids. She mentioned that the structure will be anchored to the ground to resist heavy winds.

Tyler noted that the door to the shed will be facing Margaret Lane, so loading and unloading will take place toward the back, away from view from the street.

Miller noted that no other members of the public were present to testify.

Miller inquired about the slope of the roof of the shed. Tyler noted that she intended for it to be as short as possible and did not intend for the roof pitch to match the high pitch of the roof of the annex structure.

Tyler confirmed that the structure will be built on site and that the siding will match the annex structure.

Miller closed the public hearing. Riek and Dicker expressed appreciation for the clarity and thoroughness of the materials provided in the application.

Motion: Riek moved to find as fact that the 153 W. King St. application is in keeping with the overall character of the Historic District and complies with all relevant standards of evaluation based on the commission's discussion of the application and the standards of evaluation in Section 3.12.3 of the Unified Development Ordinance because the plans are consistent with the Historic District Design Standards of New Construction of Outbuildings and Garages. Dicker seconded.

Vote: 4-0.

Motion: Riek moved to approve the application as submitted with no conditions. Peele seconded.

Vote: 4-0.

## 7. General updates

There were no updates.

## 8. Adjournment

Miller adjourned the meeting at 6:58 p.m. without a vote.

Respectfully submitted,



Joseph Hoffheimer  
Planner

Staff support to the Historic District Commission

Approved: November 1, 2023