

Meeting Minutes of the Board of Architectural Design and Historic Review
Thursday, March 13, 2025, at 5:30 PM
Spartanburg County Council Chambers

The City of Spartanburg Board of Architectural Design and Historic Review (HARB) met in County Council Chambers on Thursday, March 13, 2025, at 5:30 PM with the following members in attendance: **Bill Michels, Mark Olencki, Sylvelie Franke, Dave Williams, and Brandon Gaffney** Representing the Planning Department - **Fredalyn Frasier, Planning Director**, and **Nan Zhou, Planner II**.

Roll Call:

Mr. Michels: Bill Michels
Mr. Williams: Dave Williams
Mr. Olencki: Mark Olencki
Mr. Gaffney: Brandon Gaffney
Ms. Franke: Sylvelie Franke

Mr. Michels: Freedom of Information Act Compliance – Public notification of the City of Spartanburg Board of Architectural Design and Historic Review (HARB) this meeting has been published, posted and mailed in compliance with the Freedom of Information Act and the requirements of the City of Spartanburg Zoning Ordinance.

Approval of Agenda:

A motion was made by Mr. Gaffney, seconded by Mr. Olencki to approve the agenda. The motion was approved with a vote of 5-0.

Approval of Meeting Minutes from February 13, 2025.

A motion was made by Ms. Franke, seconded by Mr. Gaffney to approve the meeting minutes as amended. The motion was approved with a vote of 5-0.

Old Business: None.

New Business:

Certificate of Appropriateness for Major Works – 260 N. Irwin Ave. (TMS # 7-16-02-011.00) in the Hampton Heights Neighborhood Historic District. The applicant is seeking approval to replace/install a metal window lost from Helena on the right side of the house. The property is located in the R-8 SFD (General Residential – Single-Family) zoning district. Owner: SFR3 LLC / Contractor: Vinicius Santos – Carolina Remodeling Solutions.

Project Description and History

The project site is located in the Hampton Heights Historic District on the west side of N. Irwin Ave on a lot approximately 31,757 square feet. One single-family residence constructed in 1924 is situated on the lot. The residential structure is a one-story wood framed bungalow with a brick foundation and a mansard roof with composite shingles.

Analysis

Zoning Ordinance and Historic Design Manual Consistency

The design guidelines are outlined in the Hampton Heights Design Guidelines for the City of Spartanburg Historic District Preservation Principles and Approaches. The purpose of the Guidelines is to provide property owners guidance for the preservation and protection of historic and architecturally valuable districts and sites in the City. The project is also subject to Section 510 of the City's Zoning Ordinance, Historic Preservation. This section allows the Board to review applications involving historic structures and districts and issue a Certificate of Appropriateness subject to the Standards listed in the Ordinance.

The project site has a zoning designation of R-8 SFD, General Residential – Single Family District, which allows for single family dwelling unit. Section 510.6 of the City of Spartanburg Zoning Ordinance list standards for reviewing Certificate of Appropriateness. Specifically, Section 510.6 (C)(2) states that in reviewing applications for new construction or alteration, the Board shall consider the U.S. Secretary of the Interior's Standards for Rehabilitation, and the five criteria listed in the findings.

Applicant Statement

- The Applicant proposes to replace one window (steel) on the north side of the house that was lost/damaged from Helena.

Findings

Certificate of Appropriateness, Section 510.6 (C)

a. The character and appropriateness of the design

Windows. The Hampton Heights Design Guidelines state that “.....windows are very important in creating rhythm on a house and also play a role in the directional emphasis and scale of building. Existing windows, including window sash, glass, lintels, sills, frames, molding, shutter, and all hardware shall be retained and repaired through routine maintenance whenever possible. When deteriorated elements must be replaced, new materials shall be compatible with original materials in terms of material, design, and hardware. If it is necessary to replace an entire window, the replacement shall be sized to the original opening and shall duplicate all proportions and configurations of the original window. The residences of Hampton Heights display a variety of window types and materials. Sash, casement, pivot, and decorative fixed windows are all found in the district. wood sashes are most typical, but metal, as in the case of casement, is also present. Single, grouped, tripartite, and even banded are all arrangements found in the district. The glazing patterns, materials, and arrangements of windows play a key role in defining the styles of Hampton Heights architecture and contribute to the overall appearance of the district.”

- The proposed replacement window would be a steel window to match the other steel windows on the north side of the house (sunroom), single pane, 106” (wide) x 63” (height), and true divided light picture window.

b. The scale of the buildings

- Replacing the window will not affect the scale of the building.

c. The texture and materials

- The replacement window will be steel window, single pane, and true divided light picture window.

d. The relationship of such elements to similar features of structures in the immediate surroundings –

- Properties in the immediate surroundings appear to all have wood windows on the house.

e. If the property is in a Historic District, the extent to which the alteration or construction would be harmonious with the Historic District –

- Replacing one window that is steel, single pane, 106” (wide) x 63” (height), true divided lite picture window and historically appropriate designed would be harmonious with the Historic District.

Applicant:

Vinicius Santos, Carolina Remodeling Solutions.

Public Speakers:

None

Discussion:

Board deliberated that the proposed project will be reviewed by Code Enforcement and staff to ensure compliance with applicable codes and regulations.

A motion was made by Mr. Michels, seconded Mr. Olencki to approve the window installation with caveat that the design be presented to Code Enforcement and the staff for approval at their level by a vote of 5-0.

Certificate of Appropriateness for Major Works – 298 W. Hampton Ave. (TMS #7-16-02-016.00) in the Hampton Heights Neighborhood Historic District. The applicant is seeking approval to replace two new egress windows in existing openings, a new side dormer with egress window, and a dormer in the rear, allowing the residents to create a livable space on the second floor of the house. The property is located in the R-8 SFD (General Residential – Single-Family) zoning district. Owner/Applicant: Michelle Child.

Project Description and History

The project site is located on an approximately 14,283 square foot lot in the Hampton Heights Historic District on the north side of W. Hampton Ave. The site features one single-family, Queen Anne, residence constructed in 1909. The one-story wood framed bungalow has a roof with composite shingles, a brick foundation and an open front porch.

Analysis

Zoning Ordinance and Historic Design Manual Consistency

The design guidelines are outlined in the Hampton Heights Design Guidelines for the City of Spartanburg Historic District Preservation Principles and Approaches. The purpose of the Guidelines is to provide property owners guidance for the preservation and protection of historic and architecturally valuable districts and sites in the City. The project is also subject to Section 510 of the City’s Zoning Ordinance, Historic Preservation. This section allows the Board to review applications involving historic structures and districts and issue a Certificate of Appropriateness subject to the Standards listed in the Ordinance. The project site has a zoning designation of R-8 SFD, General Residential – Single Family District, which allows for single family dwelling unit. Section 510.6 of the City of Spartanburg Zoning Ordinance list standards for reviewing Certificate of Appropriateness. Specifically, Section 510.6 (C)(2) states that in reviewing applications for new construction or alteration, the Board shall consider the U.S. Secretary of the Interior’s Standards for Rehabilitation, and the five criteria listed in the findings.

Applicant Statement

- The Applicant proposes to replace two new egress windows (wood, 36” x 36”, simulated divided lite) in existing dormers, and build one new dormer (roof pitch ratio: 9/12, architectural shingle

roof, lap siding to match existing) on the side with egress window (wood, 36" x 36", simulated divided lite), and one new dormer in the rear (not visible from the street). Adding dormers on the side and in the rear will allow applicants to create livable space on the second floor.

Findings

Certificate of Appropriateness, Section 510.6 (C)

a. The character and appropriateness of the design

Dormer. The Hampton Heights Design Guidelines state that ".....original roof form – with its shape; features such as dormers, cresting, and chimneys, slop, material and color; and patterning – is an essential and character-defining feature of a building. Retain the original roof form. No addition to a house shall greatly alter the original form of a roof or render that form unrecognizable. Original or historic roof dormers shall also be retained. Skylights shall be installed to be as unobtrusive as possible. If additional upper-story space is required, consider using dormers placed out of view of the public right of- way to create this space.

Windows. The Hampton Heights Design Guidelines state that ".....windows are very important in creating rhythm on a house and also play a role in the directional emphasis and scale of building. Existing windows, including window sash, glass, lintels, sills, frames, molding, shutter, and all hardware shall be retained and repaired through routine maintenance whenever possible. When deteriorated elements must be replaced, new materials shall be compatible with original materials in terms of material, design, and hardware. If it is necessary to replace an entire window, the replacement shall be sized to the original opening and shall duplicate all proportions and configurations of the original window."

- The proposed design of the dormer matches the current roof pitch of existing front dormer, 9/12; will have architectural shingle on top that is consistent with the rest of the house; will incorporate lap siding to match the existing siding on the house. The addition of the dormer is to create a livable space on the second floor.
- The proposed replacement egress windows for existing dormers and new egress windows for proposed dormers are simulated divided lite Marvin Ultimate Wood windows, 36" by 36". The window replacements are required to meet the egress window building code requirement.

b. The scale of the buildings

- Replacing and installing windows will not impact on the scale of the building.
- Adding dormers, one on the side and one in the rear will increase the scale of the building proportionally.

c. The texture and materials

- Architectural shingles will be on top of the dormer and lap siding will be used to match the existing siding on the house.
- Replacement window will be Marvin ultimate wood windows, 36" by 36", and simulated divided lite.

d. The relationship of such elements to similar features of structures in the immediate surroundings

- Majority of properties in the immediate surroundings have dormers in the front or on the side.
- Properties in the immediate surroundings seem to all have wood windows on the house.

e. If the property is in a Historic District, the extent to which the alteration or construction would be harmonious with the Historic District –

- Replacing windows and installing new windows that are wood, simulated true divided lite and historically appropriate designed would be harmonious with the Historic District.

- Building two new dormers, one on the side and one in the rear, use architectural shingles that are consistent with the current architectural singles on the house, and lap siding to match the existing siding on the house would be harmonious with the Historic District.

Applicant:

Michelle Child, Owner.

Jared Melaragno, Architect, Megan Teague Studio.

Public Speakers:

Laura Ringo, 251 W Hampton Ave.

Eric Kocher, 526 S Irwin Ave.

Lukas Hauser, 526 Hampton Dr.

Discussion:

The proposed project remains respectful of the character of the house, with the addition of a dormer not constituting a significant change to the surrounding property. The home will still retain its historic appearance. The proposed window size is in keeping with the structure, and since the existing “windows” are merely pieces of plexiglass where vents used to be, the new window may actually improve the overall aesthetic. Additionally, if the original staircase was enclosed with sheetrock, it suggests an intent for an upper-level expansion. To facilitate this, proper egress is required per fire and building code. Given these factors, the dormer addition does not appear to be obtrusive or detrimental to the current character of the house.

A motion was made by Mr. Williams, seconded Mr. Gaffney to approve the application as is by a vote of 5-0.

Certificate of Appropriateness for Major Works – 530 Peronneau St. (TMS # 7-16-02-122.00) in the Hampton Heights Neighborhood Historic District. The applicant is seeking approval to repair/replace siding to match existing, replace window, railing, and doors (front and rear), and remove attic door with siding to match the existing siding on the house. The property is located in the R-8 SFD (General Residential – Single-Family) zoning district. Owner/Contractor: Branson Guest – Guest Equities LLC / Applicant: Casey Smithling – Case by Case Architecture.

Project Description and History

The project site is located on an approximately 10,207 square foot lot in the Hampton Heights Historic District on the north side of S. Hampton Dr. and on the west side of Peronneau Street with one single family residence constructed in 1916 situated on the lot. The residential structure is a two-story bungalow with a brick foundation, a gable roof with composite shingle, and a front porch.

Analysis*Zoning Ordinance and Historic Design Manual Consistency*

The design guidelines are outlined in the Hampton Heights Design Guidelines for the City of Spartanburg Historic District Preservation Principles and Approaches. The purpose of the Guidelines is to provide property owners guidance for the preservation and protection of historic and architecturally valuable districts and sites in the City. The project is also subject to Section 510 of the City’s Zoning Ordinance, Historic Preservation. This section allows the Board to review applications involving historic structures and districts and issue a Certificate of Appropriateness subject to the Standards listed in the Ordinance.

The project site has a zoning designation of R-8 SFD, General Residential – Single Family District,

which allows for single family dwelling unit. Section 510.6 of the City of Spartanburg Zoning Ordinance lists standards for reviewing Certificate of Appropriateness.

Specifically, Section 510.6 (C)(2) states that in reviewing applications for new construction or alteration, the Board shall consider the U.S. Secretary of the Interior's Standards for Rehabilitation, and the five criteria listed in the findings.

Applicant Statement

- The Applicant proposes to repair/replace siding to match existing siding, replace window, railing, awning on the north side, and doors (front and rear), and remove attic door with siding to match the existing siding on the house.

Hampton Heights Design Guidelines

Door Replacement. Design Guidelines for Hampton Heights state that “.....Retain original doors unless deteriorated beyond repair. Screen and storm doors shall not detract from the character of the house and shall be designed to be compatible with original doors. In the case of a replacement for a deteriorated door, the new door shall be similar to the original in design and materials. Original door openings shall not be infilled on facades visible from the public right-of-way.”

Windows. The Hampton Heights Design Guidelines state that “.....windows are very important in creating rhythm on a house and also play a role in the directional emphasis and scale of building. Existing windows, including window sash, glass, lintels, sills, frames, molding, shutter, and all hardware shall be retained and repaired through routine maintenance whenever possible. When deteriorated elements must be replaced, new materials shall be compatible with original materials in terms of material, design, and hardware. If it is necessary to replace an entire window, the replacement shall be sized to the original opening and shall duplicate all proportions and configurations of the original window.”

Railings. Design Guidelines for Hampton Heights state that “.....Retain original porches and steps. Repair of porches shall not result in the removal of original materials (such as balusters, columns, handrails, brackets, and roof detailing) unless seriously deteriorated. If replacement materials must be introduced, the new shall match the old in design, color, texture, and, where possible, materials. Replacement of missing features shall be substantiated, if possible, by documentary and physical evidence.

Siding. Design Guidelines for Hampton Heights state that “..... The dominant exterior materials used in a neighborhood or historic district contribute to the visual relationships among buildings. Retain original wood siding and repair rather than replace damaged material whenever possible. When replacement is necessary, replace only deteriorated materials and match the original material in size, shape, texture, and material. Paint removal and repainting shall be done using appropriate techniques that do not damage the historic material. The application of artificial or nonhistorical exterior siding materials such as brick veneers; asphalt shingle siding; and cementitious, aluminum, or vinyl siding is strongly discouraged. These materials are not successful in mimicking details of original wood siding (the most common material over which they are applied); subsequently, their use greatly compromises the historic integrity of buildings. Application often results in the loss or distortion of architectural details, and improper installation can result in damage of historic materials.”

Awning/Roof. Design Guidelines for Hampton Heights state that “.....Retain the original roof form.

No addition to a house shall greatly alter the original form of a roof or render that form unrecognizable. Original or historic roof dormers shall also be retained. Historic roofing materials, such as clay tile and slate, should be repaired rather than replaced, if at all possible. While repair or replacement with like materials is often considered to be cost-prohibitive. Clay tile and slate roofs are always character defining features of their buildings; therefore, if replacement is necessary, new materials should match as closely as possible the scale, texture, and coloration of the historic roofing material. Hipped, gabled, flat, parapeted, cross-gabled, cross-hipped, and gambrel are all principal roof forms represented in Hampton Heights's architecture. Asphalt shingles are the common roof material in the district, but pressed metal shingles, and clay and cement tile roofs are present.

Certificate of Appropriateness, Section 510.6 (C)

Findings

a. *The character and appropriateness of the design* – *Majority of the proposed design are appropriate*

- The current doors (front and rear) are not original to the house. The applicant proposed to replace the current doors with 6 panel smooth fiberglass prehung doors or wood door.

- The current window in the front was broken and not original to the house. The applicant proposed to replace the front window with custom wood outswing casement window to match the existing windows beside it. The basement windows that are currently bricked in will be replaced with metal/steel window to match the existing metal/steel basement windows. The current egress window on the north side of the house does not meet the building code size requirements. The applicant proposed to replace the egress window either with wood casement window to fit existing window opening size or replaced with wood single hung window to meet the building code size requirements.

- Currently, the front porch railings are not appropriately and historically designed. The applicant proposed to replace the front porch railings with wood and historically appropriately designed railings.

- Currently, some pieces of siding on the house are damaged. The applicant proposed to replace only the damaged siding to match the existing siding on the house. Also, the applicant proposed to remove the attic door and restore the area with siding matching the rest of the house.

- Currently, the condition of the awning covering the entrance to the basement is deteriorated and the construction of the awning covering the steps to the basement is not original to the house. The applicant proposed either replace the awning with new shingle roof to match the rest of the house, or replace the awning with new metal roof similar to the existing awning material, or remove awning in entirety.

b. *The scale of the buildings* – *Will not be impacted*

- Repair/replace siding to match existing siding, replace window, railing, awning on the north side of the house, and doors (front and rear), and remove attic door with siding to match the existing siding on the house will not affect the scale of the building.

c. *The texture and materials* – *Majority of the proposed texture and materials are appropriate*

- Currently, the existing front door is metal. The proposed new doors (front and rear) will be either 6 panel fiberglass doors or wood door.

- The current front window is wood. The proposed window will be custom wood outswing casement window to match the existing adjacent windows; The proposed basement window

will be metal/steel windows to match the existing basement window; The new egress window on the north side of the house will be wood casement window or wood single hung window.

- The proposed siding replacement around the attic door removal area and the damaged area around house will match the existing siding.
- New railing around the front porch will be wood.
- The current awning is metal/aluminum. The proposed awning will be either similar to the current awning material, or asphalt shingles, or completely remove it from the house.

d. The relationship of such elements to similar features of structures in the immediate surroundings– *The alteration of property would share similar features with structures in the immediate surroundings*

- Properties in the immediate surroundings of the project site appear all have wood front doors.
- Some properties in the immediate surroundings of the project site have wood railing on the front porch.
- None of the properties in the immediate surroundings have an awning on the sides. Properties in the immediate surroundings of the project site all have asphalt shingles.
- Properties in the immediate surroundings of the project site appear all have wood windows.
- Properties in the immediate surroundings of the project site appear all have wood siding.

e. If the property is in a Historic District, the extent to which the alteration or construction would be harmonious with the Historic District – *The alteration of the property would be harmonious with the Hampton Heights Historic District*

- **Door Replacement:** Wood door would meet the guidelines.
- Even though the current front and rear wood entrance doors are not original to the house, replacing doors with 6 panel fiberglass prehung doors would not be harmonious with the Hampton Heights Historic District. However, replacing doors with wood door with or without opening would be harmonious with the Historic District.

- **New Railing:** Requires a historically accurate design.
- Currently, the front porch railings are not appropriately and historically designed. Replacing front porch railings with wood and historically appropriately designed railings would be harmonious with the Historic District.

- **Window Replacement:** Proposed material and design meet guidelines.
- Replacement of front window with custom wood outswing casement window to match adjacent windows would be harmonious with the Historic District since the new wood windows replicating historic originals.
- Replacement of current bricked in windows with metal/steel windows that match the existing metal/steel basement windows would be harmonious with the Historic District.
- Replacement of the egress window with wood casement window to fit existing window opening size or replaced with wood single hung window to meet the building code size requirements would be harmonious with the Historic District.

- **Awning Replacement/Removal:**
- The awning to the north side of the house is not original to the house and the conditions of the awning is deteriorated. Proposal to replace the awning with either similar to the current awning material: metal or aluminum, or with asphalt shingles to match the rest of the house would be harmonious with the Historic District. Applicant is open to

remove the awning in entirety since it is not original to the house but prefer to keep the awning since it will shield water coming into the basement.

- **Siding replacement:** Proposed material meet guidelines.
- Replacing only the damaged siding with material that match the existing siding on the house would be harmonious with the Historic District.
- Removal of the attic door and restore the area using siding material that matches the existing siding for the rest of the house would be harmonious with the Historic District.

Applicant:

Casey Smithling – Case by Case Architecture.

Public Speakers:

Keith R Shambaugh, 546 Cecil Ct.

Discussion:

The proposed exterior changes—including the replacement of a broken window matching the original three, siding repairs with no noted concerns, railing updates designed per building code, and basement window replacement using steel or aluminum—are consistent with historic standards and staff recommendations. The removal of the basement awning with a minimally visible membrane roof, window repair and removal (notably window #10), the installation of wooden doors for units 20 and 21, and any future gutter work (pending staff and design review) collectively reflect an effort to maintain architectural integrity while ensuring code compliance.

A motion was made by Mr. Michels, seconded Mr. Gaffney and Mr. Olencki to approve the a the following items with conditions as noted below by a vote of 5-0.

Item 3: Replacement window to be approved by staff.

Item 9: Railings to be approved by staff.

Item 10: Removal approved.

Item 11: Basement steel windows to be replaced with steel or aluminum; design to be presented to and approved by staff.

Item 12: Awning to be replaced with a membrane roof featuring a low profile and minimal visible elevation; design to be presented to and approved by staff.

Item 14: Removal approved.

Items 20 & 21: Door replacements to be presented to and approved by staff.

Gutters: Not included in the original application but remain under recommendation for approval by staff and Donnie Love.

Certificate of Appropriateness for Major Works – 536 Peronneau St. (TMS # 7-16-02-123.00) in the Hampton Heights Neighborhood Historic District. The applicant is seeking approval to replace front and rear entrance doors, replace gravel at front driveway with brick pavers, install new railing for rear entrance, and pour new gravel at existing rear parking area. The property is located in the R-8 SFD (General Residential – Single-Family) zoning district. Owner/Contractor: Branson Guest – Guest Equities LLC / Applicant: Casey Smithling – Case by Case Architecture

Project Description and History

The project site is located on an approximately 9,169 square foot lot in the Hampton Heights Historic District on the north side of S. Hampton Dr. and on the west side of Peronneau Street with one single family residence constructed in 1914 situated on the lot. The residential structure is a one-story wood framed bungalow with a brick foundation, a gable roof with composite shingle and a back porch.

Analysis

Zoning Ordinance and Historic Design Manual Consistency

The design guidelines are outlined in the Hampton Heights Design Guidelines for the City of Spartanburg Historic District Preservation Principles and Approaches. The purpose of the Guidelines is to provide property owners guidance for the preservation and protection of historic and architecturally valuable districts and sites in the City. The project is also subject to Section 510 of the City's Zoning Ordinance, Historic Preservation. This section allows the Board to review applications involving historic structures and districts and issue a Certificate of Appropriateness subject to the Standards listed in the Ordinance.

The project site has a zoning designation of R-8 SFD, General Residential – Single Family District, which allows for single family dwelling unit. Section 510.6 of the City of Spartanburg Zoning Ordinance lists standards for reviewing Certificate of Appropriateness.

Specifically, Section 510.6 (C)(2) states that in reviewing applications for new construction or alteration, the Board shall consider the U.S. Secretary of the Interior's Standards for Rehabilitation, and the five criteria listed in the findings.

Applicant Statement

- The Applicant proposes to replace front and rear entrance doors, replace gravel at front driveway with brick pavers, install new railing for rear entrance, and pour new gravel at existing rear parking area.

Hampton Heights Design Guidelines

a. The character and appropriateness of the design

Door Replacement. Design Guidelines for Hampton Heights state that “.....Retain original doors unless deteriorated beyond repair. Screen and storm doors shall not detract from the character of the house and shall be designed to be compatible with original doors. In the case of a replacement for a deteriorated door, the new door shall be similar to the original in design and materials. Original door openings shall not be infilled on facades visible from the public right-of-way.”

Driveway. Design Guidelines for Hampton Heights state that “.....The established pattern of walks and drives within the district should be continued. Existing paving materials of concrete, asphalt, and brick should be repaired, where feasible. New surfaces should be compatible with these predominate materials. The use of driving lanes, designed to facilitate only cars' wheels, is a historic treatment which is encouraged to retain porous surfaces.

Railings. Design Guidelines for Hampton Heights state that “.....Retain original porches and steps. Repair of porches shall not result in the removal of original materials (such as balusters, columns, handrails, brackets, and roof detailing) unless seriously deteriorated. If replacement materials must be introduced, the new shall match the old in design, color, texture, and, where possible, materials. Replacement of missing features shall be substantiated, if possible, by documentary and physical evidence.

Parking. Design Guidelines for Hampton Heights state that “.....Parking should be located in side yard and rear yard spaces and not extend beyond the front setback line of historic buildings. Parking shall be addressed in a manner that does not distract from the overall character of the district. Parking to serve private residential lots shall be accommodated on-site, when at all possible, using the pathway of original drives and parking. It is preferable to expand an existing driveway for parking,

rather than to add a separate parking pad. Plant materials can be added around parking spaces to visually buffer the parking from the street.

Findings

Certificate of Appropriateness, Section 510.6 (C)

a. The character and appropriateness of the design

- The applicant proposes to replace front and rear entrance doors, replace gravel at front driveway with brick pavers, install new railing for rear entrance, and pour new gravel at existing rear parking area.
- The Design Guidelines for the Hampton Heights states that “..... the original doors should be retained unless it is deteriorated beyond repair. In case of a replacement for a deteriorated door, the new door shall be similar to the original in design and materials.”
- The Design Guidelines state that “.....the new driveway surface should be compatible with these (concrete, asphalt, and brick) materials. The use of driving lanes, designed to facilitate only cars’ wheels, is a historic treatment which is encouraged to retain porous surfaces.
- The Design Guidelines state that “.....retain original porches and steps. If replacement materials must be introduced, the new shall match the old in design, color, texture, and where possible, materials.”
- The Design Guidelines state that “.....parking should be located in side yard and rear yard. Parking shall be addressed in a manner that does not distract from the overall character of the district, and it should use the pathway of original drives and parking rather than expanding an existing driveway of parking.

b. The scale of the buildings – Will not impact the building

- Replacing the front and rear entrance doors, the gravel at front driveway with brick pavers, installation of new railing for rear entrance, and adding new gravel at existing rear parking area will not impact the scale of the building.

c. The texture and materials

- Currently, the existing door is wood, the newly proposed doors for the front and rear are 6 panel white fiberglass prehung door.
- Installation of the railing for the rear entrance will be wood.
- The existing front driveway is gravel. The proposed driveway in the front yard will be brick pavers.
- The existing parking space in the rear yard is gravel. The proposed parking space in the rear yard is gravel.

d. The relationship of such elements to similar features of structures in the immediate surroundings–

- Properties in the immediate surroundings of the project site appear all have wood front doors.
- Properties in the immediate surroundings of the project site have either gravel or concrete driveways/parking pad in the front yard.
- Some properties in the immediate surroundings of the project site have railings around the front Entrance

e. If the property is in a Historic District, the extent to which the alteration or construction would be harmonious with the Historic District –

1. Door Replacement: Does not meet the guidelines.

- Even though the current front and rear wood entrance doors are not original to the house, replacing doors with 6 panel fiberglass prehung doors would not be harmonious with the Hampton Heights Historic District.

2. New Railing: Requires a historically accurate design.

- Currently, there is no railing near the rear entrance. Installation of wood railing that is historically appropriately designed would be harmonious with the Hampton Heights Historic District.

3. Driveway Replacement/Enhancements: Proposed material meets guidelines.

- Replacement of the current gravel driveway/parking with brick pavers align with the historic treatment and would be harmonious with the Hampton Heights Historic District.
- Using the existing rear gravel parking for the residents and pouring new gravel would be harmonious with the Hampton Heights Historic District.

Applicant:

Casey Smithling – Case by Case Architecture.

Public Speakers:

Keith R Shambaugh, 546 Cecil Ct.

Eric Kocher, 526 S Irwin Ave.

Discussion:

The proposed modifications, including door replacements with glass (Items 1 and 6) pending staff approval, removal of gravel for sod installation with ribboned pavers (Item 3), maintaining rear parking (Item 7), and the installation of a simple railing with proper screening subject to staff approval, align with preservation guidelines and ensure aesthetic and functional integrity.

A motion was made by Mr. Michels, seconded by multiple board members, to approve the following items as noted below by a vote of 5-0.

Item 1: Installation of a wooden door with glass, to be approved by staff.

Item 6: Same as Item 1—wooden door with glass, to be approved by staff.

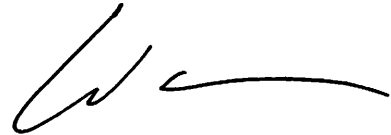
Item 3: Removal of gravel and installation of paver drive lanes (ribbon-style) in the front.

Item 7: Retention of gravel parking in the rear with appropriate screening as required by code.

Back Door Railing: A simple railing to be presented to staff for approval prior to installation.

Staff Announcements: None.

The meeting was adjourned at 7:50 PM.



Bill Michels, Chairman