



Historic Preservation Commission

City of Hickory
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Agenda
City of Hickory
Historic Preservation Commission
Tuesday October 24, 2023
5:30 P.M.

Location: Hickory City Hall, Council Chambers

Historic Preservation Commission Members: Sam Hunt, Simon Lucas, William Gardner, Katherine Mull, Dan O'Malley, Dan Rink, Dale Rockensuess, Ernest K. Sills

Youth Council Advisory Member: Kate Bridges

- | | |
|--|-------|
| 1. Call to Order | Chair |
| 2. Roll Call | |
| 3. Approval of Minutes from the February 22, 2022 Meeting | |
| 4. Public Hearing to Consider Certificate of Appropriateness 23-01 | Staff |
| 5. Announcement of Vacancies | |
| 6. Other Business | |
| 7. Adjourn | |

Attendance Roster

FY 23-24

Key	A	Absent	AX	Excused	No meeting	No Quorum Vacant/Not yet appointed
	P	Present				

Historic Preservation Commission

		Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Appoint	Expire
Historic Properties	Katherine Mull													Jul-22	Jun-25
Historic Properties	Daniel O'Malley Jr.													Jul-22	Jun-25
Historic Properties	Vacant													Dec-19	Jun-26
Building Trades	Dale Rockensuess													Jul-22	Jun-25
Building Trades	Simon Lucas													Aug-23	Jun-26
Licensed Architect	Earnest K Sills													Jan-23	Jun-24
At-Large (1)	Dan Rink													Jul-22	Jun-25
At-Large (2)	William Gardner													Mar-22	Jun-24
At-Large (3)	Sam Hunt													Jul-21	Jun-24
Youth Council Advisory	Kate Bridges													Jul-23	Jun-26

Historic Preservation Commission
Tuesday, May 24, 2022, 5:30 pm

A regular meeting of the City of Hickory's Historic Preservation Commission (HPC) was held on Tuesday, May 24, 2022, 5:30 pm, in Council Chambers of the Julian G. Whitener Municipal Bldg.

Members Present: Katherine Mull, Dan Rink, Simon Lucas, Dan O'Malley, John Ehrenreich, William Gardner, and Sam Hunt

Members Excused: Dale Rockensuess

Members Absent: Robert Burghardt

Others Present: Senior Planner Brian Burgess and Minutes Clerk Anne Starnes

Call to Order: Katherine Mull, Chair, called the meeting to order at 5:30 pm.

Roll Call: Ms. Mull said a quorum was present. She asked Mr. Burgess to add Robert Burghardt to the member list printed on the agenda.

Approval of April 26, 2022 Minutes: Minutes of the previous meeting held in April were distributed. No additions, deletions, or corrections to the minutes were stated. Simon Lucas moved, seconded by John Ehrenreich, to approve the April 26, 2022 minutes as presented. The motion carried unanimously.

Presentation on Design Review Guidelines: Senior Planner Brian Burgess discussed the City's Design Review Guidelines and referred to PowerPoint slides. Copies of the Design Review Guidelines and his slide presentation were distributed.

Mr. Burgess reviewed **Slide #2** (Historic Districts).

- Historic Preservation Programs set out to accomplish two things.
 - Safeguard the heritage of a community by preserving properties and districts that embody important elements of history, culture, and architecture
 - Promote the use and conservation of districts and landmarks for residents of the city, county and state as a whole
- There are two types of districts.
 - National Register
 - Local

He said the two types of historic districts are often confused. He regularly receives calls with questions regarding the districts, saying members could help provide clarity if they ever speak with realtors on the topic. The National Register designation is much broader, significantly less stringent, voluntary, and tax cuts are available if a property owner chooses to participate. Regarding the Local Register designation, Mr. Burgess has zoning authority in certain cases, and the design review guidelines come into play here.

Mr. Burgess reviewed **Slide #3** (Historic Preservation Commission: Members).

- 10 members (9 voting)
 - 3 historic property owners
 - 2 building trades professionals
 - 1 registered architect
 - 3 at-large positions
 - 1 advisory member from the Hickory Youth Council

He noted the members who currently serve on the Commission in each category.

Mr. Burgess reviewed **Slide #4** (Historic Preservation Commission: Purpose).

- Make recommendations on national and local historic designations
- Make periodic updates to the City's inventory of historic structures
- Promote historic preservation in the community
- Process applications for Certificates of Appropriateness (COA) for locally designated properties

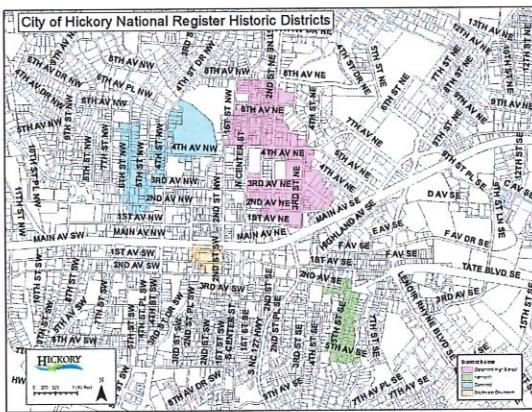
He said Commission members had recommended an expansion of the Oakwood Historic District, which was accomplished in 2019. They also promote historic preservation through the plaque program and other education opportunities, and carefully consider all major COA applications.

Mr. Burgess reviewed **Slide #5** (What is the National Register of Historic Places?)

- The nation's official list of places worthy of preservation
- Primarily an honorary designation
- No requirements for preservation if private funds are being used
- Properties are potentially eligible for state and federal tax credits

He noted that if historic properties are kept in good shape and not significantly changed, they could be eligible for tax credits of up to 50%.

Slide #6 (City of Hickory National Register Historic Districts)



Mr. Burgess said the map shown was dated, and does not represent the recent Oakwood Expansion.

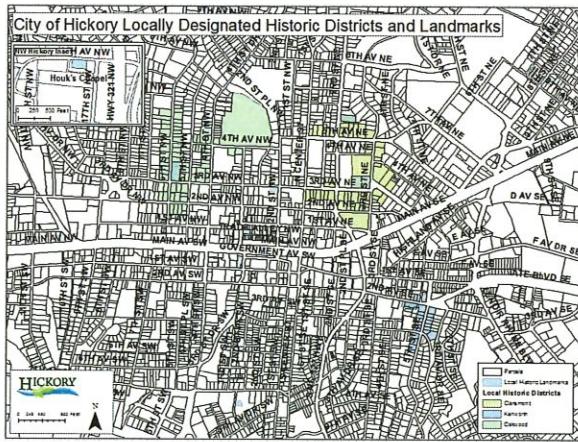
Slide #7 (Local Historic Districts & Landmarks)

- Nearly all properties that are locally designated are also on the National Register
- Changes to the exterior of properties require a Certificate of Appropriateness

Mr. Burgess said that, typically, "core properties" are on the National Register, such as in Kenworth.

Regarding recognition on the National Register, Mr. Gardner asked who initiates the process. Mr. Burgess said North Carolina has a State Historic Preservation Office (SHPO) and they handle a lot of this work, but property owners can also petition for designation. There are numerous categorizations involved in the process, addressing the property's levels of historic value, but for the City's purposes, the property is either included on the National Register, or not; it is contributing, or not.

Slide #8 (City of Hickory Locally Designated Historic Districts & Landmarks)



Ms. Mull said most of the efforts to designate properties in Hickory had been driven by the City's Historic Preservation Commission, not by the homeowners or neighborhoods. Mr. Burgess said yes, the Commission could also be the body that states specific structures should be considered for designation. He said SHPO acts on behalf of the Department of the Interior.

As a homeowner, Ms. Mull said they did significant work on their house and were able to secure tax credits. Each year, for 5-years total, they receive a 20% credit back on their income taxes based on the total cost of the initial work done on the house. However, when they were in the process of purchasing the house, their realtor was totally unaware that any potential historic property tax credits were available.

Mr. Burgess said a contributing property tax deduction might apply to her property, and he would check on it.

Mr. Burgess reviewed **Slides #9 & 10** (Classifying Work on Historic Properties).

- Ordinary Maintenance and Repair
 - No substantial change in material or appearance
 - Building permits may be required, but no commission approval is required
 - Example: repairing a porch
- Minor Work
 - Requires a Certificate of Appropriateness, but it can be issued by city staff if consistent with the guidelines
 - Staff cannot deny application
 - Example: building a fence
- Major Work
 - This type of work involves a quasi-judicial hearing before the preservation commission
 - Posted notice on property and notification of nearby property owners
 - Decision based on evaluation of evidence and statutory criteria, in conjunction with design review guidelines

He discussed the differences in major and minor work, and the types of Certificates of Appropriateness, noting Commission members would be reviewing all proposed major work.

Mr. Rink asked for clarification of "staff cannot deny application" on the Minor Work list. Mr. Burgess said it was true, that he only has the authority to say yes. If he does not think something should be approved, then he must bring it before the Commission. He used the example of putting a certain type of sign on the side of a historic property, which he would consider as being inappropriate. He could not deny it, so he would need to bring it to the Commission, and members would make the final decision.

Mr. Burgess reviewed **Slide #11** (Design Review Guidelines Overview)

- Eight Statutory Factors
 - Height

- Setback and Placement
- Materials
- Architectural Detailing
- Roof shapes, forms, and materials
- Fenestration
- General form and proportions of buildings
- Appurtenant features

He said there are eight (8) very specific factors that members can consider during a quasi-judiciary hearing, and only these factors, no others. The Commission must adhere to this; if they do not, the City would lose if their decision were challenged in court.

Slide #12 (Design Review Guidelines)

- Guidelines complement the statutory factors
 - Provide guidance for real life application
 - Help commission decide what is incongruous
 - Organized into 6 sections
- Commission may only prevent work that is incongruous or out of character with the district or landmark

Mr. Burgess said the guidelines were organized into six (6) sections.

Slide #13 (Design Review Guidelines)

- Section 1: Introduction
 - Deals with Background, Commission Organization, Process, and Statutory Information
 - Sets the tone for review for both staff and the Commission

He said a great deal of important information is included in this section, including the characteristics of the neighborhoods. For example, if members were going to discuss the Oakwood neighborhood, or Claremont, they might want to look at this section to see what has been identified as being important to that specific neighborhood. City staff looks at this, and so should members. This section also includes specific details on the required process to follow. If the correct process is not followed, a lawsuit could occur.

Slide #14 (Design Review Guidelines)

- Section 2: Site and Setting
 - Deals with Sites, Mobility, Parking, Fencing, Lighting, Accessory Structures, and Wireless Facilities
 - A large number of COAs are concerned with this chapter

Mr. Burgess said site and setting are what he typically spends most of his time working on. When reasonable requests are made involving lighting, fencing, work that will take place in a backyard, etc., these are often considered minor COAs. During his time with the City, the majority of requests have involved minor work, such as someone who wants to screen in a rear-facing porch.

Slide #15 (Design Review Guidelines)

- Section 3: Changes to Building Exterior
 - Deals with the exterior of the contributing structure, specifically materials such as Masonry, Wood, Metals, and design elements such as Roofs, Windows, Porches, and Siding
 - Also addresses energy and utility concerns, as well as accessibility

Mr. Burgess said members spend most of their time dealing with this section, involving the actual building that is contributing to the historic district. Some of it will still be minor, such as the two simple COA applications in today's agenda packet. However, if the request involves the actual structure, it will then come before the Commission because it must be protected. Members would be considering the architectural details, materials,

etc., the specific details that make the home historic. He said that back in 2019, they approved changes that included energy efficiency and accessibility.

Slide #16 (Design Review Guidelines)

- Section 4: Additions and New Constructions
 - Deals with Decks, Additions to contributing structures, and new construction

Mr. Burgess said additions and new construction could be complicated, due to what property owners want to do to a contributing structure, so typically he goes through the intended project with them in great detail.

Slide #17 (Design Review Guidelines)

- Section 5: Relocation and Demolition
 - Deals with Relocation and Demolition of Structures

Mr. Burgess said, hopefully, staff and members would deal with this section the least. If someone plans to demolish, the property owner needs to advise the City so the property can be removed from the register; if it involves relocation, the state needs to be involved. Often he learns a change has been made after it happens, but ideally, he would know in advance and is able to work with them.

Slide #18 (Design Review Guidelines)

- Section 6: Appendices
 - Supplemental information regarding additional resources, character statements, architectural styles, work type designations, and definitions
 - P. 42 is the most used section for staff

Mr. Burgess said a lot of good information is included in this section, with page 42 providing a valuable checklist for staff. The checklist regarding which types of work are considered as minor or major was prepared by Dave Leonetti. The minor work recently done on Mr. Ehrenreich's home at the corner of 5th Avenue & 3rd Street NE was discussed, specifically, what is considered as being the back of the house. Mr. Burgess said the location of the driveway, doors, and lot lines are generally considered. It can be complicated, and many times is addressed case-by-case.

Ms. Mull noted a great deal of work is actually considered as being minor, some of which is surprising. Mr. Burgess said the state sets the standards. In some cases, the City can go above and beyond, but they often do not. Around 2014, the state pulled back on many of the standards, because they found that they property owners were going ahead and doing the work they wanted to, so a lot of non-contributing structures then remained. They decided to work with them instead and make it easier to give them what they needed, in an effort to keep the structure as contributing, rather than lose it. It appears this was a good decision.

Mr. Lucas asked what the criteria would be for a designated historic district, and what would qualify a property as being historic within that district. Mr. Burgess said it involves an extensive checklist, which was not available for immediate review. First and foremost, it must be on the National Register and have already been surveyed. Typically, the City and HPC would be who initiates this. If someone came to the City with a request, they would need to prove the property had met all historic requirements and design guidelines. It would come before the HPC and members would consider it, with a substantial finding of facts and likely input from an architect, followed by a decision by the members.

Ms. Mull asked when the local historic districts were designated. Mr. Burgess said all of this information is available on-line.

There was no further discussion, and no additional questions for staff.

Other – Ms. Mull noted a discussion that followed the previous meeting, regarding a review of minutes from a few past meetings where members had used the design review guidelines to make COA decisions. Mr. Burgess

plans to forward these sets of minutes to members, along with the original applications. He noted they had been some of the more complicated COA public hearings handled by members in the past, and said reviewing the procedures followed would provide good insight, especially for new Commission members.

Members discussed the two required motions, noting that Dale Rockensuess has typically handled making them for the Commission. Ms. Mull noted Mr. Zelenske had provided all members with copies of sample motions for reference, each time their meeting included a public hearing. The examples were very helpful, and provided members with a better understanding of how to construct the two motions. For each public hearing, he also provided the Chair with written instructions on meeting procedure. Mr. Burgess will locate the sample motions, and provide copies to members in the future.

Announcement of Vacancies: There are currently no vacancies on the Commission. He noted Dale Rockensuess recently advised that he now travels throughout the state with his job, but is interested in remaining on the Commission. However, he is concerned his attendance could become an issue and has suggested a leave of absence, or he could resign. Mr. Burgess plans to discuss it with the City Clerk and will then contact Mr. Rockensuess.

Other Business:

Minor COAs – Copies of the two Certificate of Appropriateness applications received since the previous meeting were included in the agenda packet and discussed. Staff considered both applications as Minor COAs, and he approved them. The applicants and property locations were:

Lorenzo & Kerri Arguello – 216 3rd Avenue NE
Hickory Medical Properties – 420 6th Street NW

City Website – Ms. Mull noted the information on the website is not currently up to date, specifically the list of Commission members and recent meeting minutes. Mr. Burgess said the entire website was recently updated, and some of the most recent information was lost during the process.

Bond Projects Update – Mr. Burgess said construction on the Aviation Walk continues to progress. They are getting closer to bidding and construction on the Historic Ridgeview Walk and OLLE Art Walk. The City Walk pedestrian bridge over Highway 127 will re-open after they receive and install the new railing materials.

CLG Requirements – Mr. Burgess said he believed the Commission needs to record three hours of training by the end of the year, but he will double-check on members' training hours to-date.

Agenda Packets – In the past, the agenda packet was sent to members prior to the meeting, electronically and mailed to their homes. Mr. Burgess will again mail the packets to members.

Next Meeting: There will not be a meeting in June. Mr. Burgess will advise members of their next meeting.

Adjourn: Dan Rink moved, seconded by Simon Lucas, to adjourn. There being no further business, the meeting adjourned at 6:20 pm.

Katherine Mull, Chair
Historic Preservation Commission

Anne Starnes, Minutes Clerk
City of Hickory



City of Hickory
PO Box 398
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Historic Preservation Commission

APPLICATION FOR A CERTIFICATE OF APPROPRIATENESS

Property Address: 515 6th ST., N.W. HICKORY, N.C. 28601

Property Owner: AUSTIN AND JUDY ALLRAN

Applicant: SAME

Mailing Address: SAME

Daytime Telephone Number: (828) 381-9395

Email Address: austin.allran@gmail.com

All applications must include a detailed, written description of the project which specifies changes proposed with reasoning. Proposed exterior alterations or additions will require elevation drawings. A site plan is required to show the location of existing and proposed property improvements. Use the checklist below to indicate materials submitted.

- 1. Detailed written description of the project (see next page).
- 2. Elevation drawings of proposed work (sealed by a design professional as required).
- 3. Photographs of existing conditions.
- 4. Site plan (~~sealed by a licensed surveyor~~ or design professional as required) showing existing and proposed property improvements.

All major work applications and required materials must be submitted to the Planning Department by the last working day of the month in order to be heard at the next meeting of the Historic Preservation Commission. Commission meetings are typically held on the fourth Tuesday of each month at 5:30 pm. The applicant or their attorney must be present at the meeting. If this application is submitted by anyone other than the property owner, notarized written permission of the property owner must be provided. An application fee will be charged for all major work applications and payment must be included in order to be deemed a complete application.

Note: An approved Certificate of Appropriateness application must meet the standards of the Commission's Design Review Guidelines. However, it may or may not meet the Secretary of Interior Standards for Rehabilitation and may disqualify a property for National Register designation.

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WRITTEN DESCRIPTION:

Describe in great detail the activity for which you are seeking a Certificate of Appropriateness. Specify the types of materials and dimensions to be used, reasoning/justification for the design, materials, etc., as well as, an estimated timeline. Projects will be reviewed for congruence with the [Design Review Guidelines](#) (available on the Commission's webpage).

See attachment.

Applicant Signature: Austin Allran Date: 9-20-23

If approved, the Certificate will expire if the project does not commence within one year after its issuance. Time extensions will be considered on a case by case basis.

RETURN COMPLETED APPLICATIONS TO ONE OF THE FOLLOWING:

Physical Address: Hickory City Hall, Planning Department, 76 N Center Street, Hickory, NC 28601

Mailing Address: City of Hickory, Attn: Historic Preservation Staff, PO Box 398, Hickory, NC 28603

SHUFORD-ALLRAN HOUSE
Dutch Colonial, 1925

The proposed structure—an addition to the existing house—is proposed to be built free-standing so as not to cut into the original house. After the free-standing addition is built, it will be connected to the existing house by a small “breezeway,” approximately 4x8’.

The proposed structure is a downstairs suite comprised of one bedroom, one full bathroom, one-half bathroom, plus closet. The reason for the need is that the existing house is designed so that all of the bedrooms (3 or 4) are upstairs, with no downstairs bedroom.

The owners, Austin and Judy Allran, have owned the house since 1985, nearly forty years. The Hickory Landmarks Society has denominated the house “The Shuford-Allran House, 1925,” and the house is in the Oakwood Historic District.

The proposed addition aims to comply with all local historic district guidelines:

1. The addition is to be built behind the existing house with some side exposure.
2. After the addition is built, trees, shrubs, landscaping will be replaced so that the addition will be barely noticeable from the street.
3. Proposed brick is “red scratch/wire cut,” to match the original house.
4. Windows will be chosen to match the original.
5. Dutch Colonial design will be used to match the original house, including mansard roof with sloping sides and appropriate pitch.
6. Upper part of the addition will be lapboard to match the original house.
7. Shutters will be used on the front, in keeping with the existing house.
8. A concrete slab will be used, matching the existing, original side porch (“den” or “sunroom”).
9. Ceiling height will be 9 feet, matching the original house.
10. Any view from the street will be appropriate and unobtrusive; and the addition of a downstairs bedroom will increase the value of the house and be in keeping with the additions of the neighbors, all of whose homes have benefited from their own appropriate additions.

**Certificate of Appropriateness at 515 6th Street NW
Staff Report**

Applicant: Austin and Judy Allran

Property Owner: Austin and Judy Allran

Petition Number: COA 23-01

Property Location: 515 6th Street NW

PIN: 3703-18-32-3167

Lot Size: ~0.44 acres

Property Background: The Shuford-Allran House is a two-story brick and waterboarded, Dutch Colonial home phase built around 1925 on 6th Street NW. Character defining features include gambrel roof, front and rear shed dormers, and an enclosed one-story side porch capped with a simple balustrade. The property is located in the Oakwood Local Historic District.

Nature of Request: The applicant has requested approval to build an addition to the house. The addition consists of one bedroom, one full bath, one half bath, plus a closet.

Analysis: The request must be reviewed according to the design review criteria and the general statutory criteria contained in the ordinance.

1. **Height.** *The addition will be two story and will be approximately 22 feet in height at its highest peak.*
2. **Setback, lot coverage, yards, orientation and positioning of the building, and spacing of buildings.** *The overall lot coverage will increase by approximately 575 square feet. The existing building footprint will increase by approximately 575 square feet. The addition will follow the existing rectangular shape of the existing home, and will be approximately 575 square feet in total area. This will be proportional to the main home's 1,492 square foot footprint. The addition will be oriented toward 6th Street, but will also feature bay windows to the rear. The garage will remain closely located to the side property line.*
3. **Materials, surface textures and patterns.** *The addition will be constructed of wood and will be clad in brick veneer and lap board. According to the applicant, the brick veneer chosen will closely match the house. The applicant informed staff that the windows were chosen to match the original. No patterns or textures were noted.*
4. **Architectural detailing.** *The addition will use Dutch Colonial design details and will not impact any known architectural details associated with the house.*
5. **Roof shapes, forms, and materials.** *The new addition will have a gambrel roof with sloping sides and appropriate pitch. The roof material will be fiberglass shingles. The applicant noted the roof materials will closely match those on the house. No equipment or special features were noted.*

6. **Fenestration proportions, shapes, position and location, and pattern.** *The addition will have multiple windows including a bay window. Placement varies depending on elevation. Windows will match the existing home.*
7. **General form and proportions of buildings and structures.** *The addition will be Dutch Colonial in shape and will be two stories. The existing house is two stories.*
8. **Appurtenant features and fixtures including, but not limited to, lighting, walls, and fences.** *No impacts to appurtenant features were mentioned in the application.*

Guidelines: Section 4.2 contain the guidelines for additions. The *relevant* guidelines for each section are listed below:

4.2 Additions

4.2.1 Construct additions, if feasible, to be structurally self-supporting to reduce any damage to the historic building. Sensitively attach them to the historic building so that the loss of historic materials and details is minimized.

4.2.2 Design additions so that the overall character of the site, site topography, character-defining site features, trees, and significant district vistas and views are retained.

4.2.3 Survey in advance and limit any disturbance to the site's terrain during construction to minimize the possibility of destroying unknown archaeological resources.

4.2.4 Protect large trees and other significant site features from immediate damage during construction and from delayed damage due to construction activities, such as loss of root area or compaction of the soil by equipment. It is especially critical to avoid compaction of the soil within the critical root zone.

4.2.5 It is appropriate to implement a tree protection plan prior to the commencement of construction activities.

4.2.6 Additions should be located on an inconspicuous elevation of the historic building, usually the rear one.

4.2.7 The size and the scale of an addition in relationship to the historic building should be limited so that it does not diminish or visually overpower the building.

4.2.8 Additions should be designed to be compatible with the historic building in mass, materials, and relationship of solids to voids in the exterior walls, yet make the addition discernible from the original.

4.2.9 Design additions so that the placement, configuration, materials, and overall proportion of windows and doors are compatible with those of the historic building. Select exterior surface materials and architectural details that are compatible with the existing building in terms of composition, module, texture, pattern, and detail.

4.2.10 It is not appropriate to construct an addition if it will detract from the overall historic character of the principal building and the site, or if it will require the removal of a significant building element or site feature.

4.2.11 It is not appropriate to construct an addition that significantly changes the proportion of original built mass to open space on the individual site.

Staff Analysis:

The addition will be located to the rear of the house behind the existing sunroom. The addition will be to the rear of the home, and will be closer to the side lot line than the existing house. However, the addition will not encroach into the 10-foot side setback required in an R-2 residential zone.

The overall lot coverage will increase by approximately 575 square feet. The existing building footprint will increase by approximately 575 square feet. The addition will follow the existing Dutch Colonial shape of the existing home, and will be approximately 575 square feet in total area. This will be proportional to the main home's 1,492 square foot footprint. Although there are no stated guidelines regarding height and proportionality; the highest point of the expanded garage is 22 feet, which is about a foot less than that of the two-story home.

As previously discussed, the exterior of the expanded garage shall consist of wood and brick veneer finishes, along with fiberglass shingles, which meets Guideline 2.5.4. The structure will also be constructed to have include windows on three of the structure's sides.

As such, staff recommends approval of the petition as proposed.

Visual Aids: A complete list of photos and plans provided by the applicant will accompany this report. The following figures have been selected and commented on by staff:



Figure 1: Applicant photo showing the front elevation of the house.



Figure 2: Applicant photo showing the side elevation of the house.

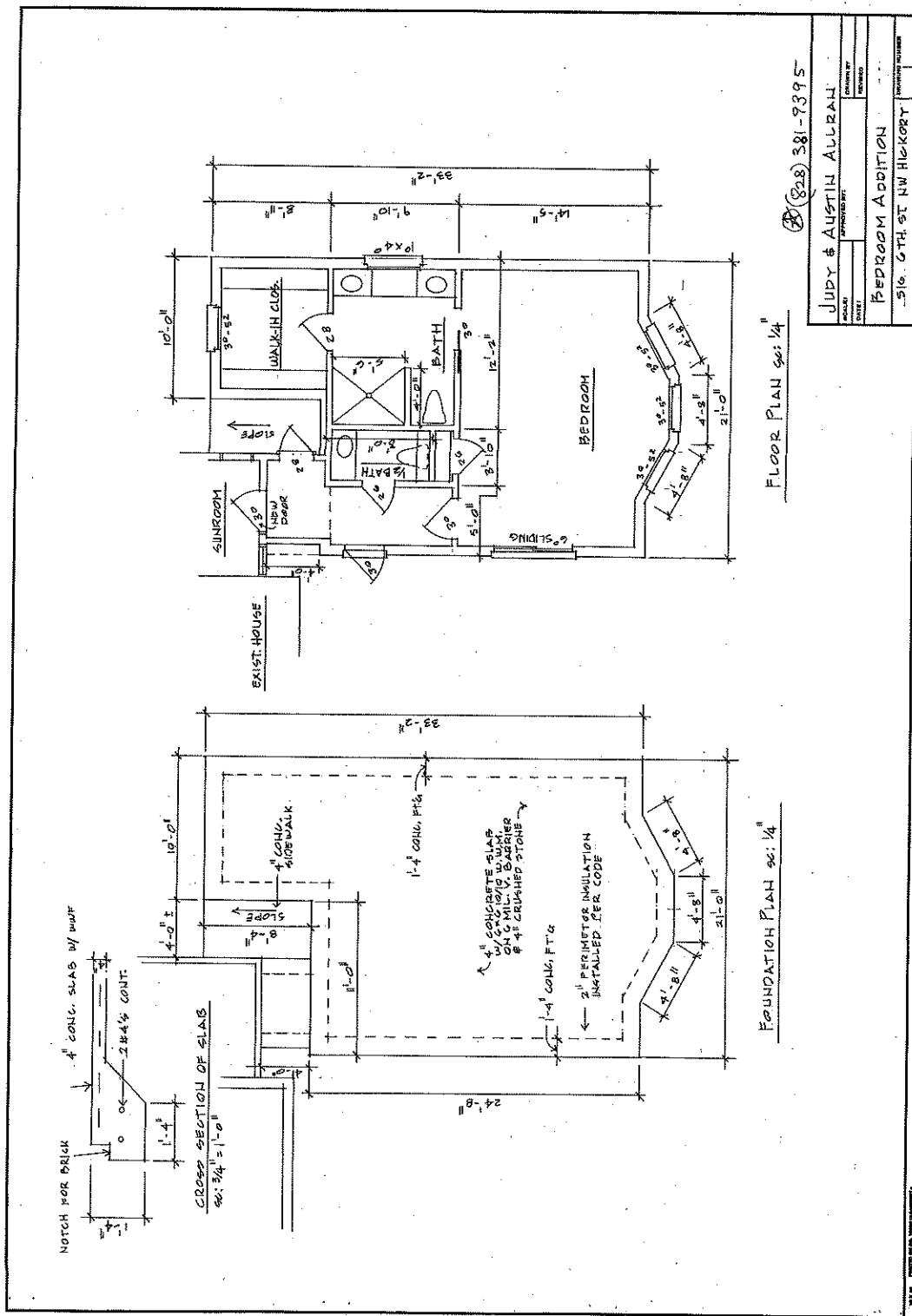


Figure 3: Applicant provided site plan. Note location of the bay windows to the rear. .

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Certificate of Appropriateness 23-01
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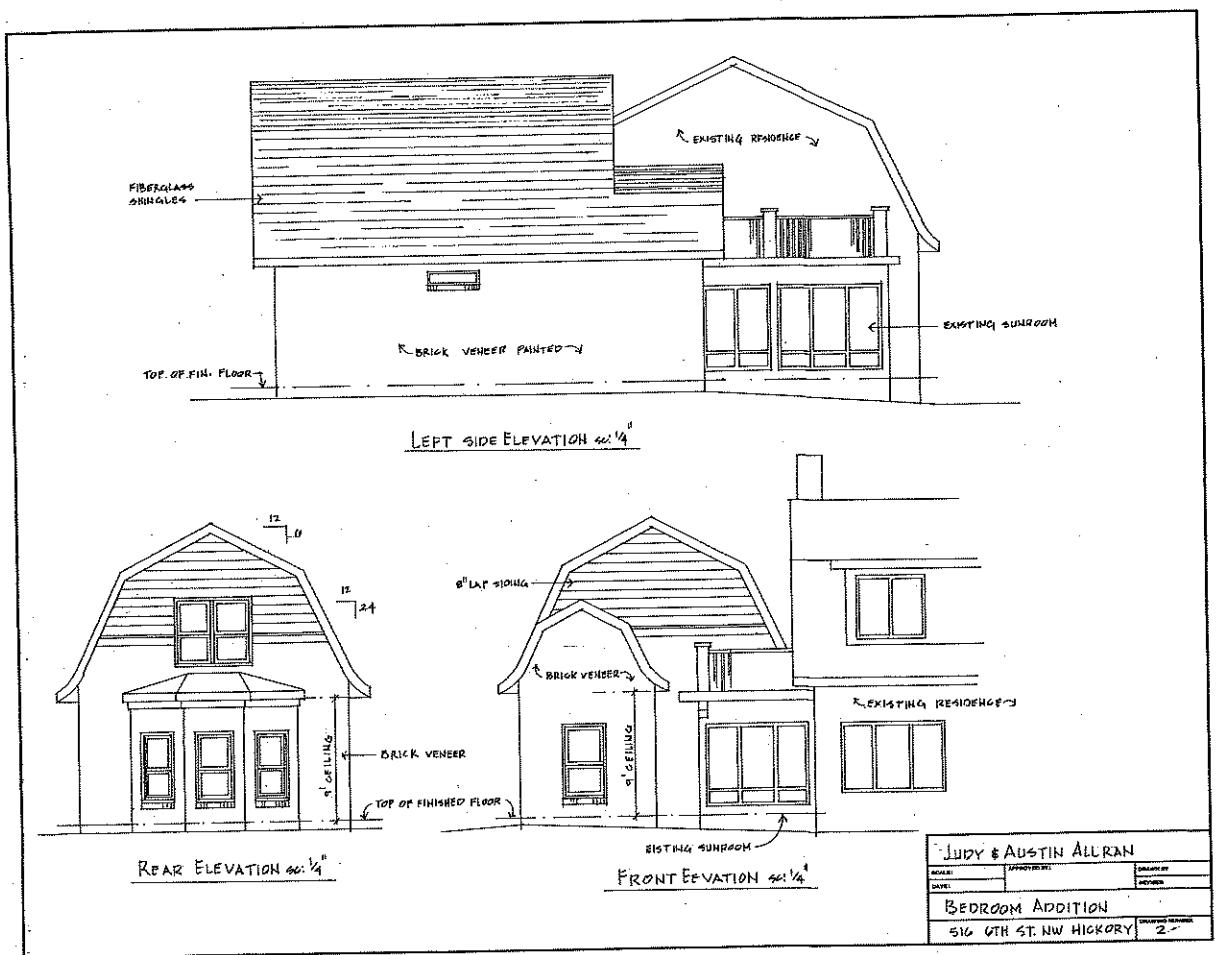


Figure 4: Applicant provided rendering of the proposed side, front, and rear elevation. Note the mansard roof, and windows.

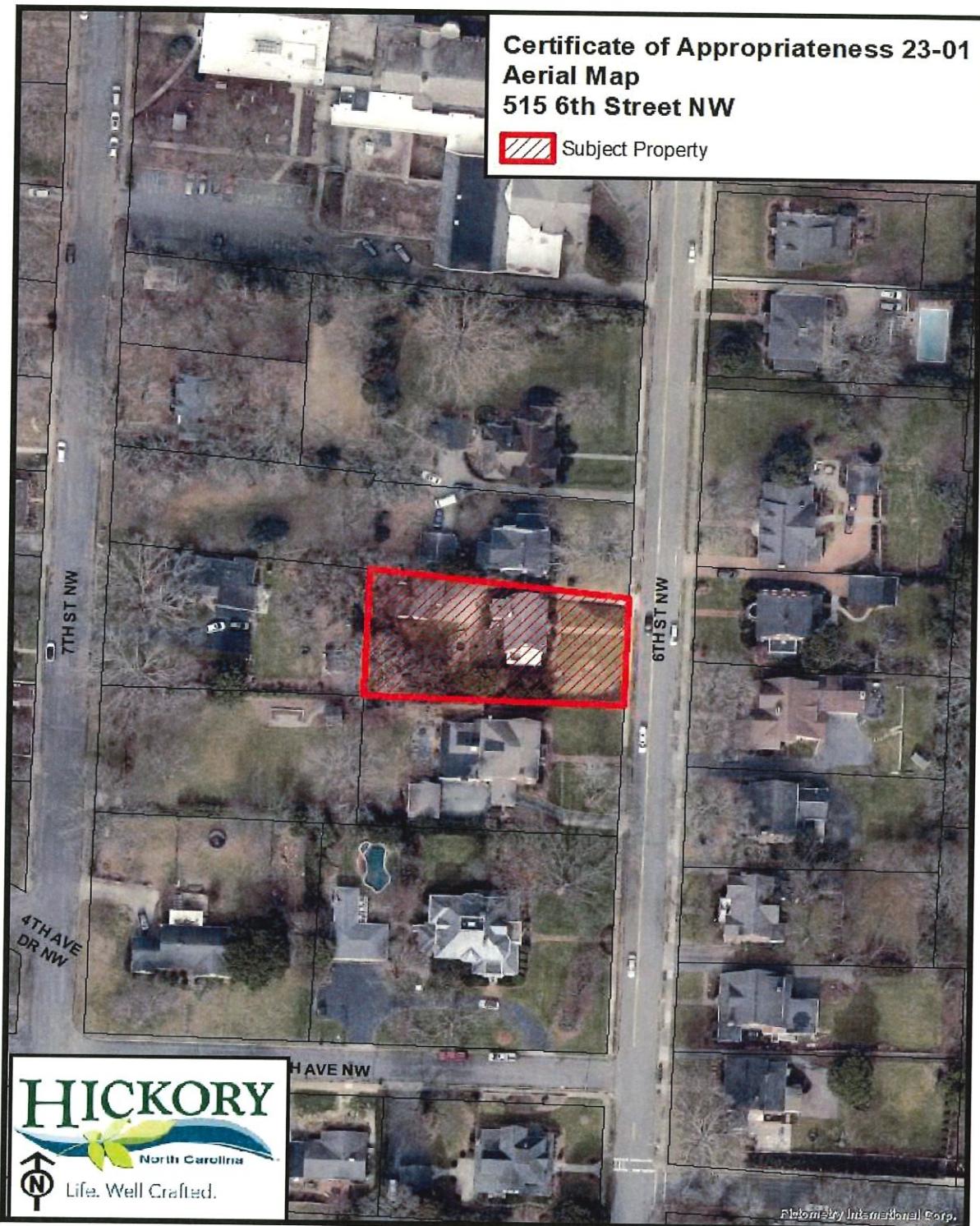


Figure 7: GIS aerial from 2021 showing the property in relation to others in the general area. Note the location and potential visibility from 6th Street NW and 7th Street NW.

Citizen Input: As of October 18th, staff has received no inquiries on the petition.

Commission's Decision: The Commission must weigh the factors presented by the applicant along with the Design Review Guidelines in their deliberation. Staff would like to remind the Historic Preservation Commission they have the right to make modifications, to be applied in a reasonable manner, based on the economic or technical feasibility of a particular situation. The guidelines thought to be most applicable by staff were included above. The commission can consider other guidelines it deems important. Before voting on the proposed Certificate of Appropriateness, the commission must adopt findings of facts based on the evidence presented at the hearing. The findings of fact must address specific design guidelines and whether or not the proposed project is in harmony with the design guidelines and the special character of the neighboring properties and the district as a whole.