

MINUTES
HISTORIC PRESERVATION COMMISSION
December 3, 2020
City of High Point
Municipal Office Building
City Council Chambers
6:00 p.m.

MEMBERS

PRESENT: Janet Catania, Chair
Holly Davis, Vice Chair
Jeremy Fennema
John Fitzwater
Brenda Stewart
Brienne Verstat

MEMBERS

ABSENT: Mary Powell DeLille

STAFF

PRESENT: Lee Burnette, Planning & Development Director
Chris Andrews, Development Administrator
David Fencl, Senior Planner
Genine Solis, Recording Secretary
Meghan Maguire, Assistant City Attorney

The meeting began at 6:00 p.m. in the City Council Chambers.

A. Call to Order

Ms. Catania, Chair, determined that a quorum was present and called the meeting to order.

B. Approval of Minutes

1. November 5, 2020 Regular Meeting of the Historic Preservation Commission

Mr. Fennema made a motion to approve the November 5, 2020 minutes for the regular meeting of the Historic Preservation Commission as presented. Ms. Davis seconded the motion. The minutes were approved by a vote of 6-0.

C. Hearing Item

All speakers offering testimony were affirmed.

1. Frankie Gurganus 303 Woodrow Avenue CA-20-27

A request to replace existing asphalt shingle roof with Timberline Patriot Red architectural shingle and to erect a 6-foot tall treated wood shadowbox fence and a 10-foot wide pergola in the side and rear yards.

Ms. Catania disclosed that she had a conversation with Ms. Garganus, as a neighbor and friend, as to how she needed to proceed after she received the letter stating she needed to apply for a Certificate of Appropriateness. No commission members had concerns regarding the conversation.

Mr. David Fencl, Senior Planner, presented CA-20-27 and entered the application, staff report, and pictures into the record.

Mr. Fencl stated that the roof is considered an after-the-fact COA as that work had been completed prior to the application being submitted.

He recommended approval of the request as outlined in the staff report.

Mr. Fencl provided the following answers to questions from the Commission:

- Pressure-treated lumber for the fence is consistent with the area and is the most widely used material in the neighborhood.
- The fence will tie into an existing, nearly invisible, fence in the back as containment for pets.
- The applicant may paint, stain, or leave bare, the fence as they choose.

The following person spoke on behalf of the applicant:

- Frankie Gurganus, owner, 303 Woodrow Ave., High Point

Ms. Gurganus provided the following answers to questions from the Commission:

- She did not get the Certificate of Appropriateness before putting the roof on because upkeep of the roof was never previously covered by the Design Guidelines.
- She believes the Commission and City have failed to get communication out to the residents regarding the changes in the Guidelines.

Ms. Gurganus stated that she looked through two bungalow books and the fence and pergola she is erecting are combinations of some in the books, and therefore fit with the house.

She also noted she would like to speak after the hearing closed.

The Commission began deliberation.

The Commission agreed that the case was pretty straightforward, and the changes fit with the home.

Mr. Fennema made a motion to accept the proposal to replace existing asphalt shingle roof with Timberline Patriot Red architectural shingle and to erect a 6-foot tall treated wood shadowbox fence and a 10-foot wide pergola in the side and rear yards for 303 Woodrow Avenue. Mr. Fitzwater seconded the motion. The Historic Preservation Commission approved the motion by a vote of 6-0.

D. New Business

1. Change to June and December 2021 regular meetings

Mr. Chris Andrews, Development Administrator, presented a memorandum, included in the packet, regarding moving the June and December meeting of 2021 to the first Wednesday of the month as there are conflicts with City Council meetings on the original meeting dates. The new dates of the meetings would be June 2 and December 1, 2021. He stated a vote was needed for changing the dates.

Ms. Davis made a motion to accept the proposed changes to the June and December, 2021 meeting dates for the first Wednesday instead of the second Wednesday at 6:00 p.m. Mr. Fennema seconded the motion. The Historic Preservation Commission approved the motion by a vote of 6-0.

2. Ms. Gurganus's comments on Design Guidelines and procedures

Ms. Gurganus had questions and concerns with the Design Guidelines, the manner in which the residents were notified, and the costs associated with obtaining a Certificate of Appropriateness.

In response to her questions and concerns and to questions from the Commission, staff gave the following information:

- New Design Guidelines were adopted on September 13, 2017.
- The process took about a year and former and current Commission members participated.
- Notices were sent out and ads were taken out in the newspaper informing the residents of the public hearings related to the proposed changes.
- Once the changes were adopted, postcards were mailed out to the residents of the historic districts informing them of those changes.
- Fees for Certificates of Appropriateness go to offset the costs associated with the notices, including the cost of paper, postage, legal ads, posted signs, and staff costs.
- Ms. Gurganus was advised to go through the public portal and complete a FOIA request for an itemized list of those costs.
- City Council wants to recoup the costs by charging the user fees instead of placing the burden on taxpayers.
- Every year staff recommends the amount of fees and any changes must be approved by City Council.
- The best way to voice an opinion on fees is to let City Council know by attending the public hearing forum held on the first Monday of the month.
- Although there are some cities that do not charge for Certificates of Appropriateness, most do, and those fees can vary.

E. Announcements

1. 2021 Meeting Calendar

The 2021 Meeting Calendar, reflecting the changed meeting dates, has been included in the packet.

2. *The Architecture of High Point* books

The Architecture of High Point books resulted from a survey conducted by Benjamin Briggs in 2001. They have previously been sold throughout the community. They are part of a grant that was awarded to the Commission.


There are many books left in storage. We just wanted to give the Commission an opportunity to think about how we can share these books with the community. Staff is open to suggestions.

Mr. Lee Burnette, Planning & Development Director, provided the following answers to questions from the Commission:

- The books belong to the Historic Preservation Commission.
- The City received two grants, one to produce the manuscript or the study, the second to print the publication.
- They were previously being sold at \$20. The money received went to an earmarked account for historic preservation efforts in the City.
- We are open to ideas or suggestions about the books. You could decide to sell them at the original price, sell them at a discounted price, give them away, or do some combination thereof.
- The books are not being stored in a climate-controlled area, so while they are in good shape now, that will not be the case long term.
- While the exact amount is unknown, there are over 100 books left in storage.
- An exact amount of revenue can be provided at the next Commission meeting.

F. Adjournment

There being no further business the Chair asked for a motion to adjourn. Ms. Davis made a motion. Mr. Fennema seconded the motion. The meeting was adjourned at 6:50 p.m.



Janet Catania, Chair

4/8/21

Date