

The regular meeting of the **Historic District Commission** was held on Tuesday, March 22, 2016, at 5:00 p.m. in the Board Chambers of Town Hall, 500 Poplar View Parkway.

The following Staff members were present: Town Planner, Mr. Jaime Groce and Administrative Specialist, Mrs. Sandi Robbins.

Pledge of Allegiance

Commissioner Rozanski led the Pledge of Allegiance.

Roll Call:

Chairman Lee asked Mrs. Robbins to call the roll to see if there was a quorum.

Kelsey – present, Walker – present, Brooks - present, Todd – present, Rozanski – present, Lee – present, Cox – absent.

Quorum present.

Approval of Minutes

Chairman Lee asked if there were any corrections to the minutes from February 25, 2016 meeting.

Hearing none, Chairman Lee called for a motion to approve the minutes as presented.

Motion by Commissioner Walker, and seconded, to accept the minutes from the February 25, 2016 meeting.

Roll Call:

Kelsey – yes, Walker – yes, Brooks - abstain, Todd –abstain, Rozanski – abstain, Lee – yes

Motion approved.

Approval of the Agenda

Chairman Lee asked if there were any changes to the agenda as presented.

Mr. Jaime Groce stated Derrick Honeycutt, General Service Director, was unable to attend tonight, but will be able to make it to the April 28th HDC to give a presentation on updates for the old Collierville School building and the new plan for updating the bathrooms on the Square.

Motion by Commissioner Rozanski, and seconded, to approve the agenda as amended.

Roll Call:

Kelsey – yes, Walker – yes, Brooks - yes, Todd –yes, Rozanski – yes, Lee – yes

Motion Approved.

Formal Agenda:

HDC 16-05 Resolution 2016-14- A resolution to amend the Historic District Commission's Design Guidelines for the purpose of preventing repetitious architectural designs for residential infill subdivisions.

Mr. Jaime Groce gave the staff presentation as outlined in the staff report. This amendment will amend the portion of the Historic Guidelines relating to new infill subdivisions. The goal is to prevent repetitious home designs. He stated the BMA will need to adapt this Resolution once the HDC makes a recommendation. The HDC has the option this evening to amend the Resolution however they see fit or they could chose to postpone consideration until the next meeting so Commissioner Cox, who requested that this Resolution be drafted, can be present.

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| EXHIBITS |
| 1. Resolution 2016-14, 3/7/16:
-Attachment A, 3/7/16 |
| 2. HDC Meeting Minutes related to request |

Mr. Groce stated the HDC has had Design Guidelines since 1989. The most current format was adapted in 2002 and was last amended in 2011. He stated the HDC has the ability to approve homes in the Historic District on a case by case basis and can require private design restrictions within a subdivision. He explained how Staff can aid in preventing repetitious houses by addressing it as a key question in the staff report and following up on private restrictions when the subdivisions are being recorded.

Mr. Groce presented the concerns of Commissioner Cox and Chairman Lee had about the example motion and explained how Staff has drafted new text that could address those concerns.

Chairman Lee asked for discussion from the Commissioners.

Commissioner Walker stated he doesn't have a problem with regulations on the exteriors. He believes there are some house plans that lend themselves to be more popular than others. They can make the same house plan look different from the outside. He would not like to see the term "house plan," but he would like to see the term "elevation" used instead.

Commissioner Rozanski stated we could broaden it and use the term "design" so there will be a distinction between "home plans" and "elevations." He stated the houses in the Stratton Heights Subdivision all have a similar house plan but present a different façade design to the street.

Commissioner Kelsey stated he thinks we are on the right track but have not covered all the situations that might occur. He is also concerned about the one or two lot infill developments that build a house that could match a neighboring home.

Chairman Lee stated they have the responsibility to review and either approve or deny a house design in that kind of situation.

There was a discussion over reducing repetitive housing by dealing with houses on a case by case basis.

Chairman Lee stated the HDC uses "guidelines" and from time to time the HDC has approved items that do not comply with the HDC Design Guidelines. He believes using the word "shall" takes away the HDC's right to approve an item that doesn't comply with the HDC Design Guidelines.

Commission Todd stated she agrees because she believes a "guideline" is a guideline, and the HDC should be allowed to make exceptions that are within reason.

There was a discussion over examples of recent infill homes that have the same or similar home plans but different facades.

Chairman Lee asked if it would be appropriate to have a subcommittee to work on the Resolution prior to the next meeting.

Commissioner Rozanski asked if this had to apply within a “subdivision” or can it be reworded to prevent the use of the same home design for every 10 adjacent lots.

Mr. Groce stated the HDC can exclude the “subdivision” option if it wants.

A discussion ensued over who would be on the subcommittee and when they would meet. Instead of a subcommittee, Chairman Lee asked to have a HDC work session before the next HDC meeting. By consensus item HDC 16-05 was tabled to the April 28, 2016 HDC meeting so that a work session could be held to refine the proposed text.

Chairman Lee asked if there was any other business.

Mr. Groce updated the HDC on the recent Andrew’s Minor fence installation. He stated they have installed the fence but there were some field changes. The adjacent owner asked if they would extend the fence so it would connect with their fence. Since the change met the HDC Guidelines and the Fence Ordinance the Staff felt comfortable to approve the change administratively.

He stated Stratton Heights Lot 7 would like to “flip” the house plan to allow them to hopefully save some of the trees. He stated Staff planned to approve the request as the home design would still be similar to what the HDC approved unless the HDC saw concerns. No one expressed concerns.

Commissioner Rozanski said that the western elevation gets better because of the “flip.”

He showed some pictures and gave a brief description of the Town’s plans for the new proposed bathrooms on the Square, but said more information would be provided at the next meeting.

He explained other administrative approvals, such as painting and reroofing that have been submitted over the past month.

With no further business, Chairman Lee adjourned the meeting at 5:34 p.m.

Secretary, Laura Todd