

**MINUTES**  
**HISTORIC PRESERVATION COMMISSION**  
**May 8, 2019**  
City of High Point  
Municipal Office Building  
City Council Chambers  
6:00 p.m.

**MEMBERS**

**PRESENT:** Gloria Halstead, Chairman  
Janet Catania  
Julius Clark  
Annette Cox  
Dorothy Darr  
Mary Powell DeLille  
John Fitzwater  
Jerry Mingo  
Dories Patrick

**MEMBERS**

**ABSENT:** None

**STAFF**

**PRESENT:** David Fencl, Senior Planner  
Bob Robbins, Development Services Administrator  
Gina Lindsey, Administrative Coordinator  
Genine Solis, Recording Secretary  
Meghan Maguire, Assistant City Attorney

The meeting began at 6:04 p.m. in the City Council Chambers.

**A. Call to Order and Determination of Quorum**

Ms. Halstead determined that a quorum was present and called the meeting to order.

**B. Approval of Minutes**

**1. April 10, 2019 Regular Meeting of the Historic Preservation Commission**

Ms. DeLille requested the minutes be amended to clarify that Ms. Ray was familiar with the COA requirements. The original statement on page 3 read "She was aware that she had moved into a historic district but was unfamiliar with the [COA requirements]." The

statement was amended to read “She was aware that she had moved into a historic district, but she stated she was unfamiliar with the [COA requirements].”

Ms. DeLille made a motion to approve the April 10, 2019 minutes for the regular meeting of the Historic Preservation Commission as amended. Ms. Patrick seconded the motion. The minutes were approved by a vote of 9-0.

### C. Public Hearing Items

*All speakers offering testimony were sworn.*

#### 1. John Stevenson 233 Woodrow Ave CA-19-03

A request to: (a) replace the home’s wood front door with a steel door and (b) replace wood windows with vinyl windows in select window openings on the front and side elevations.

Mr. David Fencl, Senior Planner, notified the Commission that a request for a continuance for CA-19-03 was received from the applicant the previous day.

Ms. Halstead read the continuance request he delivered to staff on May 7, 2019.

The following person spoke on behalf of the applicant:

- John Stevenson, owner, 233 Woodrow Ave., High Point

Mr. Stevenson stated that he would like to continue the case in 45 days, as his attorney, Bob Boyan, felt that would be sufficient time to prepare. He noted that he received [the staff report] the previous week and that the continuance would allow him the opportunity to submit some valid facts and information that would be helpful and appropriate to the case. In the meantime, his attorney recommended he not answer questions until he could be present at the hearing.

Mr. Fencl stated that the request is for an after-the-fact COA. He noted that the applicant had been advised of the meeting date prior to submittal of an application. He added that it is normal procedure to provide the staff report to the applicant at the same time as the Commission receives a copy. Mr. Fencl also advised that it would be better to have a 30-day or 60-day continuance rather than a 45-day continuance, which would require a special meeting.

Ms. DeLille made a motion to continue the public hearing for CA-19-03 until the next regular meeting on June 12, 2019. Ms. Patrick seconded the motion. The Historic Preservation Commission approved the motion by a vote of 9-0.

**D. Old Business**

**1. Application Fees for Certificates of Appropriateness**

Ms. Catania asked for an update on the cost of COA application fees. Mr. Fencl responded that staff wants to give them more information about the application fees, including the costs the fees cover and a history of the fee before they are discussed in detail. When asked when that might be, he responded that it depends on when staff can gather the necessary information.

**2. 1001 Johnson St.**

Ms. Halstead inquired about the sign for Sister B&B. Mr. Fencl said the sign does not appear to require a sign permit or a COA. He noted that a permit would be needed for a bed and breakfast. He explained that a bed and breakfast is a specific defined use and they must meet several use standards, including that the owner must occupy the residence. Mr. Fencl said he doesn't believe the property is being used as a bed and breakfast, but it is possible that it is being used as an Airbnb, which is not subject to the same requirements.

**3. 224 Woodrow Ave.**

Mr. Fitzwater stated he noticed the trees at 224 Woodrow had been removed. He inquired as to whether the owner has contacted the City to discuss which type of trees would be planted. Mr. Fencl responded that the owner has not contacted them yet.

**4. Greenhill Cemetery**

Mr. Clark inquired about an update on Greenhill Cemetery since Mr. Mingo's PowerPoint presentation. He asked when funds would be issued and when action will be taken. Mr. Fencl had no additional information, but Mr. Mingo said he had spoken with Councilman Jeff Golden the previous Tuesday at a Committee meeting and was told he would get an update on the status of that.

**5. CLG Grant Application**

Ms. Darr asked when Mr. Fencl expected to hear from the Department of Natural and Cultural Resources about the status of the two Certified Local Government grants that were applied for by the City of High Point. Mr. Fencl indicated that staff expected to receive notice toward the end of May, but it could be later in the summer. The grants total \$8,000 that would be coupled with \$12,000 in matching funds from the City. The money would be used for the ground penetrating radar in the African American section of Oakwood Cemetery and for a survey of Griffin Park (Underhill Neighborhood).

**E. New Business**

There was no new business.

**F. Adjournment**

There being no further business the meeting adjourned at 6:38 p.m.

Gloria Halstead  
Gloria Halstead, Chair

June 12, 2019  
Date