

MINUTES
The Spartanburg Board of Architectural Design and Historic Review
Thursday, September 12, 2019 ~ 5:30 PM
City Hall Council Chambers

Board Members Attendance: Sarah Love, Ray Trail, Brad Steinecke, Melissa Walker, Thomas Koenig, Kathleen Crowley, and New Board Member Rhiannon Leebrick.

Absent Board Members: Meg Reid and Josh Lonon.

City Staff: Rachel Grothe, Planner II; and Julie Roland, Administrative Assistant. City Attorney Bob Coler also attended the meeting.

Mrs. Love, the Chair, called the HARB meeting to order at 5:30 P.M., and stated the hearing procedures. She recognized the seven Board Members present constituted a quorum, and she proceeded with the guidelines for the procedure of the meeting.

Mrs. Love said regarding tonight's Agenda; she would like for Item VI, Nominations to be moved until after Item IX on the Agenda. A motion was made by Mr. Steinecke that tonight's Agenda be approved as amended; and he was seconded by Mr. Trail. The motion was approved by a vote of 7 to 0.

Disposition of the August 8, 2019 Meeting Minutes:

Ms. Walker moved the minutes from the August 8, 2019 Meeting be approved as submitted; and she was seconded by Mr. Trail. The motion was approved by a vote of 7 to 0.

Disposition of the Meeting Minutes from the February 27, 2019 Special Meeting.

Mr. Steinecke moved approved of the February 27, 2019 Special Meeting minutes as submitted; and he was seconded by Ms. Crowley. The motion was approved by a vote of 7 to 0.

New Business:

Certificate of Appropriateness for Major Works – 210 Carlisle Street in Hampton Heights -For permission to have a new storage shed in the rear yard of an R-6 SFD zoned property from Steve Melville, Owner.

Ms. Grothe, Planner II came forward and she was sworn; and she explained to the Board Members this request was for a proposed shed at 210 Carlisle Street in Hampton Heights. She showed a slide of the location map and said the property was located near the corner of Hydrick Street and Carlisle Street. She showed a slide of the proposed property; and said the site currently contained one single family dwelling; and that like many of the homes in Hampton Heights, the property did not have a garage, and storage was quite limited. The Owner would like permission to install a one hundred square foot pre-fabricated shed in the rear of their property, to be located behind the house on the left hand side; and it would be approximately eight feet tall. She showed a slide of the proposed shed and she explained the applicant currently had an application in to install a six foot tall privacy fence which would enclose the backyard and also would help to screen the shed from the street. Ms. Grothe said the project is consistent with the ordinance and design manual in that the shed was an appropriate design for the site and would complement the existing bungalow. Due to its small footprint, the scale of the shed was appropriate and would not look out of character on either the lot or the surrounding neighborhood. The vertical wood siding and the casing elements will compliment the existing house without creating an inappropriate sense of history. The shed would blend harmoniously with the existing Hampton Heights neighborhood due to its design and location on the property.

Ms. Grothe went over the following list of criteria for the Board Members to consider when reviewing a Certificate of Appropriateness in the Hampton Heights Neighborhood the Board Members had previously received via email in their meeting packets; and she explained as follows:

1. *The character and appropriateness of the design* – According to the City of Spartanburg Design Guidelines for the Hampton Heights Historic Neighborhood:

The proposed shed will complement the existing house and structure by its design and proposed materials. The vernacular and simple shed is an appropriate design for the site and will complement the existing bungalow with the white accents, simple gabled roof and overall natural and uncomplicated design. The Design Manual emphasizes the importance of recognizing the prevailing character of existing development. The proposed

structure recognizes the existing character of the house and respects it by not mimicking its design which would create a false sense of history.

2. *The scale of the buildings –*

The proposed shed is an appropriate scale for both the site and the surrounding neighborhood. It will be eight feet in height, a low height in comparison to the existing house. The white accents will further minimize the scale of the structure by adding interest and breaking up the massing of the structure.

3. *The texture and materials –*

The shed will be clad in vertical wooden siding. This will complement the existing horizontal siding on the house without creating an inappropriate sense of history.

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

The proposed shed will have similar features to the existing house; chiefly, the white accents around the doors. It is also similar in design to any ordinary shed which could be found in any residential neighborhood including Hampton Heights.

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

The proposed shed will blend harmoniously with the existing neighborhood and the Hampton Heights Historic District due to its design and location on the property. A staff survey of Hampton Heights revealed a number of sheds and accessory structures. The proposed shed is within the existing shed types and as such will be compatible with the District.

Staff's Recommendation:

The project meets all the required standards for historic districts, and the findings for the approval of the Certificate of Appropriateness are attached. Staff recommends approval based on the above referenced Criteria Findings and the following Conditions of Approval.

1. If one or more of the following conditions is not met with respect to all its terms, then this approval may be revoked.
2. All plans for future construction which are not covered by this review shall be submitted to the City Planning Department for review and approval.
3. The development of the site shall be in substantial accordance with the approved plans submitted and on file in the Spartanburg City Planning Department. Major modifications to plans or exceptions to completion may be granted only by the City authority which approved the project.
4. This permit shall be exercised within six months of the date of final approval or it shall become null and void. Extensions may be granted with permission of the Board.

Board Member Questions:

- Mr. Koenig asked would the small space between the house and shed be covered with any fencing.
- Ms. Grothe explained the applicant had a fence application in the office regarding that area for a six foot tall wooden privacy fence.
- Mr. Koenig asked was that normal for Hampton Heights, and also did it meet the requirement regarding proper distance from property lines.
- Ms. Grothe explained that it was; and it would be required to meet the Building Code requirement regarding proximity to property line.

Mrs. Love, the Chair; said since the petitioner was not present; she would open up the public hearing; and she asked anyone who wished to speak regarding the shed to please come forward and state their name and address for the record.

- Mr. Bill Michels of 384 S. Fairview Avenue came forward and said he owned the adjacent property; and said he had met the applicant, and at one time there was a structure in the back yard, and the foundation was still there. He was in support of the request.

Mrs. Love asked was there anyone else who wished to speak regarding the shed. No one else came forward. Mrs. Love closed the public hearing.

Board Discussion/Deliberation:

Mr. Koenig moved to approve the request as presented; and he was seconded by Mr. Steinecke. The motion was approved by a vote of 7 to 0.

Old Business:

The Historical Architectural Review Board will consider adding 201 Caulder Avenue (former Mary H. Wright School) to the City of Spartanburg Local Historic Pending List.

Mrs. Love informed everyone present that it was only the purview of this Board to determine whether or not the proposed property met the criteria set forth in the Guidelines. She explained the Board Members had several options which she said were as follows:

- 1) To determine no, it did not meet the criteria;
- 2) To determine it did meet the criteria, and recommend that City Council take this matter up; and she said it would then be City Council who would decide whether or not the property would get listed locally. Mrs. Love said if they did that, in the interim time between this meeting and the time of City Council meeting regarding this item; the property would be considered "listed". That meant it would follow the rules like it was listed on the Local Historic Pending List; until which time City Council took up the matter and decided yes or no.
- 3) Or she said they could vote to table the matter.

Board Member Melissa Walker informed the Chair she felt they should note for the record that at the Board's last meeting held on August 8, 2019, the Board had citizens from that community who had come before the Board Members and had initiated this discussion.

Mrs. Love informed everyone in attendance that in previous meetings the Board Members had discussions regarding the significance of the proposed building to its community.

Ms. Rachel Grothe, Planner II came forward and was sworn and said at the August 8, 2019 HARB Meeting the Board heard from Ms. Brenda Lee Pryce, with the African American Heritage Committee regarding the historical significance of the former Mary H. Wright School; and the Board directed staff to place the item on the September 12, 2019 HARB Agenda to consider the item as locally historic. She referenced a location map and explained the property was located at 201 Caulder Avenue and was an approximate 9 acre site that contained the 58,000 square foot former Mary H. Wright School. The school was constructed in 1951, expanded in the 1960s, and the gym renovated in the 1980s. The site was added to the National Register of Historic Places on August 3, 2007. The Register's description of the property indicates that the School is significant for its association with the statewide struggle over racial equality in education during the 1950s and as a remarkable local example of how the community attempted to implement the State's legislature initial response to the legal challenges brought against South Carolina's segregated educational system. The school is named in honor of African American civic leader and educator Mary H. Wright who launched the Carrier Street School in 1909. The school was one of the first "separate but equal" institutions in the state and is among the last standing formerly segregated local schools that served African American students. Ms. Grothe showed slides of the various angles of the school, in order to better illustrate the request. A slide was also shown of a table that indicated the major differences between a locally designated property versus a national designated property; and she explained one of the biggest differences was regarding demolition of a property listed on the National Register which could be demolished without a review. However; demolitions to a locally designated property required review by the HARB Board.

Ms. Grothe referenced Section 510 of the Zoning Ordinance, Historic Preservation; and Subsection 510.5 regarding Nomination, Designation and Expansion of Historic Site and Historic Districts; and she said the process of designating the Mary H. Wright School as locally historic can be initiated by the Board as a whole, the City Council, any 10 residents of the City or the Owner of the property. In this case, the Board initiated this process. Ms. Grothe said in order to be listed, the School would need to meet one of the following criterion:

- 1) Has significant inherent character, interest or value as a part of the development of heritage of the community, state or nation;
- 2) Is the site of a significant historical event;
- 3) Is associated with a person or persons who contributed significantly to the culture and development of the community, state or nation;
- 4) Exemplifies the cultural, political, economic, social, ethnic or historical heritage of the community;
- 5) Embodies the distinguishing characteristics of a type, style, period or specimen in engineering or architecture or contains elements of design, detail or craftsmanship which represents a significant innovation;
- 6) Represents an established and familiar feature of the neighborhood or community; or
- 7) Has yielded or is likely to yield information important in pre-history or history.

Ms. Grothe explained the Mary H. Wright School meets several of the above criterion. Specifically numbers one, two, three, four and six. (1) The school has become a valuable part of the development heritage of the surrounding community as it served the African American residents of the surrounding neighborhood and Spartanburg as a whole. (2) The School was the site of one of the “separate but equal” institutions for African American students. (3) It is named after Mary H. Wright, educator, activist and civic leader who was a fierce advocate for the education and equal treatment of African Americans in Spartanburg. (4) The School exemplifies the direction the City is currently headed in, recognizing the valuable input of all past and current residents while being sensitive to the past and current racial injustices imposed upon the African American community. (6) The School has been a fixture and focal point of the local community since 1951 and has become a familiar feature of the neighborhood. Ms. Grothe said Staff had received a letter from the property owner two days ago on September 10, 2019 which stated the property was under contract to be purchased by a local well-known developer, and the intention was to undertake a historic renovation and adaptive re-use of the property. She said they were currently in cost estimation and due diligence phase of the project; and they were requesting that the Board Members table the local designation for a few months so the buyer can interact with the State Office of Historic Preservation. She said during that contract period the owner promises not to demolish the building, make any significant alterations, or seek any such permits. Ms. Grothe said regarding Staff’s Recommendation, Staff recommends the Board hold off on placing the site on the Pending List, as they feel it could jeopardize the sale of the property. She said Staff was committed to seeing an appropriate project take place on the site while respecting the historic integrity of the building. Ms. Grothe said it was important to note the site had been vacant for a number of years, and if this buyer backs out there is no telling when another one would come along. From a historic standpoint they did not want to see the site indefinitely vacant, as the property could deteriorate and lose some of its significance. She said she would now answer any questions the Board Members may have, and the City Attorney was also present, as well as the seller’s attorney.

Board Member Questions:

- Ms. Walker asked Ms. Grothe about in Staff’s Recommendation being changed from what was originally submitted in the meeting packets the Board Members had previously received; and her recommendation tonight.
- Ms. Grothe said the recommendation she had made in their meeting packets was before Staff had received the letter from the property owner with their intent as to what they planned for the property.
- Ms. Walker asked if that letter was legally binding on both the seller and the buyer.
- City Attorney Bob Coler came forward and introduced himself to the HARB Board Members; and apologized that he had not already been to one of their meetings. He said prior to coming to the City of Spartanburg, he was the Assistant City Attorney in Greenville, S.C.; and one of his main functions was he was the legal liaison for Greenville’s Design Review Board. The City Attorney said he would be glad to give them his bit of involvement regarding this matter since yesterday afternoon; and he asked the Board Members exactly how much they wished to know.
- Mrs. Love, the Chair said the answer regarding whether or not the letter would be binding upon the seller and the buyer.

- The City Attorney said no; they could not bind themselves by letter to anything. But what he could tell the Board Members the way he interpreted the City of Spartanburg Zoning Ordinance, he thought there were two steps for a site being named a historic site which were #1) Placing it on the Pending List, the Board had the authority to do tonight; unfortunately they did not have the authority to go any farther than that tonight because of the thirty days, and they had to have a public hearing; but before anybody could do anything to that property, they would need to pull a demolition permit and building permits. The City Attorney said he could definitely tell the Board Members if any of those were to show up in City Hall tonight or tomorrow morning; those would stop and they would be back before this Board to get a final determination on the Board's recommendation to City Council; and then it would need to get City Council's decision as to whether it would be placed as a historic site; which would take two readings of ordinance by City Council.

Board Questions:

- Mr. Steinecke asked the City Attorney if he would hold that stipulation forward through the transfer of ownership.
- City Attorney Coler said the law applied to the land as it sits and whether it is the current owner or future owner nobody could do anything without the HARB Board Members being involved; and he said they would move their involvement up if they had to.
- Ms. Walker asked the City Attorney if what he had just said was if the Board placed it on the Pending List.
- The City Attorney said no; they had asked them not to designate the property tonight to be placed on the Pending List. He said he understood that regarding the financing aspect and due diligence about the way that banks look at property. He said he could tell the Board Members he was comfortable if the Board decided to table the request tonight; he was comfortable to tell them nothing could happen to that property until this Board participates in a decision of its designation, and about their recommendation to City Council.
- Mrs. Love said her understanding was that today they could vote to place this on the Pending List; and the City Attorney was saying if they table the request instead; that would bring anything that might would change that building in any way back before the Board.
- The City Attorney said he had been assured of that fact by the legal team that represents the seller of the property, and they were present; and he could have them speak to the Board Members to assure them of the same.
- Ms. Walker asked the City Attorney if she should make a motion to place the property on the Pending List, and then if another Board Member made a motion to table that – would that in essence protect the property.
- City Attorney Coler said no; and he explained that would be two separate motions and votes.
- Ms. Crowley asked if it was inevitable that the buyer wanted to place the property on the pending list, what the incentive behind tabling the request was.
- The City Attorney said the proposed buyer's attorney could better address her question; and he also said he could not tell them what to do – that he could only give them the legal consequences of what they would do. He suspected what the buyer's attorney would tell them was during the financing and due diligence process; if a property was on the historic registry, banks got nervous about lending money. He understands they are trying to get through that process and then get it back before the Board Members. The City Attorney said the City was not going to let a building permit or demolition permit occur until it would come back before the Board for a decision; and he saw no harm legally, or no potential damage to the site if it was tabled tonight and let them get through their due diligence process and then the Board could take the matter up at a future date. The City Attorney explained the way he understood the Ordinance; was when the request came back to the Board regarding consideration to be placed on the Pending List, it would require a thirty day public notice to the newspaper and thirty day posting of property for the said HARB Meeting, as well as thirty day notice to applicant and property owners. If the Board Members then voted to place the property on the Pending List that favorable recommendation would then be sent to the Mayor and City Council which would be advertised, property posted, etc. regarding the next appropriate Council Meeting for Council to decide whether or not they wished to take the matter up or not; and if so they would hold another public hearing and First Reading of Ordinance and if approved on First Reading, then a Second Reading of Ordinance would follow at the next appropriate Council Meeting.

Mrs. Love asked if there were any other legal questions from the Board Members.

There were not any at this time.

Ms. Grothe came forward again and said she received an email from Genice Thompson on August 30th, and she had received a property owner letter regarding tonight's meeting and had indicated she had also attended Mary H. Wright School in the 1960's; and she had no interest in having the property maintained as historic since she felt it represented a dark time in history regarding segregation.

Mr. Shane Rogers, Attorney on behalf of Owner, Cadles of West Virginia, LLC came forward and was sworn. He informed the Board Members the listing agent for the property, Stuart Smith, NAI Earle Furman was also present tonight. He informed the Board Members and the members of the audience that his client had no intentions of demolishing the school, which would also be detrimental to the contract they had. Mr. Rogers said the property had been on the market since 2017; and they were in a very precarious position with it right now. They had a local developer who had entered into a contract to purchase the property in late May of this year, and were now in the due diligence process regarding whether or not they could move forward with it or not. He said if they did not like something they could pull out at any time. Mr. Rogers said his client had acquired the property as a result of a foreclosure action. He explained at the point they were in the process right now, that he was concerned that any type of action by this Board could be detrimental to the contract moving forward. He said there had not been a lot of interest in the structure until the local developer had decided to try and do something with it. He was not at liberty to say who the local developer was at this point in time. He said regarding a timeline, the due diligence period expires in October, 2019 and there were two extensions that could be obtained as part of the due diligence. They anticipate the due diligence process would expire including those two extensions late this year. He said there would be a closing date set some time after that due diligence process, which was usually thirty to sixty days later. He explained he had just gotten involved with this a few days ago; and he apologized that he did not have the contract with him. Mr. Rogers said they were not disputing that there was not a lot of history involved with the structure; they just did not want to scare away the prospective buyer, or potential lender; and then have the buyer say they could not move forward with it. He would like for the Board to table the request at this time if at all possible. He again said his client had no intentions at all of demolishing the building, and from what he understood regarding the inside of the building, it was very nice and a lot of work had been done to the inside before it went vacant. No exterior alterations were planned at this time for the exterior. Mr. Rogers said that most of the value of the property was not in the nine acres the building sat on; but in the structure itself. There was value in it; leaving the building there.

Board Questions for Mr. Rogers:

- Mr. Trail asked if the buyer was aware of the proposed Local Designation, and if so how did they feel about it.
- Mr. Rogers said the buyer knows about tonight's meeting; and their concern was what he had just expressed to the Board Members. He said he did not represent the buyer, but the current Owner; but he could tell the Board Members the contact with the buyer whom he had had interactions with knew about tonight's proceedings; and was concerned if the property was placed on the Pending List – that could be detrimental to everything they had thus far tried to accomplish in getting the property.
- Ms. Crowley asked if the buyer was aware of it; was the bank not aware of it.
- Mr. Rogers said there was nothing to inform the bank of at this time since there had not been a determination made as of yet.
- Ms. Crowley asked potentially then, if the Board Members chose to table the request, there was the potential that there would be another potential opportunity that they may have to table it at another time, if the transaction did not go through as hoped for with the buyer.
- Mr. Rogers said there was a letter that he thought the Board Members had a copy of now; that his client had made it clear that if the contract did not move forward, that the Board Members would be informed of that decision so they would know if it was no longer under contract.

Mrs. Love, the Chair asked the listing agent of the property if he had anything he would like to contribute.

Mr. Stuart Smith, Broker with NAI Earle Furman, Spartanburg, SC came forward and said he grew up in Spartanburg, and attended school in District 7; and he really did not want to be run out of town; and he explained

he understood the significance of 201 Caulder Avenue, and he knew it was a very special place. He said he would like to emphasize that the value of the property was not in the land, but in the building. The prior owner had lost it back to a bank; and his client had purchased the building and had put a new roof on it, and had either re-sprinkled it or put in a new sprinkler, re-wired and re-plumbed the building, they abated the asbestos and lead based paint, put in a new heating and air conditioning system, put in new thermo-pane windows, put in new door systems, and he thought the door systems were about \$1500.00 each and felt there must be around 250 doors in the building. Mr. Smith said again the value was in the building itself; and he could not speak exactly as to what the proposed buyer was going to do, but it would be a transitional inside the building. The building was designed to be office space right now; and they had done a great job with the building. He said they do not have office users looking for 58,000 square feet in Spartanburg County right now. Mr. Smith said he doubted the building would ever be going anywhere, unless it got took out by a bad storm or an act of God. Mr. Smith said the building was ready to be renovated, and he felt from the buyer's standpoint, that if put on the Pending List, it would just be another layer; because it was already on the National Historic List; and he was already dealing with different types of decisions, and the buyer was trying to discuss with different architects and engineers, and a general contractor what it was going to take to convert the interior of the building. He said the proposed buyer had invested a good bit of money into it already. Mr. Smith said if this contract did not go through, he would be the first person to contact the Board Members.

Mrs. Love asked Staff to reference on the screen again the criteria that needed to be met for a property to be considered to be placed on the Pending List. She explained the Board was faced with did the property meet the criteria to be placed on the Local Pending List, or they could table the request. Mrs. Love opened the public hearing portion of the meeting and asked anyone in the audience that wished to speak regarding this matter to come forward and state their names and addresses for the record.

- Ms. Brenda L. Price of 291 Alexander Avenue came forward and said the African American Heritage Group was very much committed to the history of the Mary H. Wright School; and she explained since that time they had requested the Board Members originally take up the matter, they had since that time been convinced that proposed buyer would not tear down the school and would preserve the history. Ms. Pryce asked the Board Members to please table the request tonight in order to give the proposed buyer the time he needed regarding the due diligence process.
- Mr. Tim Wilbanks of 721 S. Liberty Street came forward and explained he and his wife were undergoing some extensive renovation to their property, they supported the request and the community.
- Ms. Kay Campbell came forward and said her parents owned property right across the street from the property, and she had also attended the school. Her Aunt had been the principal of the school for many years; and she explained the school met all of the criteria for a historic property, and she was in support of the request to be tabled tonight.
- Another lady came forward and I could not determine her name, but she said when the meeting first began, she had been of the determination the building should be demolished; but said as it had progressed onward, she had decided it did meet all of the criteria; and was in support of the property being put on the Pending List to guarantee the property be saved.
- Dr. Phillip Stone of 246 S. Spring Street came forward and said he was in support of the Board Members tabling the request at tonight's meeting.

Mrs. Love asked if there was anyone else present who wished to speak. No one else came forward. Mrs. Love closed the public hearing portion of the meeting.

Board Member Discussion/Deliberation:

- Mr. Steinecke felt there was an opportunity here to work with the future property owner to find guidelines that would both preserve the building for the long term and also bring the building to a point where it could be adaptively re-used effectively, and so he said if the Board did determine those guidelines, that would require further discussions and meetings; and he said his point in this was for those that were gung ho about preserving this site, which he felt was just about everybody he had heard, and if they were interested in having it put on the pending list, that they as a Board should at another time decide what those guidelines should be in a subsequent meeting.

- Mr. Koenig asked was there a timeline regarding the extensions that this Board could go by if they did table the matter as to how long this may be in limbo.
- Ms. Crowley said that would be her question as well.
- Mrs. Love felt the Board could table the matter for as long as they wanted to.
- City Attorney Coler said Mrs. Love was correct, that if the Board tabled the matter it would be tabled until the Board decided to take it off the table and pick the matter back up again.
- Mr. Steinecke asked if that meant it could remain as an Agenda item they could talk about it if they wanted to at another meeting while it remained on the table.
- The City Attorney said if they were going to talk about it at another meeting it should be noticed on the Agenda that they were going to do so.
- Ms. Crowley felt if they tabled it tonight they should go ahead and notice on the Agenda that they would talk about it on the next Agenda.
- Mr. Koenig asked the Owner's Attorney if the October Meeting would give them enough time to go through he due diligence.
- Mr. Shane Rogers explained the proposed buyer had signed the contract in late May, 2019; and assuming there were the two 30 day extensions that could be obtained it might push it to late November. He said if they do not get the extensions he had no problems with communicating with whomever he needed to with the City to inform them of the status, and/or he would be happy to keep Staff informed of any activity as to where they were in the process.
- Mr. Trail felt they needed to give the proposed buyer the needed time until his due diligence process was up, until maybe the end of November if needed.
- Mr. Koenig said as far as he understood, the extension would hit after October 23rd.
- Mr. Smith said as far as ne understood there was about a five month period regarding the initial due diligence period with the contract entered into on May 24, 2019; and that would take through October 24th; and then they would have two extensions which would take it to late November; and then the second extension could take it to late December. Mr. Smith said under the contract there could be up to seven months total due diligence. He said right now there was five months with two extensions, but it could be up to seven – if the buyer needed that additional time. He said generally there was a cost associated with that extension period for the buyer if they wanted to extend the due diligence period.
- Mr. Trail asked could the Board find out in October if an extension had been applied for.
- Mr. Smith said he would let the City know whether an extension had been granted for due diligence period or if there had been any kind of termination period between now and October 24th. Or he said he would keep them advised of any extensions during the due diligence process and/or a termination.

Mr. Trail made a motion that the Board table the request until the proposed buyer's due diligence time frame was up with the understanding that they be notified if an extension was requested, and the Board could then take the matter back up at that time; and he was seconded by Mr. Steinecke. The motion was approved by a vote of 7 to 0.

Update on Approved Certificate of Appropriateness for Minor Works since the August 8, 2019 Meeting – Rachel Grothe.

Ms. Grothe went over the Certificate of Appropriateness for Minor Works that had been approved by Staff since the August 8, 2019, Meeting.

Nominations for Chair and Vice-Chair for the 2019-2020 Calendar Year.

Ms. Walker moved to nominate Mrs. Love as Chair for another term; and she was seconded by Mr. Trail. There were no other nominations for Chair. The motion was approved by a vote of 7 to 0.

Ms. Walker moved to nominate Mr. Trail for another term as Vice-Chair; and she was seconded by Mr. Koenig. There were no other nominations for Vice-Chair. The motion was approved by a vote of 7 to 0.

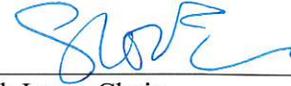
STAFF ANNOUNCEMENTS:

Ms. Grothe informed the Board Members she did not have an update regarding continuing to work on the Historic Preservation program; but it was definitely on her radar; as she talked about at their last meeting she felt it was important that they incentivize home owners into wanting to do the right thing in hopes there would be less of a stigma surrounding local designation.

Mrs. Love welcomed New Board Member Rhiannon Leebrick to the Board; and she thanked her for committing to their Board and its mission. Mrs. Love congratulated Mr. Steinecke on his re-appointment to the Board for another term.

Mrs. Roland said she would work with their new Board Member to get her New Board Member training scheduled within a year of her being appointed to the Board.

There being no other business, the meeting adjourned at 6:45 P.M.



Sarah Love, Chair

Minutes by Julie Roland, Administrative Assistant.