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HISTORIC DISTRICT COMMISSION  
March 12, 2025 | Room 267

MINUTES

MEMBERS PRESENT:	Nichelle Hawkins (Chair) Kim Parati (Vice Chair) Chris Barth (Second Vice Chair) Shauna Bell Sarah Curme Cameron Holtz Sean Sullivan Brett Taylor Scott Whitlock Heather Wojick
MEMBERS ABSENT:	Christa Lineberger Vacant, Resident-Owner Hermitage Court Vacant, Resident-Owner Oaklawn Park Vacant, Resident-Owner Wilmore
OTHERS PRESENT:	Kristi Harpst, HDC Staff Candice Leite, HDC Staff Jen Baehr, HDC Staff Marilyn Drath, HDC Staff JT Faucette, HDC Staff Erin Chantry, Division Manager Nicole Hewett, Assistant City Attorney Candy Thomas, Court Reporter

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With a quorum present, Chair Hawkins called the March meeting of the Historic District Commission (Commission) meeting to order at 1:04 p.m. Chair Hawkins began the meeting by introducing the Staff and Commissioners and explaining the meeting procedure. All interested parties planning to give testimony – FOR or AGAINST – must submit a form to speak and must be sworn in. Staff will present a description of each proposed project to the Commission. The Commissioners and the Applicants will then discuss the project. Audience members signed up to speak either FOR or AGAINST will be called to the podium for each agenda item. Presentations by the Applicants and audience members must be concise and focused on the **Charlotte Historic District Design Standards**. The Commission and Staff may question the Applicant. The Applicant may present sworn witnesses who will be subject to questioning by the Commission and Staff. The Applicant will be given an opportunity to respond to comments by interested parties. After hearing each application, the Commission will review, discuss, and consider the information that has been gathered and presented. During discussion and deliberation, only the Commission and Staff may speak. The Commission may vote to

reopen this part of the meeting for questions, comments, or clarification. Once the review is completed, a MOTION will be made to Approve, Deny, or Continue the review of the application at a future meeting. A majority vote of the Commission members present is required for a decision to be reached. All exhibits remain with the Commission. If an Applicant feels there is a conflict of interest of any Commissioner, or there is an association that would be prejudicial, that should be revealed at the beginning of the hearing of a particular case. The Commission is quasi-judicial body and can accept only sworn testimony. Staff will report any additional comments received and while the Commission will not specifically exclude hearsay evidence, it is only given limited weight. Chair Hawkins asked that everyone please silence any electronic devices. Commissioners are asked to announce, for the record, if one leaves or arrives during the meeting. Chair Hawkins requested that those in the audience remain quiet during the hearings. An audience member will be asked once to be quiet and the need for a second request will require removal from the room. Chair Hawkins swore in all Applicants and Staff and continued to swear in people as they arrived for the duration of the meeting. In accordance with N.C.G.S. § 160D-947(e), subsections (4) and (5), and UDO Article 14.1.M.1, an appeal of quasi-judicial decisions may be made to the Mecklenburg County Superior Court as provided in N.C.G.S. § 160D-1402 within the time specified in N.C.G.S. § 160D-1405(d).

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Ms. Parati moved to nominate Commissioner Bell for Chair, Commissioner Hawkins for First Vice Chair, and Commissioner Wojick for Second Vice Chair. Ms. Bell, Ms. Hawkins, and Ms. Wojick accepted their nominations. Mr. Whitlock seconded the motion. The motion was passed 9/0. The new roles will come into effect on July 1, 2025.

Ms. Bell made a motion to approve the January 2025 HDC meeting minutes. Ms. Parati seconded the motion. It passed 8/0.

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#### **INDEX OF ADDRESSES:**

##### **CONSENT**

HDCRMI-2024-00669, 601 Woodruff Pl	Wesley Heights
HDCRMI-2025-00100, 909 Romany Rd	Dilworth
HDCRMI-2025-00099, 716 E Park Rd	Dilworth
HDCRMI-2025-00101, 1528 Dilworth Rd	Dilworth
HDCRMI-2025-00123, 814 Berkeley Av	Dilworth

##### **NOT HEARD AT THE FEBRUARY 12, 2025 MEETING**

HDCRMA-2024-00212, 1329 Lafayette Av	Dilworth
HDCRMA-2023-01199, 1433 The Plaza	Plaza Midwood
HDCRMAA-2024-00338, 317 W Park Av	Wilmore
HDCRMA-2024-00684, 220 S Summit Av	Wesley Heights
HDCRMA-2024-00683, 610 N Pine St	Fourth Ward
HDCRMIA-2023-01195, 928 Ideal Wy	Dilworth

##### **NEW CASES**

HDCRMIA-2024-00545, 1315 Dean St	Oaklawn Park
HDCRMAA-2024-00271, 522-524 N Pine St	Fourth Ward
HDCRMIA-2024-01017, 425 Rensselaer Av	Dilworth

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## CONSENT

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### **ABSENT | RECUSE | LEFT MEETING | RETURNED:**

ABSENT: LINEBERGER

RECUSED: PARATI

### **APPLICATION:**

**HDCRMI-2024-00669, 601 WOODRUFF PLACE (PID: 07102102) – REAR ADDITION & FRONT STOOP ADDITION**

### **EXISTING CONDITIONS:**

The existing structure is a 1.5-story American Small House built c. 1948. Architectural features include English Cottage elements such as the large front chimney flanked by triangular vents and projecting gable front entry bay. Most of the windows are 1/1 replacements, except for the 6-light window on the left elevation of the front entry bay. Exterior materials include an unpainted brick exterior, six-panel front door, German lap wood siding in the side porch gable, and Masonite siding on the enclosed side porch walls. The lot size is slightly irregular measuring approximately 55' x 101' x 67 x 105'. Adjacent historic structures are 1, 1.5 and 2-story single-family and multi-family buildings.

### **PROPOSAL:**

The proposed project is a rear addition and a front stoop addition.

#### **Rear Addition**

- The existing house is approximately 22' – 1 ½" in height as measured from grade to ridge.
- The new addition proposes to raise the ridge 2' – 1 ¼" for a new ridge height of approximately 24' – 2 ¾".
- The roof is off set on both sides.
- The heated portion of the rear addition steps in 2' from the original rear right corner and 12'-2" from the original left rear corner.
- The existing rear entry door will be changed to a window. The existing rear door will be relocated to the left elevation, see Sheets A-4.1 and A-4.2.
- Windows are proposed as aluminum clad, 6/6 with Simulated True Divided Lights (STDL). Manufacturer specifications not provided.
- Siding is proposed to be either wood German lap, or Hardie Artisan.
- Fascia, window trim, and door trim are all noted as wood.
- Proposed materials for details (soffit, eaves, porch flooring, vent, etc.) not provided.
- HVAC located in the right side yard and screened with a fence.
- Post-construction rear yard permeable area is approximately 38% (including proposed driveway change).

#### **Front Porch Addition**

- The existing front entry will remain intact, but the brick front steps will be removed, and a new front stoop added.
- Existing setback to the front entry bay is approximately 30'-0".
- The new stoop is approximately 4'-0" deep; changing the setback to approximately 26'-0".
- The width of the stoop will be 8' – 6" the same as the existing front entry bay.
- A new gable roof supported by 8" square, wood columns will cover the new stoop. The gable end is proposed to have pent eaves.
- Materials for siding, porch floor, and stairs are not noted.

#### **Site Changes**

- The Proposed fencing and driveway changes may be staff reviewed.

**STAFF RECOMMENDATIONS:**

Staff has the following comments about the proposal:

1. The project is not incongruous with the district and meets the Secretary of the Interior's Standards for Rehabilitation, and the City of Charlotte Design Standards for New Construction for Residential Buildings, Chapter 6.
2. Per 10.4.1 of the Rules for Procedure, Staff recommends Approval of the project for meeting the Standards and that this item be heard as a Consent Agenda item, with permit-ready construction drawings submitted to Staff for final review, with the following conditions:
  - a. All new roof eaves should match existing in design, detail, dimension, and material.
  - b. Beam/column alignment detail shown on Sheet A-4.4 is correct; update elevation drawings to match.
  - c. Provide materials, details, and dimensions for all components that meet HDC standards (front porch flooring, trim, soffit, trim, vents, railing, eaves etc.)
  - d. Provide manufacturer specifications that meet HDC standards for the new windows and doors.
  - e. Provide final proposed brick/mortar samples to Staff for probable approval, with all new brick to remain unpainted.
3. If requested by a Commission member, or if an interested party has signed up to speak in opposition, then the HDC shall open the application for a full hearing.

**SPEAKERS [FOR | AGAINST]:**

No one accepted Chair Hawkins' invitation to speak.

**MOTION: APPROVE WITH CONDITIONS**

**1<sup>st</sup>: CURME      2<sup>nd</sup>: WOJICK**

Ms. Curme moved to approve the application as it is not incongruous with the special character of the district and meets the Secretary of the Interior's Standards for Rehabilitation as well as the City of Charlotte Design Standards for the New Construction of Residential Buildings, Chapter 6. She added the condition that the applicant provide permit-ready construction drawings to Staff with the recommended conditions outlined in items 2(a) through (e) in the Staff Memo.

Ms. Wojick seconded the motion.

**VOTE: 9/0**

**AYES: BARTH, BELL, CURME, HAWKINS, HOLTZ,  
SULLIVAN, TAYLOR, WOJICK, WHITLOCK**

**NAYS: NONE**

**DECISION: APPLICATION FOR REAR ADDITION & FRONT STOOP ADDITION – APPROVED WITH CONDITIONS.**

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**ABSENT | RECUSE | LEFT MEETING | RETURNED:**

ABSENT: LINEBERGER

RETURNED: PARATI

**APPLICATION:**

**HDCRMI-2025-00100, 909 ROMANY RD (PID: 12309604) – WINDOW & DOOR CHANGES**

**EXISTING CONDITIONS:**

The original building was a 1-story brick American Small house with Colonial Revival elements constructed in 1951. A full second story addition, and front and rear porches were approved under COA# 2014-041.

On the first floor, the original window and door openings remain. Other architectural features include a covered front porch supported by square columns, gable roof forms with triangular louvered vents, shed dormers and a mix of window styles. The lot size is approximately 60' x 144' x 74' x 140'. Adjacent structures are 1, 1.5, and 2-story residential buildings.

**PROPOSAL:**

The proposed project includes changes to window and door openings on the left and right elevations. In October 2024 a large tree fell on the building causing significant damage; see photos in presentation. On November 5, 2024, Staff issued a Certificate of Appropriateness under COA# HDCADMRM-2024-00918 for an emergency repair that allowed the building to be restored to its existing conditions prior to the damage.

As part of the work to repair the building the applicant desires to reconfigure the interior layout resulting in changes to existing window and door openings on the left, right and rear elevations. The proposed materials of the new windows and doors are not provided.

**Left Elevation**

- The existing side entry will be removed and replaced with a single double-hung window. The brick used to fill in the door opening below the new window will be recessed by ½ inch to visually show the original side entry location.
- A single double-hung window on the first floor near the rear of the left elevation will be removed and filled in with brick. The brick used to fill in the existing opening will be recessed by ½ inch, and the existing brick sill will remain.
- A small transom window in the shed dormer will be removed and new siding to match existing will be toothed in; and a new single window will be installed in the dormer to align with the existing opening below.

**Right Elevation**

- The existing double window at the center of the first floor will be removed and replaced with two single casement windows. The brick used to fill in the existing opening will be recessed by ½ inch, and the exiting brick sill will remain.
- A single double-hung window in the shed dormer will be removed and a new single window will be installed in the dormer to align with the new window below.

The proposed rear porch and changes to the windows and door on the rear elevation as shown on the Site Plan, Sheet A-3.0; Rear Elevation, Sheet A-4.2; and Roof Plan, A-7.2, are Staff approvable.

**STAFF RECOMMENDATIONS:**

Staff has the following comments about the proposal:

1. The project is not incongruous with the district and meets the Secretary of the Interior's Standards for Rehabilitation, and the City of Charlotte Design Standards for Front Doors and Entrances, 4.10 and Windows, 4.14.
2. Per 10.4.1 of the Rules for Procedure, Staff recommends Approval of the project for meeting all Standards and that this item be heard as a Consent Agenda item, with permit-ready construction drawings submitted to staff for final review, with the following Conditions:
  - a. Provide window and door specifications that meet HDC standards.
  - b. Provide brick/mortar sample to Staff for probable approval.
  - c. All masonry will remain unpainted.
3. If requested by a Commission member, or if an interested party has signed up to speak in opposition, then the HDC shall open the application for a full hearing.

**SPEAKERS [FOR | AGAINST]:**

No one accepted Chair Hawkins' invitation to speak.

**MOTION: APPROVE WITH CONDITIONS****1<sup>st</sup>: TAYLOR      2<sup>nd</sup>: SULLIVAN**

Mr. Taylor moved to approve the project because it is not incongruous with the district and meets the Secretary of the Interior's Standards for Rehabilitation. He cited the following Standards: for doors and entrances, 4.10; and for windows, 4.14. Mr. Taylor added the conditions that window and door specifications meet HDC Standards and that brick and mortar samples be provided to Staff for review. He also specified that all masonry must remain unpainted.

Mr. Sullivan seconded the motion.

**VOTE: 10/0****AYES: BARTH, BELL, CURME, HAWKINS, HOLTZ, PARATI,  
SULLIVAN, TAYLOR, WOJICK, WHITLOCK****NAYS: NONE****DECISION: APPLICATION FOR WINDOW & DOOR CHANGES – APPROVED WITH CONDITIONS.**

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**ABSENT | RECUSE | LEFT MEETING | RETURNED:**

ABSENT: LINEBERGER

**APPLICATION:****HDCRMI-2025-00099, 716 EAST PARK AV (PID: 12311527) – ACCESSORY STRUCTURE & FRONT PORCH CHANGES**

*This case was removed from the consent agenda.*

**EXISTING CONDITIONS:**

The existing building is a 1.5-story English Cottage/Tudor Revival constructed c. 1943. Architectural details include a side gabled roof with twin front projecting gables. One of the projecting gables contains a three-part bow window and the other an arched porch. The central entry is flanked by large 8/8 windows. The existing garage is original, also constructed c. 1943. The rear addition, front dormer, and roof over the front entry are not original to the house. The lot size is approximately 58' x 179'. Adjacent historic structures are 1 and 1.5 story residential buildings.

**PROPOSAL:**

The proposed project is in multiple parts:

1. Porch Changes:
  - a. The original side porch is currently screened. The proposal is to change the screens to glass, which will have a similar design as the existing screens, see HDC-7 and HDC-8.
2. Right Elevation Window Changes:
  - a. First Level: a single window will be infilled with brick to match existing. A new paired, double-hung 6/6 window will be installed, see HDC-10.
  - b. Second Level: A new double-hung 6/6 window will be installed in the dormer.
3. Rear Elevation Window & Door Changes:
  - a. First Level: A small 6/6 window will be removed and infilled with brick to match existing. The French doors will be removed. A single door entry door and triple sliding door will be installed.
  - b. Second Level: A paired 6/6 window will be removed on the left side of the dormer. A 6-light fixed window will be installed.
4. Rear Addition:
  - a. A 1-story addition will be constructed at the rear, with the roof tying in below the original ridge of the house.
  - b. The existing right rear corner of the house is currently enclosed with paneling and wood siding, which is proposed to be changed to brick to match existing.

- c. The heated portion of the addition measures approximately 9'-0" x 16'-8". Exterior material is proposed to be siding with corner boards to match existing.
- d. The covered patio will have a gable roof supported by square columns, a stone floor with a brick border, and a brick chimney.
5. Accessory Structure:
  - a. Existing accessory structure to remain but will be expanded with an addition. The setbacks of the existing structure are non-conforming; the new addition will meet required setbacks.
  - b. The proposed footprint of the addition measures approximately 31'-0 ¼" x 20'-0".
  - c. The total footprint of the entire structure will measure approximately 49'- 4½" x 20'-0".
  - d. Proposed height is 15'-1" from grade to ridge.
  - e. Proposed materials include shingle roof, unpainted brick foundation, siding with corner boards to match existing on the primary structure, and 6/6 windows. Material details and specifications are not provided.
  - f. A site section is provided that details the relationship between the accessory structure, rear addition, and existing structure.
6. Site Changes:
  - a. Proposed site changes are eligible for Staff review including, but not limited to, the rear patio re-design, driveway reconfiguration, and rear yard fence.
  - b. Post-construction of the addition and accessory structure, the rear yard impervious area will be approximately 37%.

The project requires Commission review due visibility of the proposed changes.

#### **STAFF RECOMMENDATIONS:**

Staff has the following comments about the proposal:

1. The project is not incongruous with the district and meets the Secretary of the Interior's Standards for Rehabilitation, and the City of Charlotte Design Standards for Porches, 4.8; New Construction for Residential Buildings, Chapter 6; and Private Sites, Chapter 8.
2. Per 10.4.1 of the Rules for Procedure, Staff recommends Approval of the project for meeting the Standards and that this item be heard as a Consent Agenda item, with permit-ready construction drawings submitted to Staff for final review, with the following conditions:
  - a. Provide materials, details, and dimensions for all components that meet HDC standards (pavers, trim, soffit, trim, vents, railing, eaves, siding, etc.)
  - b. Provide an accurate beam/column detail.
  - c. Provide window trim detail for fields of siding that meets HDC requirements.
  - d. Provide window and door specifications that meet HDC requirements.
  - e. Provide final proposed brick/mortar samples to Staff for probable approval.
  - f. Any new masonry is to remain unpainted.
3. If requested by a Commission member, or if an interested party has signed up to speak in opposition, then the HDC shall open the application for a full hearing.

#### **SPEAKERS [FOR | AGAINST]:**

No one accepted Chair Hawkins' invitation to speak.

#### **MOTION: CONTINUE**

**1<sup>st</sup>:      WOJICK      2<sup>nd</sup>:      PARATI**

Ms. Wojick moved to continue the project and require the applicant to restudy the following: the width of the accessory structure so it does not overwhelm the original structure; the windows to maintain the existing windows on the first floor and explore the use of a casement reduce the size of the new window on the second floor; present a new alternative for the added window on the right elevation; the transition from the historic brick to the new brick to ensure they have definite separation; and the transition from the original house to the front porch. She cited the following Standards: for accessory structure, 8.10 number 3; for height and width, 6.9, number 3; and for porches, 6.17 and 4.8, number 5.

Ms. Parati seconded the motion.

**VOTE: 10/0**

**AYES: BARTH, BELL, CURME, HAWKINS, HOLTZ, PARATI, SULLIVAN, TAYLOR, WOJICK, WHITLOCK**

**NAYS: NONE**

**DECISION: APPLICATION FOR ACCESSORY STRUCTURE & FRONT PORCH CHANGES – CONTINUED.**

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**ABSENT | RECUSE | LEFT MEETING | RETURNED:**

ABSENT: LINEBERGER

RECUSED: TAYLOR

**APPLICATION:**

**HDCRMI-2025-00101, 1528 DILWORTH RD (PID: 12309707) – CARPORT ADDITION**

**EXISTING CONDITIONS:**

The original structure was a 1-story brick ranch constructed c. 1951. The original structure was demolished, and the parcel subdivided into two lots during the 1990s. A new 2-story building was constructed c.1996. Architectural features include an unpainted brick exterior, a front gable projection and partial width engaged front porch supported by square brick columns. The windows are 6/1 with Simulated True Divided Lights (STD L) and some windows have a 3-light transom. The lot size is irregular, measuring approximately 115' x 149' x 40' x 184'. Adjacent structures are 2 and 2.5-story residential buildings.

**PROPOSAL:**

The proposed project is the addition of a new carport (porte-cochere) to the right elevation over an existing driveway. The structure measures approximately 14'-9" wide and 16'-7" deep. The height from the concrete drive to the ridge is approximately 12'-10'. All proposed materials and details will match existing traditional materials, details, design, and dimensions on the existing house.

The proposal also includes widening the existing concrete drive, as shown on A1.0. Dimensions are not provided.

An existing window will be changed to a new side-entry door, see Sheet A2.0. The new 9-light door will be wood. The new entry will be accessed from a new brick landing measuring 3' x 4'.

A low brick retaining wall, height not indicated, to be extended from the rear yard to the front of the proposed carport. See G1.0 and A 1.0.

The proposed project requires Commission review due to visibility.

**STAFF RECOMMENDATIONS:**

Staff has the following comments about the proposal:

1. The project is not incongruous with the district and meets the Secretary of the Interior's Standards for Rehabilitation, and the City of Charlotte Design Standards for New Construction for Residential Buildings, Chapter 6; and Private Sites, Chapter 8.
2. Per 10.4.1 of the Rules for Procedure, Staff recommends Approval of the project for meeting the Standards and that this item be heard as a Consent Agenda item, with permit-ready construction drawings submitted to Staff for final review, with the following conditions:



- a. A 12"-24" planting strip between the main house and the driveway is required, per 8.2, number 8.
  - b. Clarify the number of steps on the new landing. The floorplan, A1.0 shows two steps. The front and right elevations, A2.0, show one step.
  - c. Provide door specifications that meet HDC requirements.
  - d. Provide final proposed brick/mortar samples to Staff for probable approval.
  - e. Confirm if the brick landing for the trash receptacles is remaining or will be removed.
3. If requested by a Commission member, or if an interested party has signed up to speak in opposition, then the HDC shall open the application for a full hearing.

**SPEAKERS [FOR | AGAINST]:**

No one accepted Chair Hawkins' invitation to speak.

**MOTION: APPROVE WITH CONDITIONS**

**1<sup>st</sup>: BELL**

**2<sup>nd</sup>: WHITLOCK**

Ms. Bell moved to approve the application because it is not incongruous with the district and meets the Secretary of the Interior's Standards for Rehabilitation and the City of Charlotte Standards for New Construction for Residential Buildings, Chapter 6, and Private Sites, Chapter 8. She added the recommended conditions outlined in items 2(a) through (e) in the Staff Memo.

Mr. Whitlock seconded the motion.

**VOTE: 9/0**

**AYES: BARTH, BELL, CURME, HAWKINS, HOLTZ, PARATI, SULLIVAN, WOJICK, WHITLOCK**

**NAYS: NONE**

**DECISION: APPLICATION FOR CARPORT ADDITION – APPROVED WITH CONDITIONS.**

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**ABSENT | RECUSE | LEFT MEETING | RETURNED:**

ABSENT: LINEBERGER

RETURNED: TAYLOR

**APPLICATION:**

**HDCRMI-2025-00123, 814 BERKELEY AV (PID: 12309518) – SIDE PORCH CHANGES**

*This case was removed from the consent agenda.*

**EXISTING CONDITIONS:**

The existing building is 2-story Colonial Revival constructed c. 1928. The building has a symmetrical façade with a central portico and partial width brick terrace that connects to a 1-story side porch with balustraded roof. The front portico and side porch have wide beams with dentil molding supporting by round Tuscan columns and square pilasters. Other architectural features include a side-gable slate roof with a decorative dentil mold cornice, 6/6 double-hung wood windows flanked by operational wood shutters, and an exterior painted brick chimney flanked by quarter round louvered wood vents on the right elevation. Exterior material is wood lap siding with corner boards and an unpainted brick foundation. The lot size measures approximately 75' x 160'. Adjacent historic buildings are 1.5, 2, and 2.5-story residential structures.

**PROPOSAL:**

The proposed project is changes to an existing side porch.

This project was Approved at the January 8, 2025 meeting under application HDCRMI-2024-00802, with the following Conditions:

1. The porch changes should be reversible and should not damage original architectural features.
2. Original architectural features of the porch are to remain. Do not remove and replace the original columns, pilasters, beam and/or trim.
3. Eliminate the window muntins to provide a more glassy, open appearance and the design should have full-length windows instead of a paneled base.
4. Provide window and door specifications that meet HDC Standards.
5. All materials are to be traditional with design and dimensions to match existing.

The new application proposes a revised design:

1. The project is reversible and retains all original architectural features (columns, pilasters, beam, trim, etc.)
2. The design changed to include tall casements factory mulled hopper windows below to mimic the design of the existing screen porch.
3. The applicant is requesting to use muntins on the windows to match the original windows on the main house. New windows are proposed to be Marvin Signature Ultimate casement with 7/8" Simulated True Divided Light (STD L) muntins.

#### **STAFF RECOMMENDATIONS:**

Staff has the following comments about the proposal:

1. The project is not incongruous with the district and meets the Secretary of the Interior's Standards for Rehabilitation, and the City of Charlotte Design Standards for Design Standards – Rehabilitation of Building Elements, Porches 4.8 and New Construction for Residential Buildings, Chapter 6.
2. Per 10.4.1 of the Rules for Procedure, Staff recommends Approval of the project for meeting the Standards and that this item be heard as a Consent Agenda item, with permit-ready construction drawings submitted to Staff for final review, with the following Conditions:
  - a. The casement windows and hopper windows should be trimmed out with traditional materials instead of being factory mulled, if possible.
3. If requested by a Commission member, or if an interested party has signed up to speak in opposition, then the HDC shall open the application for a full hearing.

#### **SPEAKERS [FOR | AGAINST]:**

No one accepted Chair Hawkins' invitation to speak.

#### **MOTION: CONTINUE**

**1<sup>st</sup>: WOJICK      2<sup>nd</sup>: PARATI**

Ms. Wojick moved to continue the project and require the applicant to restudy the porch and provide historical context for the project within a 360-degree area. She cited the following standards: for porches, 4.8; and for context, 6.2 and 6.3.

Ms. Parati seconded the motion.

Mr. Barth suggested the friendly amendment that the applicant consider avoiding factory mulled units and that they use traditional materials for trim. He also wanted to add language explaining that the Commission would prefer to remove the window muntins in order to keep the porch open.

Ms. Wojick and Ms. Parati accepted the amendments.

#### **VOTE: 10/0**

**AYES: BARTH, BELL, CURME, HAWKINS, HOLTZ, PARATI, SULLIVAN, TAYLOR, WOJICK, WHITLOCK**

**NAYS: NONE**

**DECISION: APPLICATION FOR SIDE PORCH CHANGES – CONTINUED.**

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**CONTINUED FROM THE FEBRUARY 12 MEETING**

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**ABSENT | RECUSE | LEFT MEETING | RETURNED:**

ABSENT: LINEBERGER

**APPLICATION:**

**HDCRMIA-2023-01195, 928 IDEAL WY (PID: 12112201) – SITE CHANGES & SIDE PORCH ENCLOSURE – AFTER THE FACT**

*This application was continued from the February 12, 2025 meeting for the following item:*

1. *Per Design Standards for Windows, 4.14 and Secretary of the Interior's Standards 2.5.*
  - a. *The proposed window changes are incongruous. Provide more information about a replacement option which goes with either the prior lattice for the original porch or with the existing vertical orientation of the windows adjacent to this window. Specifically, the muntin sizes and the weight of the headers and sash need changed, and a more vertical orientation is needed for this window to go with the existing historic windows*

**EXISTING CONDITIONS:**

The existing structure is a 2-story English Cottage constructed c. 1920. Architectural features include a prominent central brick chimney, asymmetrical façade with projecting right side entry bay with steep gable roof, steeply pitched gable roof with catslide on the left, and shed roofing over the second story that ties into the central steep gable. Windows are predominately 6/6 double-hung with a large second-story arched window on the front facing Sarah Marks Avenue, and an 8/8 double-hung and 8/8 casement window on the front façade to the left of the chimney. The rear of the home also has a protruding entry bay with a steep gable roof extending from the ridge of the right-side shed roof. The exterior is painted wood lap siding. The gabled portico over the front entry has standing seam metal roofing. The lot size is irregularly shaped with an angled street frontage of approximately 68' x 116' x 50' x 161'. Surrounding structures are 1, 1.5, and 2-story residential buildings.

**PROPOSAL:**

The proposed project requiring Commission review includes several parts:

1. Widening the driveway closest to the house. The gravel driveway in the front yard will be widened approximately 10' to the right to create a gravel motor court wide enough for two cars. The original driveway is approximately 76' long and 12' wide.
2. Walkway changes. The existing brick-lined stone walkway that curves from front stoop to driveway will be removed following construction of motor court. A new steppingstone walkway set in a bed of mulch will be installed, leading from the front stoop to the public sidewalk at the corner of Ideal Way and Sarah Marks Avenue.
3. Side Porch Enclosure. The existing wood screen (60-square with a center decorative element) was replaced with a fixed 16-pane window on the front elevation. The change occurred between May 2021 and August 2022 per Google imaging. The window change may be due to an addition being built sometime between May 2021 and August 2022. The space appears to have been converted to finished interior space in photos from Zillow dated from November 2021.

The remaining parts of the proposed project do not require Commission review and may be approved by HDC Staff:

- Installation of artificial turf in the rear yard behind an existing fence.
- Re-positioning of (4) fence panels to provide better access to parking and shared driveway at the rear of the property that opens onto Sarah Marks Avenue.

- Change of material to shared driveway located along rear property line.
- New patio in rear yard.
- Front portico metal roof replacement because it is a like-for-like material change.

The application is an After-The-Fact review, with the Commission reviewing the project on its merits as if the work has not yet occurred.

*Revised Proposal – February 12, 2025*

- Additional information about the windows prior and existing conditions is provided.
- Context photos of homes with additions in the Dilworth neighborhood are provided

*Revised Proposal – March 12, 2025*

- A re-designed window is provided. The proposal is to remove the 16-light muntin trim and install custom muntins in a 10/10 pattern. The vertically oriented panes and details will match the original 8/8 double-hung window located to the right of the picture window.

**STAFF ANALYSIS:**

Staff has the following comments about the proposal:

1. The Commission will determine if the project meets the Standards.
2. Minor changes may be approved by Staff.

**SPEAKERS [FOR | AGAINST]:**

No one accepted Chair Hawkins' invitation to speak.

**MOTION: APPROVE WITH CONDITIONS**

**1<sup>st</sup>:     BARTH                      2<sup>nd</sup>:     HOLTZ**

Mr. Barth moved to approve the application with the condition that the applicant design the window muntins to mimic the dimensions of the window to the right of the subject window. He cited standards 4.12 through 4.14, numbers 16 and 18.

Ms. Holtz suggested the friendly amendment that the applicant have the final muntins be approved by Staff. Mr. Barth accepted the amendment.

Ms. Holtz seconded the motion.

**VOTE: 10/0**

**AYES:   BARTH, BELL, CURME, HAWKINS, HOLTZ, PARATI,  
SULLIVAN, TAYLOR, WOJICK, WHITLOCK**

**NAYS:   NONE**

**DECISION: APPLICATION FOR SITE CHANGES & SIDE PORCH ENCLOSURE – AFTER THE FACT – APPROVED WITH CONDITIONS.**

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**NOT HEARD AT THE FEBRUARY 12 MEETING**

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**ABSENT | RECUSE | LEFT MEETING | RETURNED:**

ABSENT: LINEBERGER

RECUSED: CURME, TAYLOR

**APPLICATION:****HDCRMA-2024-00212, 1329 LAFAYETTE AV (PID: 12309304) – ACCESSORY STRUCTURES & FRONT PORCH CHANGES**

*This application was continued from the January 8, 2025 meeting for the following items:*

1. *Accessory Building, per Design Standards for Massing 6.8 and Scale 6.10:*
  - a. *Study the massing of the second floor dormers and roof lines to reduce the scale of the structure.*
  - b. *The shed dormers should be actual dormers and not creating a two-story structure.*
  - c. *Create a step-back from the front and the sides*

**EXISTING CONDITIONS:**

The existing building is a 2-story Colonial Revival constructed c. 1936. Architectural details include a side gabled roof, painted brick, 6/6 windows, front door with sidelights, and a round portico front stoop with round columns and a second-floor balcony. The lot size is approximately 80' x 175'. Adjacent historic structures are 1, 1.5, and 2-story residential buildings.

**PROPOSAL:**

The proposed project is in two parts:

1. The expansion of the front stoop to a full width uncovered front porch.
  - a. Proposed footprint is 45'-2" x 6'-0" with an 8'-8" rounded section at the front left corner that connects to the existing left side porch.
  - b. Proposed materials are broken red tile to match existing with an unpainted brick border and an unpainted brick foundation to match existing.
2. The addition of a new accessory structure.
  - a. Existing accessory structure to be demolished.
  - b. Proposed footprint is 30'-0" x 28'-0".
  - c. Proposed height is 24'-0" from grade.
  - d. Proposed materials include shingle roof, unpainted brick foundation, wood lap siding with a 7" exposure, wood trim/details, 6/6 windows, wood garage doors, and aluminum railing. Window material not provided, handrail detail not provided, and bracket detail not provided.
  - e. Proposed rear yard permeability is 67.39%

***Revised Proposal, Accessory Structure – March 12, 2025***

- Revised drawings provided.
- Small window portions changed on all elevations.
- Dormers have been pulled-in in all directions

**STAFF ANALYSIS:**

Staff has the following comments about the proposal:

1. Accessory Structure:
  - a. Left elevation fenestration rhythm.
  - b. Provide window and door materials and specifications.
  - c. Provide detail page for window/door trim, handrails, and brackets.

**SPEAKERS [FOR | AGAINST]:**

No one accepted Chair Hawkins' invitation to speak.

**MOTION: APPROVE WITH CONDITIONS**

**1<sup>st</sup>: BARTH      2<sup>nd</sup>: PARATI**

Mr. Barth moved to approve the application as it is not incongruous with the historic district. He added the following conditions: that the windows on the left elevation, main floor, be increased in size by at least six inches in height and width; that the windows are spread on the main floor and be a third of the way across the elevation; that the window C

on the second floor be changed to match the top sash of window B; that the applicant work with Staff on the door and window trim and handrail and bracket details; and that the applicant provide permit-ready drawings to Staff. He cited the following Standards: for doors and windows, 6.5 and 6.6; for cornices and trims, 6.4; for accessory structures, 8.10; for new construction, Chapter 6.

Ms. Parati seconded the motion.

**VOTE: 8/0**

**AYES: BARTH, BELL, HAWKINS, HOLTZ, PARATI, SULLIVAN, WOJICK, WHITLOCK**

**NAYS: NONE**

**DECISION: APPLICATION FOR ACCESSORY STRUCTURES & FRONT PORCH CHANGES – APPROVED WITH CONDITIONS.**

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**ABSENT | RECUSE | LEFT MEETING | RETURNED:**

ABSENT: LINEBERGER

RETURNED: CURME, TAYLOR

**APPLICATION:**

**HDCRMA-2023-01199, 1433 THE PLAZA (PID: 08117117) – NEW CONSTRUCTION – RESIDENTIAL**

*This application was continued from the January 8, 2025 meeting for the following items:*

1. *Per Design Standards for Context 6.1-6.4; Massing, 6.8; Height, 6.9; Directional Expression, 6.11; Roof Forms, 6.13, and Cornices and Trim, 6.14.*
  - a. *Restudy and minimize the building height. There are a number of design solutions that can address this, but the Commission cannot design for the applicant.*
  - b. *Focus on roof form, scale-reducing techniques, and consider context regarding height, architectural style, and directional expression.*
  - c. *Push back the front wall of the front dormer so that it is behind the main floor thermal wall and is not overriding the porch shed roof. Or, provide historic examples of houses in the Plaza Midwood historic district that match the proposed dormer/roof/thermal wall condition.*
  - d. *Restudy the rear elevation and School Street elevation eave heights in relation to the roof form.*
2. *Per Design Standards for Fenestration, 6.15*
  - a. *Restudy the left elevation for a better balance of solid versus void for the fenestration across that elevation, particularly as it responds to the main floor level.*
  - b. *Typically, on these homes, the larger windows are on the main living space downstairs.*
  - c. *Analyze the stair window, looking to plenty of examples that both Commissioners as well as Staff pointed out during discussion of the project.*
  - d. *Provide a spec for the garage doors. For this size door it should be a simulated two-door carriage style, per Accessory Structures, 8.10.*
3. *Per Design Standards for Materials, 6.18*
  - a. *Put siding on the second floor either to 1.) mimic the mitered condition that is viewed to the left side on the main floor, 2.) carry the corner boards from the second floor down to the foundation as typically seen on historic homes, or 3.) provide an example of a historic house in the Plaza Midwood neighborhood where the corner boards stop at a main point and transitions to miter board as shown in your presentation.*
  - b. *Provide a brick sample of the brick requesting to use.*
4. *Per Design Standards for Trees, 8.5.*
  - a. *Provide a tree protection plan to mitigate the concerns brought by the neighbor.*
5. *Reference all Staff notes in the redesign, 1(a) through (f), 2(a) through (c), and 3(a) through (c), with special*

*attention for site work.*

6. *Provide more information about fence detailing.*
7. *Provide accurate dimensions of the retaining walls, which should be reflected on the plans.*
8. *The Commission is not reviewing project details at this time, e.g. architectural details, trim, brackets, porch railings, beam/column details*

#### **EXISTING CONDITIONS:**

The existing structure is a 1-story, American Small House with Colonial Revival elements constructed c. 1933. Architectural features include a side gable, boxed eave roof with two small gable dormers on the front elevation, a partial width engaged front porch supported by wood square columns (the handrail is not original), and wood double-hung 6/6 windows. Some windows, such as on the dormers, have traditional wood window trim. Some windows have brickmould trim. It appears the large front window is a later replacement. Exterior materials include wood German lap siding with corner boards and a painted brick foundation. Originally a single-family structure, the building is currently divided into three units. Multiple rear additions have been constructed over the years.

A simple, 1-story accessory building is located at the rear of the property. The front elevation faces School Street. The left elevation, which faces the house, is constructed on top of a CMU retaining wall. The building has a front gable roof, 6/6 windows with brickmould trim, and wood German lap siding with wood corner boards. The lot is irregular and measures approximately 55' x 132' x 28' with a 10' alley at the rear. Adjacent historic properties are 1, 1.5, and 2-story residential buildings.

On July 10, 2024, the Commission voted to approve demolition of the primary building and accessory building with a 365-day stay under application #HDCRDEMO-2023-01198.

#### **PROPOSAL:**

The proposed project is the new construction of a residential building and an accessory structure.

##### **Primary Building:**

The tallest height is 27'-4.5" as measured from grade to ridge at the front left corner, and 33'-6" at the rear of the property. The property slopes down both to the right and to the rear. Proposed width is 28'-4" and steps in between 2'-0" and 1'-8" along the right elevation. Setbacks are 35'-4". The proposed exterior materials are Hardie Artisan lap siding with a 9" reveal, cementitious board and batten in the dormers and gable ends, and an unpainted brick foundation. Both asphalt and metal are proposed for the roofs. The windows are proposed to be 2/1 SDL Sierra Pacific Westchester aluminum-clad in both double-hung and casement. Column and trim materials are unknown.

##### **Accessory Building:**

At the tallest point, height is 21'-1 1/2" as measured from grade to ridge. The overall dimensions are 20'-8" x 14'-0". Setbacks are not provided. The proposed exterior materials are Hardie Artisan lap siding with a 9" reveal, unpainted brick foundation, and asphalt roof. The single garage door details are unknown. Windows proposed to be 2/1 SDL Sierra Pacific Westchester aluminum-clad casement, and the man door is proposed to be wood.

##### **Site Work:**

Both a retaining wall and fence are proposed. The fence is wood and 3'-0" tall. The retaining wall is unpainted brick, and the height is unknown. Staff can approve true retaining walls and fencing.

##### ***Revised Proposal – January 8, 2025***

- Revised drawing set provided.
- Main structure design changes include roof massing, windows & doors, and materials.
- Accessory structure design changes include orientation, height, and massing.
- Main structure height changes from 27.3' (October) to 28.7' (January).
- Accessory structure height changes from 21.3' (October) to 18.17' (January).

- Metal roofs and board & batten have been eliminated.
- Materials include Hardie Artisan lap siding with a 9" reveal, wood shakes, unpainted brick, asphalt shingle roof, and Sierra Pacific Westchester Aluminum-clad windows.
- Details page provided.

*Revised Proposal – March 12, 2025*

- Revised drawing set provided.
- Main ridge height decreased 1'- 7 3/8".
- Dormer is offset from thermal wall and porch roof, offset dimension unknown.
- Windows have been modified on the left, right, and rear elevations with alternative options provided for larger upper windows on the left and right. Option "B" windows are smaller casement windows.
- Carriage style doors have been added to the accessory building.
- Corner boards have been added.
- Note to consult a Certified Arborist about Tree Protection has been added to the site plan.
- Retaining wall dimensions have been added.
- Proposed rear yard impervious area has been updated. 47.8% impervious.

**STAFF ANALYSIS:**

Staff has the following comments about the proposal:

1. Main Structure
  - a. Roof form and massing
    - i. Rear gable portion trim band needs raising to align with main structure.
    - ii. Restudy rear porch roof, especially the left side connection.
  - b. The proposed 3.5/12 pitch is not proportional to the 10/12 pitch on the main structure.
    - i. Windows and Doors
    - ii. Restudy the rhythm and size on left elevation.
    - iii. Restudy the proportions of windows as they relate to the selected architectural style.
      1. Tall, narrow, 2/1 windows are not typically found on Craftsman.
      2. Look to historic muntin patterns such as 1601 The Plaza and 1501 The Plaza.
    - iv. Window proportions on upper level are larger than windows on first level. Upper-level windows should either be the same size or smaller than windows on lower levels.
      1. Option "B" (smaller casement) is preferred.
2. Accessory Building
  - a. The Commission will determine if the accessory building meets the Standards.
3. Materials
  - a. Provide brick sample. May be provided to Staff for probable approval.
  - b. Provide window and door specifications that meet HDC Standards. May be provided to Staff for probable approval.
4. Site Work
  - a. Provide tree protection. May be provided to Staff for probable approval.

**SPEAKERS [FOR | AGAINST]:**

No one accepted Chair Hawkins' invitation to speak.

**MOTION: CONTINUE**

**1<sup>st</sup>:     BARTH                      2<sup>nd</sup>:     SULLIVAN**

Mr. Barth moved to continue the application. He requested that the applicant restudy the windows on the left elevation for rhythm, style, proportion, and scale, adding that in most instances, windows on the main floor should appear larger than those on the second floor. Mr. Barth requested that the applicant bring examples of the proposed window style and composition that responds to the architectural style and context of the neighborhood. He also requested a restudy the scale and details of the rafter tails to be 24-inch-on-center, or simulated; window and door trim that stands proud of



the siding; the rear porch roof; and porch railings. Mr. Barth also asked that a tree protection plan be provided. He cited the following standards: for windows, 6.15; for siding, 6.14; for porches and railings, 6.17; for roof forms, 6.13; for trees, 8.5; and the Secretary of the Interior's Standards, 2.5.

Mr. Sullivan suggested the amendment that the motion include a restudy of the rear porch roof form. Mr. Barth accepted the amendment.

Mr. Sullivan seconded the motion.

**VOTE: 8/2**

**AYES: BARTH, CURME, HAWKINS, HOLTZ, LINEBERGER, PARATI, SULLIVAN, WHITLOCK**

**NAYS: TAYLOR, WOJICK**

**DECISION: APPLICATION FOR NEW CONSTRUCTION – RESIDENTIAL – CONTINUED.**

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**ABSENT | RECUSE | LEFT MEETING | RETURNED:**

ABSENT: LINEBERGER

LEFT: SULLIVAN

**APPLICATION:**

**HDCRMA-2024-00684, 220 S SUMMIT AV (PID: 07101501) – ACCESSORY DWELLING UNIT**

**EXISTING CONDITIONS:**

The existing 2-story building was originally constructed as a duplex c. 1939. Architectural features include a side gable roof, symmetrical six-bay front façade, and 6/6 double-hung wood windows. Exterior is unpainted brick. Originally, matching front porches were separate with brick columns, arched openings, and front-facing gables. A central connector and railings were added to the front porches during the c. 2007-2008 renovations. The accessory structure and existing 1-story rear addition were also constructed c. 2007-2008. The lot size measures approximately 50' x 187'. Adjacent structures are 1, 1.5, and 2-story residential buildings.

**PROPOSAL:**

The project is an addition to an existing brick accessory structure.

- The existing accessory structure has a footprint of 29'-10" x 24'-0". The addition will expand the footprint to 29'-10" x 32'-0 ½".
- The existing accessory structure height, as measured from grade to ridge, is approximately 15'-10". The addition will create a new overall height, as measured from grade to ridge, of approximately 23'-10".
- The proposed materials are shingle roof with unpainted brick to match existing. The new windows are proposed to be double-hung Simulated True Divided Lights (STDL) in a 6/6 pattern to match existing. Existing window and door material unknown.

**STAFF ANALYSIS:**

Staff has the following comments about the proposal:

1. Context, Massing, Height & Width, Scale, and Roof Form
  - a. Provide examples of historic four-bay accessory structures in Wesley Heights.
  - b. Provide historic examples of full two-story accessory buildings with coplanar walls.
  - c. Provide historic examples of asymmetrical roof lines on accessory buildings.
  - d. Accessory building does not appear to be secondary in height, massing, footprint, to the primary structure.

2. Windows and Doors, and Rhythm
  - a. Ganged windows should have appropriately sized mullions and trim.
  - b. Restudy window and door rhythm and locations.
  - c. Provide window specifications that meet HDC requirements.
3. Cornice and Trim, and Materials
  - a. Provide materials list.
  - b. Porkchop eaves are incongruous with the Standards 6.14, number 3.
  - c. All brick is to remain unpainted.
4. Provide itemized rear yard calculations.

**SPEAKERS [FOR | AGAINST]:**

No one accepted Chair Hawkins' invitation to speak.

**MOTION: CONTINUE**

**1<sup>st</sup>:     WHITLOCK     2<sup>nd</sup>:     HOLTZ**

Mr. Whitlock moved to continue the application, requesting that the Applicant restudy the project according to Staff's analysis in the Staff Memo. He indicated that the Commission would not be focusing on details at the time. He cited the Standards for residential construction, 6.1 through 6.13, as well as for accessory buildings, 8.10.

Ms. Holtz seconded the motion.

**VOTE: 9/0**

**AYES:     BARTH, BELL, CURME, HAWKINS, HOLTZ, PARATI,  
TAYLOR, WOJICK, WHITLOCK**

**NAYS:     NONE**

**DECISION: APPLICATION FOR ACCESSORY DWELLING UNIT – CONTINUED.**

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**ABSENT | RECUSE | LEFT MEETING | RETURNED:**

ABSENT: LINEBERGER, SULLIVAN

RECUSED: BARTH, HOLTZ

**APPLICATION:**

**HDCRMA-2024-00683, 610 N PINE ST (PID: 07803114) – FRONT PORCH CHANGES & SITE WORK**

**EXISTING CONDITIONS:**

The existing structure is a 2-story, Victorian constructed c. 1900. Architectural features include a pyramid main roof with intersecting gables, central chimney, large 1/1 double-hung windows, 1-story hipped front porch with round columns and decorative handrails. The structure also features a painted masonry foundation and lap siding with corner boards. Lot size is approximately 68.75' x 95.84'. Surrounding structures are 1, 1.5, and 2-story single-family and multi-family residential buildings.

**PROPOSAL:**

The proposed project front porch changes to include:

1. Modification to the existing front porch by extending the porch 6'-8" on the left-side to align with the right-side.
2. The replacement and reconfiguration of the existing wood front steps and halfmoon landing with brick steps and new brick square patio landing at grade. The existing 7-steps will be reduced to 4-steps. The existing halfmoon landing measures approximately 5'-1" x 11'-2" at the widest point. The proposed square patio landing measures approximately 5'-0 1/4" x 10'-2", not including soldier course brick border.
3. The expansion of the existing paver parking pad with a new brick retaining wall surround. The existing parking pad measures approximately 11'- 11 5/8" x 28'- 1 1/8" at the longest point. The proposed parking pad measures

approximately 22'-6 7/8" x 27'-7 3/4".

4. The addition of a new brick front yard retaining wall. The proposed height of the retaining wall is 2'-5 1/2" to the top of the cap. Cap material unknown.
5. No changes proposed to the existing windows or front door.

**STAFF ANALYSIS:**

Staff has the following comments about the proposal:

1. The new porch bump-out is not incongruous with Standard 6.17, numbers 2, 3, and 4.
  - a. Option B is preferred, per Standard 4.5, number 2.
2. In Fourth Ward, traditional front walkways are a landing pad off the front steps and not true walkways due to the minimal setbacks from the public right-of-way.
3. A double wide driveway is incongruous with Standard 8.2, number 3.
4. This property does not have the grade required for a true retaining wall, per Standard 8.7, number 11.
5. Proposed brick should match existing brick on principal structure and remain unpainted.

**SPEAKERS [FOR | AGAINST]:**

No one accepted Chair Hawkins' invitation to speak.

**MOTION 1: APPROVE**

**1<sup>st</sup>: TAYLOR      2<sup>nd</sup>: PARATI**

Mr. Taylor moved to approve the application for front porch changes because it is not incongruous with the Standards and the district, specifying that the Commission would approve Option B for the porch, shown on Slide 20 of the presentation. He also moved to approve the new front walkway, landing pad, and brick front steps. He cited the following Standards: for the roof porch, 6.17, numbers 2 through 4, for roof forms, 4.5, number 2; for sidewalks and parking, 8.2.

Ms. Parati seconded the motion.

**VOTE 1: 7/0**

**AYES: BELL, CURME, HAWKINS, PARATI, TAYLOR, WOJICK, WHITLOCK**

**NAYS: NONE**

**DECISION 1: APPLICATION FOR FRONT PORCH CHANGES & WALKWAY – APPROVED.**

**MOTION 2: DENY**

**1<sup>st</sup>: TAYLOR      2<sup>nd</sup>: PARATI**

Mr. Taylor moved to deny the application for widening the driveway and the construction of the retaining wall because they are incongruous with Standards for sidewalks and parking, 8.2, number 3, and for retaining walls, 8.7, number 11.

Ms. Parati seconded the motion.

**VOTE 2: 7/0**

**AYES: BELL, CURME, HAWKINS, PARATI, TAYLOR, WOJICK, WHITLOCK**

**NAYS: NONE**

**DECISION 2: APPLICATION FOR DRIVEWAY & RETAINING WALL – DENIED.**

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**NEW CASES**

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**ABSENT | RECUSE | LEFT MEETING | RETURNED:**

ABSENT: LINEBERGER, SULLIVAN

RETURNED: BARTH, HOLTZ

**APPLICATION:**

**HDCRMIA-2024-00545, 1315 DEAN ST (PID: 07509213) – WINDOW REPLACEMENT – AFTER THE FACT**

**EXISTING CONDITIONS:**

The existing structure is a 1-story brick American Small House constructed c. 1959. Architectural features include a covered partial width porch on the right front elevation, a picture window flanked with double-hung windows under the gable portico and 2/2 horizontal pane wood windows with vinyl louvered shutters. The front porch features painted decorative wrought iron railings and support columns. The gable over the front porch, as well as main gable ends to the house have vertical painted wood panel siding. A brick addition to the rear of the house nearly doubled the square footage of the original building and features a double gable roof that runs perpendicular to the principal structure's rear eave. The lot size is approximately 71' x 133'. Adjacent structures are 1-story single-family buildings.

**PROPOSAL:**

The applicant replaced all original 2/2 wood windows with 1/1 white vinyl double-hung windows, except for the large picture window on the front elevation and two fixed windows at the rear right corner. The original wood trim was removed and replaced with vinyl trim.

The proposed project is for window replacement. All 1/1 vinyl windows will be replaced with new 2/2 wood windows. The vinyl trim will also be removed and replaced with new wood trim to match the original trim.

The application is an After-The-Fact review, with the Commission reviewing the project on its merits as if the work has not yet occurred.

**STAFF ANALYSIS:**

Staff has the following comments about the proposal:

1. The Commission needs to make two decisions about this project:
  - a. Decision 1: Review the removal of the original wood windows.
  - b. Decision 2: Review the proposed replacement windows.
2. For Decision 1: Removal of the original wood windows:
  - a. The original windows are not available to evaluate if repair is possible.
  - b. Recommended Motion: Denial.
    - i. The removal of the original wood windows is incongruous with the Design Standards for Windows 4.14, numbers 10, 17 and 19; and Trim 4.11, numbers 1 through 4.
  - c. Recommended Facts:
    - i. Original 2/2 wood windows were replaced with 1/1 vinyl windows, which is incongruous with the Design Standards for Windows 4.14, numbers 17 and 19.
    - ii. Original wood window casement trim and brickmould was removed and replaced with vinyl trim, which is incongruous with the Design Standards for Trim 4.11, numbers 1-4.
3. For Decision 2: Review the proposed replacement windows:
  - a. Recommended Motion: Approval with Conditions.
    - i. The proposed replacement wood windows are not incongruous with the Design Standards for Windows 4.14, numbers 14-21; and Trim 4.11, numbers 2, 3, and 4.
  - b. Recommended Facts:
    - i. The proposed windows are full wood and will be in a 2/2 pattern to match the original windows.
    - ii. The new wood trim will match the existing wood trim on the original windows that remain on the house.

**SPEAKERS [FOR | AGAINST]:**

No one accepted Chair Hawkins' invitation to speak.

**MOTION 1: DENY**

**1<sup>st</sup>: BELL                      2<sup>nd</sup>: HOLTZ**

Ms. Bell moved to deny the application for the removal of the historic wood windows, citing the Standards for windows, 4.14, numbers 10, 17, and 19, as well as the Standards for trim, 4.11, numbers 1 through 4.

Ms. Holtz seconded the motion.

Ms. Harpst suggested that Ms. Bell include the recommended findings of fact from Slide 3 of the Staff Memo into her motion stating that the original 2/2 wood windows were replaced with 1/1 vinyl windows which is incongruous with Standards 4.14, numbers 17 and 19, and that the original wood window casement trim and brick mould was removed and replaced with vinyl trim which is incongruous with Standard 4.11, numbers 1 through 4.

Ms. Holtz accepted the revised motion.

**VOTE 1: 9/0**

**AYES: BARTH, BELL, CURME, HAWKINS, HOLTZ, PARATI,  
TAYLOR, WOJICK, WHITLOCK**

**NAYS: NONE**

**DECISION 1: APPLICATION FOR REMOVAL OF HISTORIC WINDOWS – DENIED.**

**MOTION 2: APPROVE WITH CONDITIONS**

**1<sup>st</sup>: BELL                      2<sup>nd</sup>: HOLTZ**

Ms. Bell moved to approve the replacement windows because they are not incongruous with the Design Standards for windows, 4.14, numbers 14 through 21, and for trim, 4.11, numbers 2 through 4. She added the conditions that the proposed windows and trim be made of wood, that the windows are a 2/2 pattern match the original windows, and that the new wood trim match the existing wood trim seen on the remaining original windows on the house.

Ms. Holtz seconded the motion.

**VOTE 2: 9/0**

**AYES: BARTH, BELL, CURME, HAWKINS, HOLTZ, PARATI,  
TAYLOR, WOJICK, WHITLOCK**

**NAYS: NONE**

**DECISION 2: APPLICATION FOR WINDOW REPLACEMENT – APPROVED WITH CONDITIONS.**

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**ABSENT | RECUSE | LEFT MEETING | RETURNED:**

ABSENT: LINEBERGER, SULLIVAN

LEFT: BARTH

RECUSED: HOLTZ

**APPLICATION:**

**HDCRMAA-2024-00271, 522-524 NORTH PINE ST (PID: 07803602) – ROOF CHANGES & ACCESSORY STRUCTURE – AFTER THE FACT**

**EXISTING CONDITIONS:**

The existing structure is a 1-story hip-roof duplex Cottage constructed c. 1911. The building is notably symmetrical with small covered front porches, a central brick chimney stack, and a glassy Dutch gable at the rear of the roof. Siding

material is wood German lap siding. The lot size is approximately 40' x 189'. Adjacent structures are 1 and 2-story residential buildings.

**PROPOSAL:**

The proposed project consists of three parts.

1. Roof Changes
  - a. The applicant is proposing to remove the existing pent gable on the rear of the structure and adding a full gable end. The new gable end will have German lap siding, to match the rest of the building, or cedar shingle. Architectural drawings not provided.
2. Window Changes
  - a. The applicant is proposing changes to the windows in the new gable end. All the existing windows will be removed, and a set of triple aluminum-clad Andersen four-square windows added.
  - b. The applicant is also proposing removing the existing 1970s skylights, located on both the right and left side, and adding an eyebrow dormer to each side. The eyebrow dormers will have a small square Prairie-style window installed in the center of the gable. Architectural drawings not provided.
  - c. On the rear, the applicant is proposing replacing two sliding glass entry doors (one for each unit of the duplex) with fiberglass full light French doors. The double 6/1 wood windows on the left of the rear elevation (Unit 522) will also be replaced with new windows.
3. Accessory Building
  - a. The applicant is proposing the addition of a 2-story accessory building located in the rear right corner of the lot. The footprint of the building is approximately 12' x 12', and height from grade to ridge is not provided. The building will feature a gable roof and engaged second floor porch that opens out from the left elevation. Materials include natural cypress lap siding with 6" reveal and cedar shingle accents over the entry door, brick entry steps, Jeld-Wen 8-lite French entry doors (material unknown), and a large aluminum-clad Andersen 6-lite arch top casement window on the second floor. Architectural drawings not provided.

The application is an After-The-Fact review, with the Commission reviewing the project on its merits as if the work has not yet occurred.

**STAFF ANALYSIS:**

Staff has the following comments about the proposal:

1. Accessory Building
  - a. The applicant has not provided enough information to evaluate the proposed accessory building.
  - b. Outstanding items include a site plan with dimensions, architectural drawings, window and door specifications, and rear yard calculations.
2. Staff recommends the Commission Deny the roof changes as the project is incongruous with HDC Design Standards for the following reasons:
  - a. Roof Form and Materials, 6.13 number 2 and Roofs, 4.5 numbers 2 and 3.
    - i. Eyebrow dormers are incongruous with the architectural style of the structure and are not characteristic of the neighborhood, nor can they be found in a 360-degree view of the subject property.
    - ii. The pent gable roof form at the rear of the building has changed to a gable, changing the character of original roof form.
3. Staff recommends the Commission Deny the window changes as the project is incongruous with HDC Design Standards for the following reasons:
  - a. Windows, 6.15 number 1 (a-d) and Windows, 4.14 numbers 10 and 19
    - i. No information was provided about the condition of the existing rear right windows on the first floor prior to their removal.
    - ii. Original windows from a 1911 build would be wood, and the proposed new windows are aluminum-clad.

- iii. The triple window in the rear gable end does not match the pattern of other windows on the building.
- iv. The size of both the dormer windows and gable windows are disproportionate in relation to the field of siding.

**SPEAKERS [FOR | AGAINST]:**

No one accepted Chair Hawkins' invitation to speak.

**MOTION: CONTINUE**

**1<sup>st</sup>:     PARATI                    2<sup>nd</sup>:     WOJICK**

Ms. Parati continued the application and requested that the applicant return with necessary information needed for the commission to make a decision. She requested that the applicant return with architectural drawings, origin dates of the removed historic materials, and contextual information and pictures from within 360-degree view of the property offering precedent for why the proposed changes should be allowed.

Ms. Wojick seconded the motion.

**VOTE: 7/0**

**AYES:    BELL, CURME, HAWKINS, PARATI, TAYLOR, WOJICK,  
                 WHITLOCK**

**NAYS:    NONE**

**DECISION: APPLICATION FOR ROOF CHANGES & ACCESSORY STRUCTURE – AFTER THE FACT – CONTINUED.**

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**ABSENT | RECUSE | LEFT MEETING | RETURNED:**

ABSENT: LINEBERGER, SULLIVAN, BARTH

RETURNED: HOLTZ

**APPLICATION:**

**HDCRMIA-2024-01017, 425 RENSSLAER AV (PID: 12302907) – GARAGE DORMER ADDITION – AFTER THE FACT**

**EXISTING CONDITIONS:**

The existing structure is a 1-story Colonial Revival style design constructed c. 1930. Architectural features include a side gable roof with covered front gable porch, square front porch columns, painted Dutch lap siding, original 6/1 wood windows, and a replacement Craftsman-style 6-lite front door. The property also has a 1.5-story detached garage located to the right of the principal structure that matches the architectural style of the house and has wood carriage style doors. The house and garage are connected by a wood deck. The lot size is approximately 83' x 88'. Adjacent structures are 1- to 2-story single-family homes and duplexes.

**PROPOSAL:**

The proposed project is a dormer addition on the right side of the existing garage. The garage was constructed in 2014 under approved COA# HDC-2014-168.

The dormer addition will have a low slope roof, slope dimension not provided, and coplanar framing to make the dormer flush with the first-floor wall.

The dormer also features a boxed-out wood soffit and eave applied to the top of the wall; dimensions not provided.

Proposed materials include wood-grain fiber cement siding with wood corner boards, asphalt shingle roof, 6/6 white vinyl GBG (grids-between-the-glass) windows, and wood picture frame trim.

The application is an After-The-Fact review, with the Commission reviewing the project on its merits as if the work has not yet occurred.

**STAFF ANALYSIS:**

Staff has the following comments about the proposal:

1. Recommended Motion: Denial.

The proposed project is incongruous with HDC Design Standards for the following reasons:

- a. Roof Form and Materials, 6.13 numbers 2, 3, and 5.
  - i. The low slope shed roof is incongruous with historic building practice for dormers and does not match the slope of the roof on the main structure, nor the slope of the main gable on the accessory structure.
  - ii. The eave on the right elevation of the dormer is applied to the top of the wall and eaves on the front and rear of the dormer lack any overhang – none of which matches the eave detailing of the principal structure.
- b. Cornices and Trim, 6.14 numbers 1 and 2
  - i. The dimensions and profile of the eave and cornice trim on the dormer addition is inconsistent and does not match the accessory building.
- c. Windows, 6.15 numbers 1b, 2 and 4.
  - i. Picture frame window trim is incongruous for a field of siding.
  - ii. Ganged windows typically have a 5.25" mull trim divider.
  - iii. Grids-between-the-glass (GBG) windows are not an approvable window.
- d. Materials, 6.18 numbers 1-3.
  - i. The dormer addition uses wood grain fiber cement siding instead of wood Dutch lap siding as used in the principal structure and the rest of the garage.
  - ii. The new windows in the dormer addition are vinyl.
- e. Additions, 6.20 numbers 1 and 6.
  - i. The dormer addition is highly visible from the street.
  - ii. The craftsmanship and design of the dormer addition is not compatible the principal structure nor the rest of the garage in regard to form, roof form, fenestration and materials.

**SPEAKERS [FOR | AGAINST]:**

No one accepted Chair Hawkins' invitation to speak.

**MOTION: CONTINUE**

**1<sup>st</sup>:     WHITLOCK     2<sup>nd</sup>:     WOJICK**

Mr. Whitlock moved to continue the project because it is incongruous with the Standards and requested the applicant restudy the project based on items 1(a) through (e) in the Staff Memo.

Ms. Wojick seconded the motion.

**VOTE: 8/0**

**AYES:    BELL, CURME, HAWKINS, HOLTZ, PARATI, TAYLOR,  
              WOJICK, WHITLOCK**

**NAYS:    NONE**

**DECISION: APPLICATION FOR GARAGE DORMER ADDITION – AFTER THE FACT – CONTINUED.**

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The Applicant for case number HDCRMAA-2024-00338 for 317 West Park Avenue chose to defer their hearing and it will be heard at the April 9, 2025 meeting.

With no further business to discuss, Chair Hawkins adjourned the meeting at 7:11 p.m.