



Spencer Historic Preservation Commission

**Regular Meeting Agenda
Monday, August 15, 2022, 7:00 P.M.**

- Call the Meeting to Order Leslie Ann Talbott, Chair
- Introduction & Pledge of Allegiance..... Volunteer from the Board
- Formal Roll Call..... Leslie Ann Talbott, Chair
[Determination of a Quorum (4 Regular Business)]
- Approval of Agenda
- Adoption of Agenda for August 15, 2022, Meeting.

New Business:

1. CERTIFICATE OF APPROPRIATENESS (COA) APPLICATION:

**COA-22-015 – 409 South Rowan Avenue – Rudy Portillo (owner/applicant)
Rowan County Parcel ID: 032 034**

Proposed Project:

- Remove existing non-historic metal replacement columns on front porch and replace with new wood columns and balustrade appropriate to the historic character of the property; and
- Replace original wood windows with new vinyl windows matching the design and dimension of the original sash or panels, pane configuration, architectural trim, and detailing.

2. CERTIFICATE OF APPROPRIATENESS (COA) APPLICATION:

**COA-22-016 – 302 South Iredell Avenue – Estell Delilah Hillie (owner/applicant)
Rowan County Parcel ID: 033 262**

Proposed Project:

- Construction of new 12'x36' (432 SF) detached accessory building (storage shed) in rear yard.

3. CERTIFICATE OF APPROPRIATENESS (COA) APPLICATION:

COA-22-017 – 509 South Carolina Avenue – Michael & Tori Gibson (owner/applicant)

Rowan County Parcel ID: 032 021

Proposed Project:

- Installation of new 10'x8' (80 SF) detached accessory building (storage shed) in rear yard.

4. CERTIFICATE OF APPROPRIATENESS (COA) APPLICATION:

COA-22-018 – 401 7th Street – Joshua James (owner/applicant)

Rowan County Parcel ID: 031 071

Proposed Project:

- Modification of front porch wood railing to include reducing height of top rail from 36" to 27" to restore original height; reducing spacing between individual pickets/balusters; removing non-original front steps handrail.

5. **Consider recommending a paint color selection for the porch floor at the Stanback House, 403 South Rowan Avenue. Applicant proposes a grey color scheme.**
6. **Receive an update on code enforcement action against the “Old County Store” or “Lyric Theatre” building at 119 5th Street. Consider strategies including outreach to Preservation NC to ensure timely progress on correcting potential structural issues.**
7. **Receive an update from staff on the roll-out of the updated Historic District Standards, including publishing the new standards and mailing letters to all property owners within the historic district.**

Old Business

Public Comment

Comments from Staff

Comments from Board Members

Announcements

- Next meeting is September 19, 2022.

Adjourn

Meeting Agenda & Instructions for Remote Zoom Participation

INSTRUCTIONS FOR ZOOM PARTICIPATION:

All interested persons are invited to participate in the public hearing at Town Hall. If you have any questions about participating in this meeting, please contact Kyle Harris, Town Planner, at (704) 633-2231 ext. 20 or kharris@spencernc.gov. Additional information will also be posted on the Town's website (www.spencernc.gov).

To review Spencer's Historic District Standards and to find more information about the local historic district review and permitting process, please visit the Town's website or contact the Town Planner.

Zoom Participation:

Remote Meetings: If you choose to participate in the meeting remotely by Zoom, please use the link below. If you choose to participate remotely, you are advised to contact the Town Planner prior to the meeting:

Join Zoom Meeting:

<https://us02web.zoom.us/j/87232609059?pwd=QjIyL1dma0hMSFVMMnbnYWdVMmZ3UT09>

Or call 301 715 8592

Meeting ID: 872 3260 9059, Passcode: 226177

One tap mobile

+13017158592,,87232609059#,,,*226177#



**Planning & Zoning Administration:
Certificate of Appropriateness (COA) Staff Report**

HEARING DATE: August 15, 2022

SUBJECT: Certificate of Appropriateness (COA) Staff Report

CASE PLANNER: Kyle Harris, Town Planner

CASE: COA-22-015

APPLICANT: Rudy Portillo (owner/applicant)

ADDRESS: 409 South Rowan Avenue (Spencer Local Historic District)

PARCEL ID: 032 034

PROJECT TYPE: *Porch Modifications & Window Replacement Project*

EXISTING LAND USE: Historic Residential

EXISTING ZONING: RMST (Residential Main Street Transition) | Corporate Limits

REPORT PREPARED BY: Kyle Harris, Town Planner

Per Town Code Sec. 32.43, no exterior portion of any building or other structure located in Spencer's Historic District shall be erected, altered, restored, moved, or demolished until after an application for a Certificate of Appropriateness (COA) has been submitted to and approved by the Historic Preservation Commission.

Applicant Proposal:

CERTIFICATE OF APPROPRIATENESS (COA) APPLICATION:

COA-22-015 – 409 South Rowan Avenue – Rudy Portillo (owner/applicant)

Rowan County Parcel ID: 032 034

Proposed Project:

- Remove existing non-historic metal replacement columns on front porch and replace with new wood columns and balustrade appropriate to the historic character of the property; and
- Replace original wood windows with new vinyl windows matching the design and dimension of the original sash or panels, pane configuration, architectural trim, and detailing.

Exhibits:

- A. Staff Photographs (Site Visit 8/11/2022)
- B. Subject Property Map

Staff Discussion:

The commentary below represents the staff's opinion and is offered to provide the Commission some general guidance and points for discussion. The HPC is not bound to this opinion.

Porch Modification:

- The existing front porch includes non-original replacement metal columns. (See staff photographs.) The applicant proposes to replace these with new, square wood columns, dimensions 5"x5", to be painted white, wood to be pressure treated, and featuring decorative base and cap moldings. See illustrative images below:



- As an alternative proposal, the applicant has also proposed to replicate the turned column design found at a property across the street. He is seeking permission for either/or design:



- Additionally, the applicant proposes to construct a new wood porch railing to match the new porch railing recently constructed at 403 South Rowan Avenue (the Stanback House). Both properties are nearby, and during my initial site visit I showed him the Stanback House balustrade as a reference. He said he wants to replicate the design. See photographs below:



Window Replacement:

- Finally, the applicant proposes to replace the existing, original wood windows with new vinyl windows matching the existing in terms of the design and dimension of the original sash or panels, pane configuration, architectural trim, and detailing.
- Important Note: During my initial site visit with the applicant, I advised him that the Commission does not support removing original windows unless they are verifiably “deteriorated beyond repair”, which would include a professional assessment and other evidence and testimony. We walked the perimeter of the home and I inspected each of the windows. The windows appear to be in good condition; in fact, many of them appear to be in exceptionally good condition. At the conclusion of the site visit, the applicant appeared to change his mind about replacing the windows and communicated to me that he would instead repair them. He appeared to agree with my assessment that the windows are in good repair. In fact, he seemed excited about the possibility of preserving the original windows. However, after my site visit, he texted me and asked “...please ask [the Commission] about the windows, I am going to repair them, but I would like to know if they [would] let [me] do vinyl windows or wood”. It appears he wants the Commission to advise him on its overall window policy. Therefore, I have included a statement clarifying the HPC’s new window standards (effective August 1st) in the staff recommended motion, to eliminate any ambiguity as he proceeds with his project.
- The applicant has not provided any professional assessment or compelling evidence that the existing windows are verifiably deteriorated beyond repair, and therefore I recommend the Commission deny this portion of the project.

Staff Suggested Findings:

FINDINGS OF FACT

Planning staff finds that the following proposal is **not incongruous** with the character of the District:

- Remove existing non-historic metal replacement columns on front porch and replace with new wood columns and balustrade appropriate to the historic character of the property.

...Because:

- 1) The proposed porch modifications do not destroy any significant historical, architectural, or cultural materials and use a design for new columns and railings that are compatible with the size, scale, color, material, and character of the property, neighborhood, and environment. The proposed balustrade and columns are wood and use traditional designs typical of porches throughout Spencer's Historic District. The columns will be painted white and feature decorative base and cap moldings. The railings will replicate a common and historically appropriate design. Both will be painted white to match the trim of the house. (Historic District Standards, Standard 9, p. 33).

Provided, however, that the following proposal is **incongruous** with the character of the District and is therefore expressly excluded from any motion to approve:

- Replace original wood windows with new vinyl windows matching the design and dimension of the original sash or panels, pane configuration, architectural trim, and detailing.

...Because:

- 1) The applicant has not provided sufficient evidence demonstrating that the original wood windows are verifiably deteriorated beyond repair. The applicant has not provided any professional assessment, compelling evidence, or testimony that the existing windows cannot be repaired. Deteriorated architectural features, including original windows, shall be repaired rather than replaced whenever possible (Spencer Historic District Standards, Standard 6, p. 33).
- 2) The proposed project would destroy distinguishing original qualities of the building. The original wood windows are distinguishing original qualities of the building. The distinguishing original qualities of a building shall not be destroyed (Spencer Historic District Standards, Standard 2, p. 32).
- 3) Even if the applicant were to provide sufficient evidence that the original wood windows are deteriorated beyond repair, the proposed replacement vinyl window is not an appropriate replacement window. In the event that replacement of deteriorated architectural features, which includes original wood windows, is necessary, the new material should match the material being replaced in composition, design, color, texture, and other visual qualities. The proposed replacement vinyl windows would not match the original wood windows in terms of material (Spencer Historic District Standards, Standard 6, p. 33).

MOTION (TO APPROVE)

Staff Recommendation:

Based on the above Findings of Fact and the applicable standards of the Spencer Historic District Standards, planning staff recommends that the Commission **approve (as amended)** a COA for the proposal heretofore described at 409 South Rowan Avenue (Tax Parcel ID # 032 034), located in the Spencer Local Historic District, **subject to the following conditions:**

- 1) Any new columns must be painted white or a similar accent color to match the trim and/or overall color scheme of the property and must feature decorative base and cap moldings typical of original square porch columns within the historic district; and
- 2) The porch balustrade must be painted white or a similar accent color to match the trim and/or overall color scheme of the property and must be constructed to substantially match the design approved in the application; and
- 3) The porch balustrade shall be constructed in the manner that the individual balusters are fitted between a top rail and bottom rail, as indicated in Figure 1 below/on following page]; and
- 4) Planning staff shall review and approve any revisions or deviations to any portion of the as-submitted work, that qualifies as a Minor Work, prior to commencement of that portion of the project.

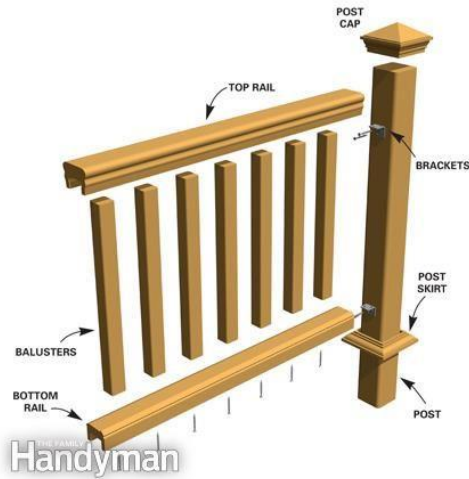
Additionally, the Commission provides the following advisory statement to the applicant concerning the Town's recently updated Historic District Standards:

On July 12, 2022, the Spencer Board of Aldermen voted to approve new Historic District Standards. The new standards became effective beginning August 1, 2022. The new standards clarify the Town's expectations for the treatment of original windows. Please carefully review the following standards as you plan any future window project:

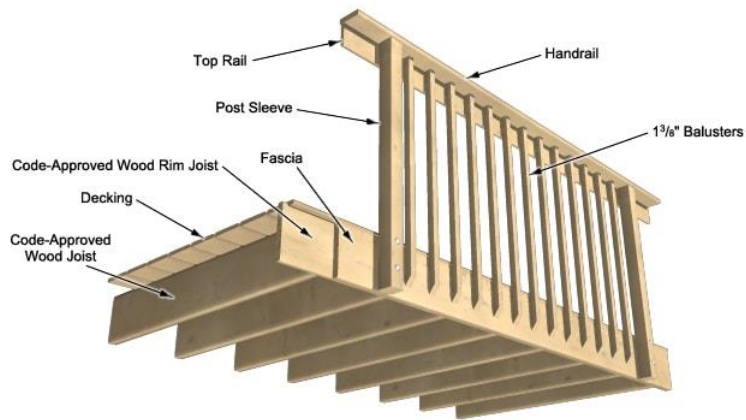
- **Standard 2.7.1:** Retain and preserve windows that contribute to the overall historic character of a building, including their functional and decorative features, such as frames, sashes, muntins, sills, heads, moldings, surrounds, hardware, shutters, and blinds.
- **Standard 2.7.4:** Repair historic windows and doors and their distinctive features through recognized preservation methods for patching, consolidating, splicing, and reinforcing.
- **Standard 2.7.5:** If replacement of a deteriorated historic window or door feature or detail is necessary, replace only the deteriorated feature in kind rather than the entire unit. Match the original in design, dimension, material, and quality of material. Consider compatible substitute materials only if using the original material is not technically feasible.
- **Standard 2.7.6:** If a historic window or door unit is deteriorated beyond repair, replace the unit in kind, matching the design and the dimension of the original sash or panels, pane configuration, architectural trim, detailing, and materials. Consider compatible substitute materials only if using the original material is not technically feasible.

Figure 1. Approved Front Porch Railing Design

Correct



Incorrect



Contact:

Kyle Harris, Town Planner

Email: kharris@spencernc.gov.

Phone: 704-633-2231 ext. 20

Exhibit A: Staff Photographs (409 South Rowan Ave.)



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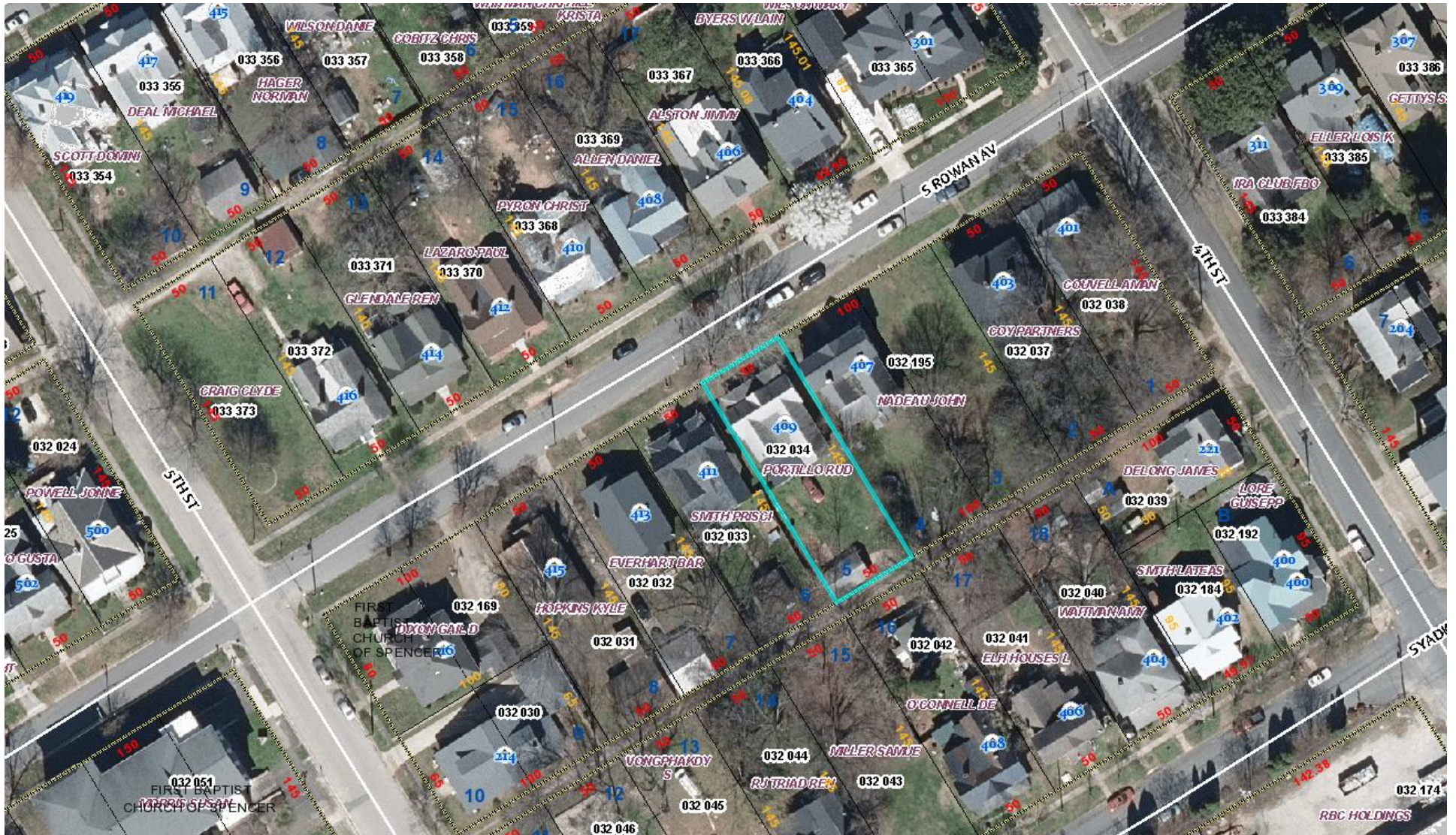


Exhibit A: Staff Photographs (409 South Rowan Ave.)



Exhibit A: Staff Photographs (409 South Rowan Ave.)

Exhibit B: Subject Property Map





Rowan's Original Gateway.

August 4, 2022

NOTICE TO ADJACENT PROPERTY OWNER

**SPENCER HISTORIC PRESERVATION COMMISSION (HPC)
NOTICE OF PUBLIC MEETING & EVIDENTIARY HEARING**

This Notice is to inform you that you own property within one-hundred and fifty (150) feet of a property which is the subject of a Certificate of Appropriateness (COA) application. The Spencer Historic Preservation Commission (HPC) has scheduled a public quasi-judicial evidentiary hearing for **Monday, August 15, 2022, at 7:00 P.M.** The meeting will be held at Spencer Town Hall located at 460 South Salisbury Avenue, Spencer NC 28159. The purpose of this meeting is for the Commission to consider a Certificate of Appropriateness (COA) application for a project, described below, which is in the Spencer Historic District:

CERTIFICATE OF APPROPRIATENESS (COA) APPLICATION:

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- Replace original wood windows with new vinyl windows matching the design and dimension of the original sash or panels, pane configuration, architectural trim, and detailing.

All interested persons are invited to participate in the public hearing at Town Hall. Applicants and other individuals who participate in the evidentiary hearings at this meeting will be required to sign-up and provide copies of all documents, exhibits, and any other materials they wish to present at the hearing, no later than 12:00 P.M. on Monday, August 15. If you have any questions about participating in this meeting, please contact Kyle Harris, Town Planner, at (704) 633-2231 ext. 20 or kharris@spencernc.gov as soon as possible. Additional information will also be posted on the Town's website (www.spencernc.gov).

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**Planning & Zoning Administration:
Certificate of Appropriateness (COA) Staff Report**

HEARING DATE: August 15, 2022

SUBJECT: Certificate of Appropriateness (COA) Staff Report

CASE PLANNER: Kyle Harris, Town Planner

CASE: COA-22-016

APPLICANT: Estell Delilah Hillie (owner/applicant)

ADDRESS: 302 South Iredell Avenue (Spencer Local Historic District)

PARCEL ID: 033 262

PROJECT TYPE: *New Rear Yard Detached Accessory Building (Storage Shed)*

EXISTING LAND USE: Historic Residential

EXISTING ZONING: RMST (Residential Main Street Transition) | Corporate Limits

REPORT PREPARED BY: Kyle Harris, Town Planner

Per Town Code Sec. 32.43, no exterior portion of any building or other structure located in Spencer's Historic District shall be erected, altered, restored, moved, or demolished until after an application for a Certificate of Appropriateness (COA) has been submitted to and approved by the Historic Preservation Commission.

Applicant Proposal:

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COA-22-016 – 302 South Iredell Avenue – Estell Delilah Hillie (owner/applicant)

Rowan County Parcel ID: 033 262

Proposed Project:

- Construction of new 12'x36' (432 SF) detached accessory building (storage shed) in rear yard.

Exhibits:

- A. Staff Photographs (Site Visit 8/11/2022)
- B. Subject Property Map

Staff Discussion:

The commentary below represents the staff's opinion and is offered to provide the Commission some general guidance and points for discussion. The HPC is not bound to this opinion.

- The applicant proposes to build a large, 12'x36' (432 SF) detached accessory building (storage shed) in the rear yard of the property.
- The proposed building is a prefabricated unit. It is an A-frame building featuring a black standing seam metal roof, wood siding, painted navy blue, accent trim painted white, a small front porch with untreated/unpainted columns and railing, a front door, two white windows on front featuring simulated divided lite grids, and one white window on each secondary elevation (sides and rear) matching the front windows. See photographs below:









Staff Suggested Findings:

FINDINGS OF FACT

Planning staff finds that the following proposal is **not incongruous** with the character of the District:

- Construction of new 12'x36' (432 SF) detached accessory building (storage shed) in rear yard.

...Because:

- 1) The proposed accessory building is an addition to an existing property that does not destroy any significant historical, architectural, or cultural materials and uses a design that is compatible with the size, scale, color, material, and character of the property, neighborhood, and environment. The proposed building features a black standing seam metal roof, wood siding painted navy blue with white trim and accents, and uses an overall simple and unobtrusive design that is in harmony with the historic home on the property (Historic District Standards, Standard 9, p. 33).

MOTION (TO APPROVE)

Staff Recommendation:

Based on the above Findings of Fact and the applicable standards of the Spencer Historic District Standards, planning staff recommends that the Commission **approve** a COA for the proposal heretofore described at 302 South Iredell Avenue (Tax Parcel ID # 033 262), located in the Spencer Local Historic District, **subject to the following conditions**:

- 1) New garages and accessory structures in the historic district require both a Certificate of Appropriateness (COA) as well as a zoning permit from the Town's Planning Department conforming to the requirements of the Spencer Development Ordinance. The building may not be installed until a zoning permit has been approved by Steve Blount, Planning & Zoning Administrator. Contact: 704-633-2231 ext. 28 or sblount@spencernc.gov; and
- 2) Planning staff shall review and approve any revisions or deviations to any portion of the as-submitted work, that qualifies as a Minor Work, prior to commencement of that portion of the project.

Contact:

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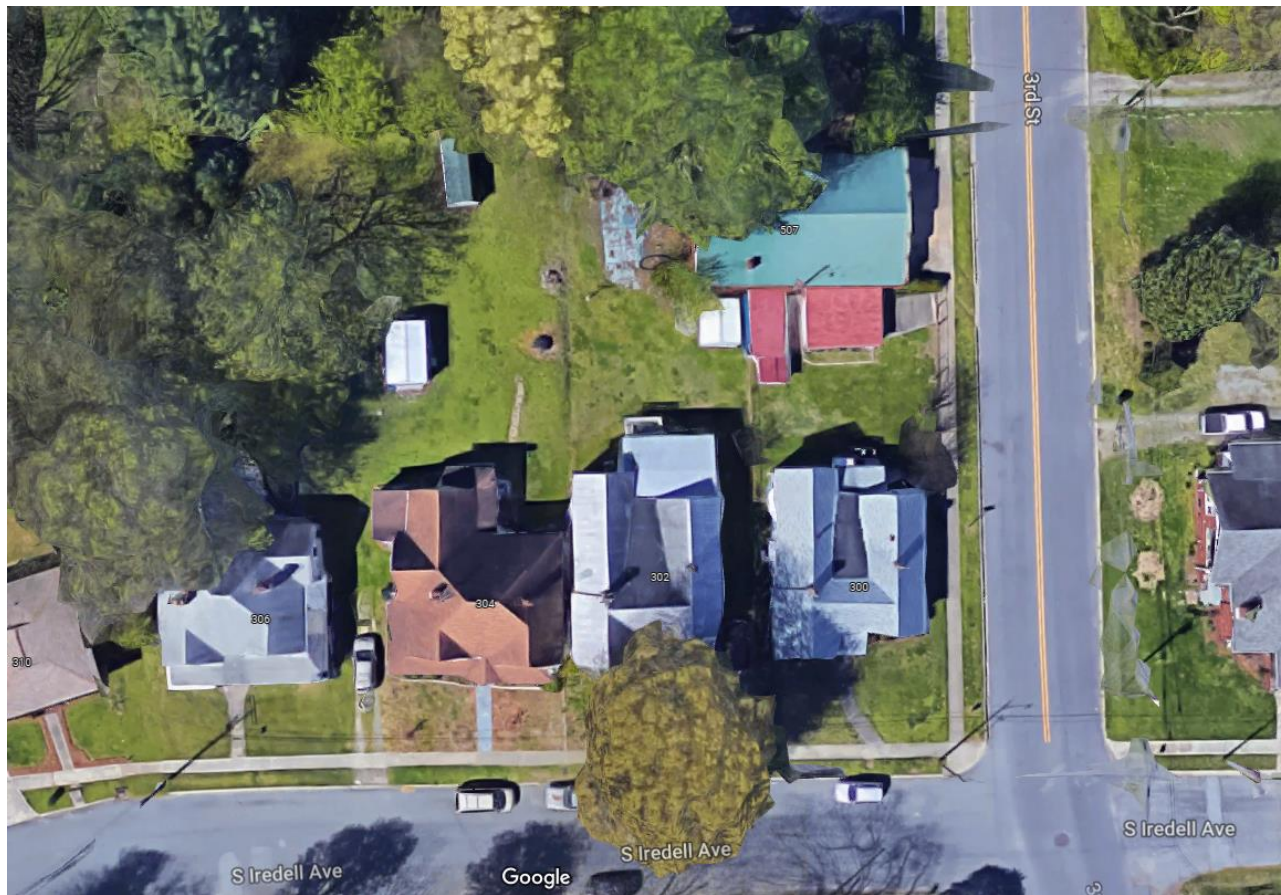


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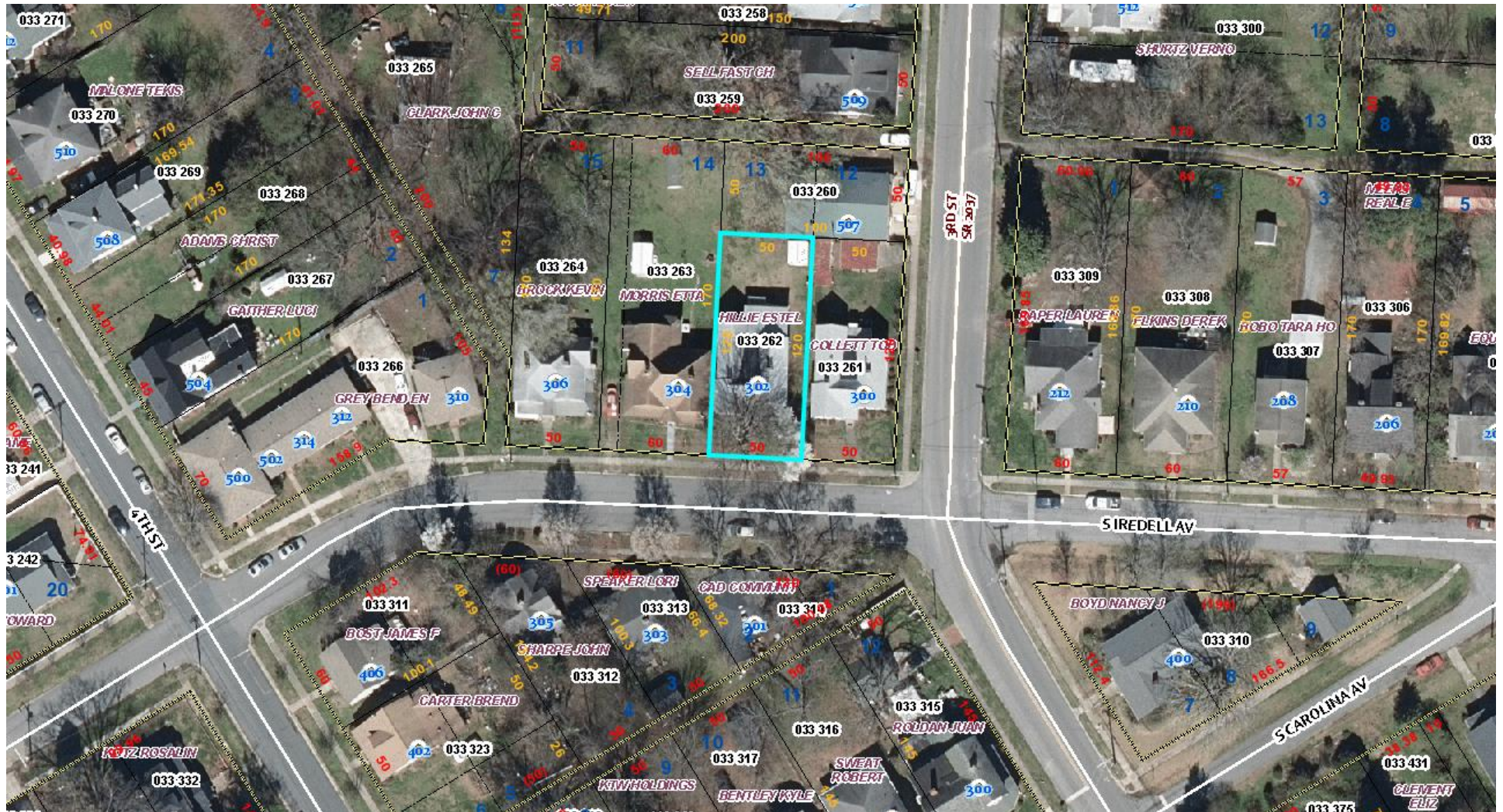
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Exhibit A: Staff Photographs (302 South Iredell Ave.)

Exhibit B: Subject Property Map





August 4, 2022

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**Planning & Zoning Administration:
Certificate of Appropriateness (COA) Staff Report**

HEARING DATE: August 15, 2022

SUBJECT: Certificate of Appropriateness (COA) Staff Report

CASE PLANNER: Kyle Harris, Town Planner

CASE: COA-22-017

APPLICANT: Michael & Tori Gibson (owner/applicant)

ADDRESS: 509 South Carolina Avenue (Spencer Local Historic District)

PARCEL ID: 032 021

PROJECT TYPE: *New Rear Yard Detached Accessory Building (Storage Shed)*

EXISTING LAND USE: Historic Residential

EXISTING ZONING: RMST (Residential Main Street Transition) | Corporate Limits

REPORT PREPARED BY: Kyle Harris, Town Planner

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Applicant Proposal:

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COA-22-017 – 509 South Carolina Avenue – Michael & Tori Gibson (owner/applicant)

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Proposed Project:

- Installation of new 10'x8' (80 SF) detached accessory building (storage shed) in rear yard.

Exhibits:

- A. Staff Photographs (Site Visit 8/11/2022)
- B. Subject Property Map

Staff Discussion:

The commentary below represents the staff's opinion and is offered to provide the Commission some general guidance and points for discussion. The HPC is not bound to this opinion.

- The applicant proposes to build a small, 10'x8' (80 SF) detached accessory building (storage shed) in the rear yard of the property.
- **At the time of publishing this staff report, the applicant has not yet submitted final designs for the shed. Our previous conversations indicate it will be a small, typical, A-frame wood shed with an asphalt shingle roof. A final design will be included in the staff presentation at the meeting.**

The staff recommendation below assumes that a final design is submitted that meets the applicable standards.

Staff Suggested Findings:

FINDINGS OF FACT

Planning staff finds that the following proposal is **not incongruous** with the character of the District:

- Installation of new 10'x8' (80 SF) detached accessory building (storage shed) in rear yard.

...Because:

- 1) The proposed accessory building is an addition to an existing property that does not destroy any significant historical, architectural, or cultural materials and uses a design that is compatible with the size, scale, color, material, and character of the property, neighborhood, and environment. The proposed building uses an overall simple, typical, and unobtrusive design that is in harmony with the historic home on the property (Historic District Standards, Standard 9, p. 33).

MOTION (TO APPROVE)

Staff Recommendation:

Based on the above Findings of Fact and the applicable standards of the Spencer Historic District Standards, planning staff recommends that the Commission **approve** a COA for the proposal heretofore described at 509 South Carolina Avenue (Tax Parcel ID # 032 021), located in the Spencer Local Historic District, **subject to the following conditions:**

- 1) New garages and accessory structures in the historic district require both a Certificate of Appropriateness (COA) as well as a zoning permit from the Town's Planning Department conforming to the requirements of the Spencer Development Ordinance. The building may not be installed until a zoning permit has been approved by Steve Blount, Planning & Zoning Administrator. Contact: 704-633-2231 ext. 28 or sblount@spencernc.gov; and
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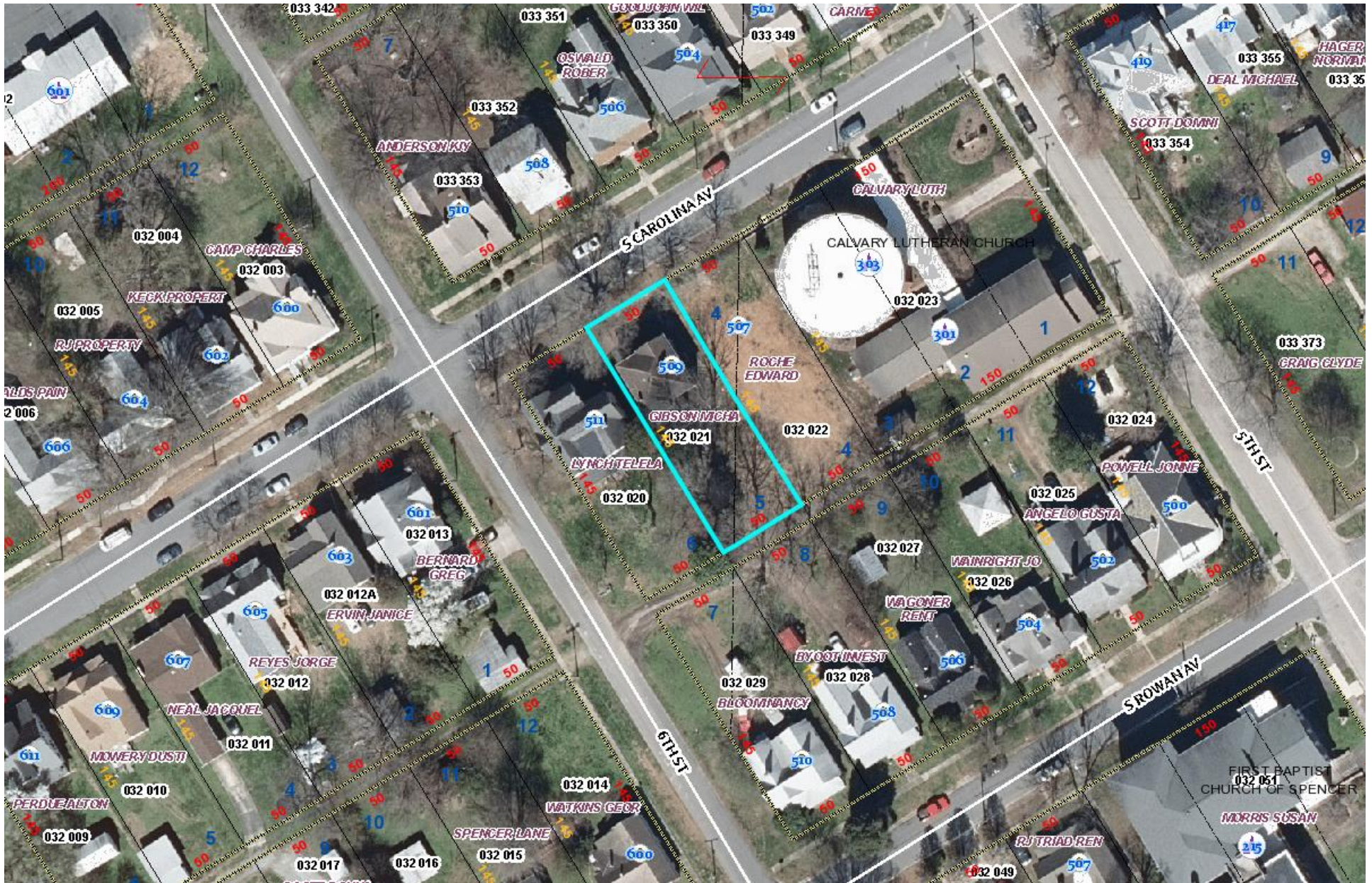


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August 4, 2022

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CASE: COA-22-018

APPLICANT: Joshua James (owner/applicant)

ADDRESS: 401 7th Street (Spencer Local Historic District)

PARCEL ID: 031 071

PROJECT TYPE: *Front Porch Modification*

EXISTING LAND USE: Historic Residential

EXISTING ZONING: RMST (Residential Main Street Transition) | Corporate Limits

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Applicant Proposal:

CERTIFICATE OF APPROPRIATENESS (COA) APPLICATION:

COA-22-018 – 401 7th Street – Joshua James (owner/applicant)

Rowan County Parcel ID: 031 071

Proposed Project:

- Modification of front porch wood railing to include reducing height of top rail from 36” to 27” to restore original height; reducing spacing between individual pickets/balusters; removing non-original front steps handrail.

Exhibits:

- A. Subject Property Map

Staff Discussion:

The commentary below represents the staff's opinion and is offered to provide the Commission some general guidance and points for discussion. The HPC is not bound to this opinion.

- The applicant proposes to modify the front porch railing to restore the original historic appearance. The applicant submitted the following description of the project:

“Removal of railing flaking steps to front porch. Modification of porch railings. The railing flaking the steps to the front porch are not original to the house. They obstruct original brickwork flaking the stairs impeding the original design of the home. The current porch railings are not original and are currently built at a height of 3 ft. The original porch railings were at a total height of 27”. It is proposed to reduce the height of current railings to 27” and narrow the gap of the spindles to be more appropriate to the home. Current railings do not have a railing cap. It is proposed to add a railing cap to the railings. Current railings are stained. It is proposed to paint railings to match body or trim color to be historically appropriate.”









Example photograph of lower porch railing on nearby house in the historic district.

Staff Suggested Findings:

FINDINGS OF FACT

Planning staff finds that the following proposal is **not incongruous** with the character of the District:

- Modification of front porch wood railing to include reducing height of top rail from 36" to 27" to restore original height; reducing spacing between individual pickets/balusters; removing non-original front steps handrail.

...Because:

- 1) The proposed front porch modifications are alterations that do not destroy any significant historical, architectural, or cultural materials and uses a design that is compatible with the size, scale, color, material, and character of the property, neighborhood, and environment. The proposed building modifications will restore the porch to a more historically appropriate original appearance (Historic District Standards, Standard 9, p. 33).

MOTION (TO APPROVE)

Staff Recommendation:

Based on the above Findings of Fact and the applicable standards of the Spencer Historic District Standards, planning staff recommends that the Commission **approve** a COA for the proposal heretofore described at 401 7th Street (Tax Parcel ID # 031 071), located in the Spencer Local Historic District, **subject to the following conditions**:

- 1) Planning staff shall review and approve any revisions or deviations to any portion of the as-submitted work, that qualifies as a Minor Work, prior to commencement of that portion of the project.

Contact:

Kyle Harris, Town Planner

Email: kharris@spencernc.gov.

Phone: 704-633-2231 ext. 20

Exhibit A: Subject Property Map (401 7th Street)



Exhibit A: Subject Property Map (401 7th Street)



August 4, 2022

NOTICE TO ADJACENT PROPERTY OWNER

**SPENCER HISTORIC PRESERVATION COMMISSION (HPC)
NOTICE OF PUBLIC MEETING & EVIDENTIARY HEARING**

This Notice is to inform you that you own property within one-hundred and fifty (150) feet of a property which is the subject of a Certificate of Appropriateness (COA) application. The Spencer Historic Preservation Commission (HPC) has scheduled a public quasi-judicial evidentiary hearing for **Monday, August 15, 2022, at 7:00 P.M.** The meeting will be held at Spencer Town Hall located at 460 South Salisbury Avenue, Spencer NC 28159. The purpose of this meeting is for the Commission to consider a Certificate of Appropriateness (COA) application for a project, described below, which is in the Spencer Historic District:

CERTIFICATE OF APPROPRIATENESS (COA) APPLICATION:

**COA-22-018 – 401 7th Street – Joshua James (owner/applicant)
Rowan County Parcel ID: 031 071**

Proposed Project:

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All interested persons are invited to participate in the public hearing at Town Hall. Applicants and other individuals who participate in the evidentiary hearings at this meeting will be required to sign-up and provide copies of all documents, exhibits, and any other materials they wish to present at the hearing, no later than 12:00 P.M. on Monday, August 15. If you have any questions about participating in this meeting, please contact Kyle Harris, Town Planner, at (704) 633-2231 ext. 20 or kharris@spencernc.gov as soon as possible. Additional information will also be posted on the Town's website (www.spencernc.gov).

To review Spencer's Historic District Standards and to find more information about the local historic district review and permitting process, please visit the Town's website or contact the Town Planner.