



Historic District Review Board

Meeting Minutes – July 14, 2021

1 CALL TO ORDER

0:03

A meeting of the Historic District Review Board was held in-person on July 14, 2021, at 2:00 pm.

2 ATTENDEES

Members in attendance: Stacy Applegate, Michelle Prentice, Jeremiah Smith, Mike Sutton, and Maxine Lutz.

Staff in attendance: Jeremy Tate (Meadors Architecture), Meredith Jacobs (Meadors Architecture), Heather Spade (City of Beaufort Planner of Community and Economic Development) and David Prichard (City of Beaufort Director of Community and Economic Development).

3 ELECTION OF OFFICERS

(CHAIR, VICE-CHAIR) AND SECRETARY

0:21

Mr. Prichard stated as the Director of Community & Economic Development Department, he would be presiding over the meeting until the board votes on a chairman and then he will relinquish control of the meeting to the new chairman. Mr. Prichard explained the process of nominating officers.

Motion: Ms. Lutz made a motion to defer electing officers and defer the discussion of the Rules and Procedures until we can all meet in-person; seconded by Ms. Applegate. The vote was 2:3 (Mr. Smith, Mr. Sutton and Ms. Applegate being opposed). The motion failed.

Motion: Mr. Sutton made a motion to nominate Jeremiah Smith for the position of Chair; seconded by Ms. Applegate. The motion passed 4:1 (Ms. Prentice abstained)

Mr. Prichard turned over the meeting to Mr. Smith.

Motion: Ms. Applegate made a motion to nominate Mr. Sutton for Vice Chair; seconded by Ms. Prentice. The motion passed 4:1 (Ms. Lutz being opposed).

Motion: Mr. Sutton made a motion to nominate City Staff as the primary Secretary for the HRB; seconded by Ms. Lutz.

Mr. Prichard explained why the city would like a board member to be appointment as Secretary.

Mr. Sutton withdrew his motion; seconded by Ms. Prentice.

Motion: Mr. Sutton made a motion to nominate Maxine Lutz as Secretary for the HRB with the assistance from the City Staff providing her support that is typically provided to HRB; seconded by Ms. Prentice. Ms. Lutz deferred being elected to this position. The vote failed.

Motion: Ms. Applegate made a motion to defer the election of a secretary to the next meeting; seconded by Ms. Prentice. The motion passed unanimously.

4 RULES AND PROCEDURES

17:32

Mr. Prichard stated he found the most recent copy of the Rules and Procedures for the HRB and were sent to the board members with some suggested changes by staff. Mr. Prichard went through the changes. Mr. Prichard said the board members will have to decide whether they want to use Robert's Rules or other rules for the rules of procedure.

Motion: Mr. Sutton made a motion that we accept Rosenberg's Rules of Order for the way we conduct the meetings; seconded by Mr. Smith. The motion passed 4:1 (Ms. Lutz being opposed).

Motion: Mr. Sutton made a motion that we allow the chair to make motions during the meetings; seconded by Mr. Smith. The motion passed 4-1 (Ms. Lutz being opposed).

Motion: Mr. Sutton made a motion for this meeting only to keep the rules (of procedure) in place from the last committee that are already on the agenda; seconded by Ms. Applegate. The motion passed unanimously.

Motion: Mr. Sutton made a motion to have staff be prepared to put this item (Rules of Procedure) on the next meeting agenda or have a special meeting. Mr. Tate said staff will entertain a special meeting. Ms. Prentice seconded the motion. The motion passed unanimously.

5 REVIEW OF MINUTES

33:00

Ms. Applegate noticed on page 1 of the June 9, 2021 meeting minutes, it refers to the meeting as being a *special meeting*; need to change to say, just *meeting*. Also, on page 1, under item 4, the letters *nee* need to be removed so the sentence reads correctly. Then on page 2 under item 5A, the motion was not unanimous, it was 3:0 because Mr. Allison recused himself and Mr. Symes was absent.

Motion: Ms. Applegate made a motion to approve the June 9, 2021 meeting minutes with her comments; seconded by Mr. Sutton. The motion passed unanimously.

Motion: Ms. Applegate made a motion to approve the February 10, 2021 amended meeting minutes as submitted; seconded by Mr. Sutton. The motion passed unanimously.

All Historic District Review Board Meeting minutes are recorded and can be found on the City's website at <http://www.cityofbeaufort.org/AgendaCenter>. Audio recordings are available upon request by contacting the City Clerk, Traci Guldner at 843-525-7024 or by email at tgundler@cityofbeaufort.org.

- A. 1504 Prince Street, PIN R120 004 000 0592 0000, Partial Demolition
Applicant: Bill Chambers, R.W. Chambers Architect (21-11 HRB.1)

The applicant is requesting preliminary approval for partial demolition to a currently vacant Contributing structure.

Motion: Mr. Sutton made a motion to approve the demolition of the rear portion as the applicant is asking; seconded by Ms. Applegate. The motion passed unanimously.

- B. 1504 Prince Street, PIN R120 004 000 0592 0000, Alterations/Additions **1:01:32**
Applicant: Bill Chambers, R.W. Chambers Architect (21-11 HRB.1)

The applicant is requesting preliminary approval for alterations/additions to a currently vacant contributing structure.

Motion: Mr. Sutton made a motion to approve the scale of the building as drawn; seconded by Ms. Applegate. The motion passed with a vote of all against the motion; motion failed.

Motion: Ms. Lutz made a motion to grant preliminary to the project according to staff's recommendations with noted conditions including the height down; seconded by Mr. Sutton.

Mr. Sutton suggested adding to the motion that the porch be unaltered.

Ms. Lutz amended her motion to include not reducing the porch size on the southern size.

The motion passed unanimously.

- C. 204 Carteret Street, PIN R120 004 000 0941 0000, Alterations/Additions **2:00:49**
Applicant: Adam Biery, Beaufort Design Build (21-40 HRB.1)

The applicant is requesting final approval for alterations/additions to the Fordham Warehouse building at 204 Carteret Street that involve changes to the first floor and the addition of a second story.

Motion: Mr. Sutton made a motion to accept the project for final with staff recommendations with the exception of #6 to be deferred to staff for approval; seconded by Ms. Prentice. The motion passed 4:1. (Ms. Lutz being opposed)

- D. 409 Federal Street, PIN R120 004 000 0746 0000, Alterations/Additions **2:37:02**
Applicant: Jill and Jon Ginder (21-43 HRB.1)

The applicant is requesting preliminary approval for alterations/additions to a single-family residence in the Historic District.

Motion: Ms. Lutz made a motion to grant preliminary approval as submitted; seconded by Ms. Applegate. The motion passed unanimously.

7 ADJOURNMENT

2:49:37

Motion: Ms. Applegate made a motion to adjourn the meeting; seconded by Ms. Lutz. The motion passed unanimously. The meeting ended at 4:51 pm.



A handwritten signature in blue ink, appearing to read "Jane W.A. Joe".

Chair

9-22-21

Date of approval