

HISTORIC & ARCHITECTURAL REVIEW COMMISSION MINUTES

FOR

THE TOWN OF DENTON

March 20, 2024

Historic Review Members:

Kathy Mackel*

Teresa Goss*

Marc Lacoste*

Barbara Martin*

Julie Quick*

*Those Present

**Excused

Visitors:

Ashley Parr

Donna Todd, Director of Planning and Codes

Andrew Parr

Scott Getchell, Town Administrator

Recording:

David Renshaw, Senior Codes Enforcement Officer

George W. Bacorn, Jr., Chief of Police

PROCEEDINGS

Call to Order:

The Historic and Architectural Review Commission Meeting was called to order by Chairperson Mackel, at 6:00 p.m., on March 20, 2024, at the Denton Town Office, leading everyone in the Pledge of Allegiance.

This Meeting was made available to the public via Zoom Video Conferencing and access to the meeting was made available on the Town website.

Approval of Minutes:

The minutes of the May 17, 2023, Historic and Architectural Review Commission Meeting were approved as submitted.

Other Old Business #1: None.

New Business #1 – Ashley Parr/524 Market Street: Andrew and Ashley Parr, (Applicants & Owners) of 524 Market Street, submitted an application requesting approval to replace a door and windows.

Chairperson Mackel noted a change on the Historic Area Work Permit Review regarding the historic resource coding list under “Other Recommendations” shows it is eligible for the National Register listing. This is a mistake, and the property is not eligible for the National Register.

Windows: The Applicants are requesting approval to replace six windows. One picture window replacement on the first floor, two double-hung windows on the second floor, two casement windows, and one double-hung window on the third floor. All proposed windows are Fibrex material with a white exterior.

Front of House Windows: Chairperson Mackel addressed the three windows on the front of the house requesting more information on the window replacement on the second floor.

Mr. Parr stated the window in the master bedroom was damaged and needed to be replaced.

Chairperson Mackel stated replacing only one window on the second floor would not conform with the other window with the stained glass.

Vice Chairperson Goss suggested adding a stained-glass mosaic piece to the inside of the new window to match the existing window.

Chairperson Mackel stated the other option is to replace both windows.

Mr. Parr agreed it would be best to replace both windows on the second floor.

Chairperson Mackel stated the Applicant could replace both windows or add the mosaic-stained glass to the new window in the primary bedroom to keep the conformity of the front of the house.

Commissioner Martin motioned to approve the third-floor window replacements as submitted in the application.

Vice Chairperson Goss seconded the motion. The motion passed unanimously.

The Commission provided the following options for the applicant for the second-floor window replacement:

- Replace both second-floor windows.
- Use the mosaic-stained glass on the inside of the new window to keep the integrity of the windows.
- Use transparent stickers on the new window to provide a stained-glass look.

Vice Chairperson Goss motioned to approve the second-floor window replacement keeping the integrity of the stained-glass look on the new window if both windows are not replaced.

Commissioner Martin seconded the motion. The motion passed unanimously.

Rear and side of House Windows:

Commissioner Quick motioned to approve the rear and side window replacements as submitted in the application.

Vice Chairperson Goss seconded the motion. The motion passed unanimously.

Door: The Applicants are requesting to replace the first-floor laundry room door facing the neighbor's house with a ProVia Legacy 20-gauge smooth steel door at 524 Market Street as described in the application.

Chairperson Mackel inquired about the timeline to start replacement of the windows and door.

Mr. and Mrs. Parr stated after approval, it may take two or three months to begin.

Vice Chairperson Goss motioned to approve the door for 524 Market Street as submitted in the application.

Chairperson Martin seconded the motion. The motion passed unanimously.

Election of 2024 Officers:

Kathy Mackel was nominated as Chairperson, and Teresa Goss was nominated as Vice Chairperson by unanimous vote.

New Business #2 – Historic and Architectural Review Commission Guidelines:

Chairperson Mackel noted what is being proposed is the amended guidelines will allow certain applications to be approved administratively with an email confirmation from the Chairperson of the Commission, for small items such as windows, doors, etc. This would reduce the number of applications required for a public hearing for simple projects and alleviate the workload on all parties involved.

Chairperson Mackel noted nothing has changed on the approval process. The standards

of determination have been changed on pg. 2, Section C1, to include the MHT Resource Coding System Map and evaluation at the time of submittal.

Mr. Renshaw stated the Historic Resource Coding System Map (September 1983) is a reference to the buildings significance in the Historic District and has been used by staff for evaluating the building based on the grading assigned. Location is also used for evaluating projects. The goal is to clarify the different housing's significance in the Historic District.

Vice Chairperson Goss inquired if there have been cases where two properties adjacent to each other had different rules.

Mr. Renshaw is not aware of any. He wants to keep the historic look of the houses to the best of their ability such as grill patterns on the windows and encourage people to improve their homes by simplifying the process.

Chairperson Mackel noted that the restoration and exterior features remain the same along with the doors and windows. The item added was the use of "vinyl" building products.

Mr. Renshaw stated Historic and Architectural Review Commission Guidelines are available to the public on the Town's website. It is recommended the Commission review the proposed changes and discuss suggestions at the next meeting in the upcoming months.

New Business #3 – Other: None.

Staff Item #1 – Ethics Statements: – All Commission Members completed their 2023 Ethics Forms.

Staff Item #2 – Mrs. Todd noted the Planning Commission is in the process of the Comprehensive Rezoning. The goal is for the Historic Review Chapter in the Zoning Ordinance and the guidelines to be consistent.

Chairperson Mackel adjourned the meeting at 6:43 p.m.