



# Historic District Review Board Meeting Minutes – March 11, 2020

## 1 CALL TO ORDER

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A regular meeting of the Historic District Review Board was held at the City Hall Planning Conference Room on Wednesday, March 11, 2020 at 2:00 pm.

## 2 ATTENDEES

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Attendees included Board members including Vice-Chairman John Dickerson, Bill Allison, Edward Mouton, Katherine Pringle, and Chuck Symes, and staff members Jeremy Tate, Heather Spade, and Julie Bachety.

## 3 APPROVAL OF MINUTES

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Mr. Dickerson noted when referring to a person's name, in the minutes, to be consistent with board members names. Mr. Dickerson made a motion made a motion, seconded by Mr. Mouton, to approve the minutes as noted. The motion passed unanimously.

## 4 REVIEW OF FULL BOARD PROJECTS

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### 1. 901 Craven Street (PIN R120 004 000 0800 0000) - Alterations and Additions

Heather Spade presented the staff report stating that the applicant is requesting an extension on a conceptual approval granted April 10, 2018.

The applicant, Reverend Hodges was present.

Motion: Mr. Symes made a motion, seconded by Ms. Pringle, to grant the first extension, conceptually, of the Harriet Tubman monument. The motion passed unanimously.

### 2. 1401 Duke Street (PIN R120 004 000 0347 0000) - New Construction

Heather Spade presented the staff report stating the applicant is requesting approval to demolish and reconstruct a contributing structure to be used as a single-family house in the Historic Conservation District.

The applicant, Dennis Harvey, was present.

Motion: Mr. Dickerson made a motion, seconded by Symes, to table the application until other things happen down the road regarding the structure and design. The motion passed unanimously.

3. **1303 North Street (PIN R120 004 000 0675 0000) - Alterations and Additions**

Heather Spade presented the staff report stating the applicant is requesting approval of alterations on a non-contributing single-family house in the Historic Preservation District. Jeremy Tate from Meadors presented staff's comments.

The applicant, Mark Petrella and Beek Webb, were present.

Motion: Mr. Harris made a motion to approve the application and for the applicant to return addressing Historic Beaufort Foundation's and staff's comments.

Ms. Pringle feels there is not enough information.

Motion failed due to lack of a second.

Motion: Mr. Dickerson made a motion to table the application until the next time to get plans together so we can give the applicant final approval.

Mr. Petrella asked if the Board should vote separate for the garage and the house. Mr. Harris said, no, it's one application. Mr. Dickerson asked if there was enough information for the Bailey Bill. Mr. Petrella said, he's not sure.

Ms. Pringle seconded the motion. The motion passed unanimously.

4. **905 Port Republic Street (PIN R121 004 000 0859 0000) - New Construction**

Heather Spade presented the staff report stating the applicant is requesting approval replace a non-contributing structure in the Historic Preservation District. Jeremy Tate from Meadors presented the staff's comments.

The applicant, Dick Stewart was present.

Motion: Mr. Dickerson made a motion to approve either breezeway and the staff comments with details of cutsheet are to be reviewed by staff (Jeremy Tate). Ms. Pringle seconded the motion. The motion passed unanimously.

## **5 DISCUSSION ITEM**

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### **Historic Review Board Process & Procedures**

Mr. Prichard went over the Historic District Review Board Certificate of Appropriateness Applicant Requirement sheet. Mr. Prichard said he would like to know what the board members want for conceptual, preliminary, and final. What is decided will be incorporated into the application.

Mr. Harris said the 3-D rendering should be part of preliminary and final, not conceptual review.

Mr. Dickerson referred to an application a few years back that was actual watercolor ideas. He said this allowed the applicant to get feedback. He doesn't want to see this stop. Mr. Dickerson said conceptual review for big corporations, we would need a lot more for that type of review.

Mr. Prichard asked regarding "extensions", do we only require these at final.

Ms. Jenkins said, to be careful when being subjective from the law's point. Should be treated the same. The word "height" is not mentioned in conceptual on your list. Also, add "in addition to the historic buildings", to conceptual. Also, there's no mention of samples and materials.

Ms. Worrell said regarding preliminary and final, before it goes to Mr. Tate, staff needs to look at applications for completeness; it could be something easy to fix. Mr. Prichard said we are looking at applications the day after they are submitted.

Ms. Jenkins feels agendas should be available 10 days before, not seven days.

Mr. Symes said this list is good, but we also need a "check" list for all approvals. Under conceptual, add, "Applicant must meet first with Historic Beaufort Foundation (HBF).

Ms. Jenkins said perfect example is 1303 North Street.

Mr. Prichard said HBF should have Preservation Committee meeting before receiving our staff report. Ms. Jenkins prefers to have the staff report at the time of the Preservation Committee meeting. Mr. Prichard said we like Preservation Committee's comments before the doing the staff report. Applicant will benefit by having their comments before submitting to the city.

Ms. Jenkins said City should have previously submitted plans at the meeting. Chairman Dickerson said now that we have a real architect, he's fine with staff reports going out to the applicant and HBF.

Mr. Prichard would like to change the existing list into an actual checklist.

Mr. Symes said it should be known that the applicant can apply for preliminary or final.

Mr. Harris said it should state on the list how much time is needed for a public hearing. Mr. Prichard agreed.

Ms. Worrell said in the past, demos were treated as 2 separate applications. Mr. Harris feels they should be both discussed at the same meeting. Mr. Symes said in the past, the Board requested that plans, at demo request, need to show what is being proposed in its place. Mr. Tate suggested having demos be part of conceptual submittal and their approval be contingent on a final approval.

Mr. Prichard said the list is not codified.

Mr. Tate spoke about how he normally sees a checklist and went over a highlighted copy. He said he has separate sheets showing each level of approval.

Mr. Symes said code needs to be revised to show "responsibility".

Mr. Tate said Charleston has "categories" for the Historic District like (1) being most important and so on. Mr. Prichard said there is a lot merit in it, but a lot of work for us. Chairman Dickerson said maybe we have "major" and "minor". Mr. Symes suggested doing an offline of this list that we reviewed; return to the Board to review again. Mr. Prichard said it must be codified.

## 6 ADDITION TO THE AGENDA

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Mr. Prichard talked about “exparte communication” and the Board’s responsibilities. He said we have to be careful. Some think we should not send out the staff reports until the day of the meeting. We send them to the board members, HBF, applicant, put on the website and also to anyone else who wants it, he said.

## 7 ADJOURNMENT

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Motion: Mr. Symes made a motion, seconded by Mr. Mouton, to adjourn the meeting. The motion passed unanimously.

The meeting ended at 4:30 p.m.

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Chair

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April 8, 2020

Date of approval