



HISTORIC PRESERVATION COMMISSION
MINUTES FOR REGULAR SCHEDULED MEETING

Tuesday, February 25, 2025, at 5:30 PM
City Hall Council Chambers - 418 Osborne St.

Historic Preservation Commission members present: Melvin Taylor, Kelly Knapp, Celinda Perry, Cynthia Talbot, Julia McCollough, and Scott Dubois

Historic Preservation Commission members absent: Colleen Danos

Community Development Department staff present: Tage McMann and Elise Pierce

City Attorney present: None

I CALL TO ORDER:

- Commissioner Taylor called the meeting to order at 5:30pm.

II APPROVAL OF MINUTES:

- Commissioner McCollough moved to approve the minutes from the November 2024 meeting.
- Commissioner Perry seconded the motion. Motion passed unanimously.

III OLD BUSINESS & PUBLIC HEARINGS:

None

IV DISCUSSION ITEMS:

1. Commissioner McCollough introduced Ms. Candace Pullum, Main Street Manager, to speak about the downtown holiday decorations.
 - Ms. Pullum discussed the decorations that downtown businesses are using for Mardi Gras. She stated that the Trolley building will consistently have its windows decorated.
 - She stated that she will request that downtown businesses inform her when they intend to participate in window decorating, and she will then notify the Historic Preservation Chairman via email.
2. Commissioner McCollough asked Ms. Pullum to speak about the second discussion item: a temporary sign approval for Purple Door Bridal and Prom's opening celebration.
 - Asst. Director Tage McMann stated that the applicant had been in communication with him previously, but has not yet submitted sufficient materials for the application.
 - Commissioner McCollough suggested that if there is no application by the March meeting, the



Commission may require the removal of the signs. She requested that Ms. Pullum communicate this with the business owner. Ms. Pullum agreed.

- Commissioner Taylor closed the discussion.

V NEW BUSINESS:

1. Certificate of Appropriateness – 204 E Weed St requests an outbuilding or accessory structure addition and remodel. This application also includes a request for the removal of a healthy 10+ inch diameter Pine tree. The property is located in the historic district.
 - Commissioner Taylor introduced item #1 from new business.
 - Applicant Laurie McDowell Levine explained that she would like to build an apartment for her aging parents on top of an existing detached garage.
 - Commissioner McCollough requested the list of materials.
 - Ms. Levine provided details of the project, including that the lower garage structure is made of concrete blocks. The new apartment will have a tabby exterior, architectural shingles on the roof, and a deck.
 - Asst. Director McMann requested a full list of materials as a condition of approval.
 - Commissioner Knapp asked if the location of the addition will block anyone's view of the marsh.
 - The applicant stated that it would not, and that the marsh is generally not visible anyways.
 - Asst. Director McMann stated that the application includes the removal of a pine tree.
 - The applicant stated that she intends to place cedar trees along the back property line.
 - Commissioner Talbot asked if the pine tree was dead. The applicant said that it is not.
 - Commissioner Perry requested the reason for removing the tree.
 - The applicant stated that it encroaches on the footings for the construction of the deck.

MOTION:

- Commissioner Taylor asked for a motion on the removal of the pine tree.
 - Commissioner Dubois made a motion to approve the removal of the pine tree.
 - Commissioner Talbot seconded the motion.
 - Motion carried unanimously.
 - Commissioner Taylor asked for a motion on the new construction. Commissioner McCollough expressed concern about approving the application prior to receiving a full list of materials and made a motion to table this application until the list is presented.
 - Commissioner Dubois seconded the motion.
 - Motion passed unanimously.
2. Certificate of Appropriateness – 504 Ready Street requests replacement of existing fence and removal of an unhealthy tree. The property is located within the historic district.
 - Commissioner Taylor introduced item #2 from new business.
 - Mrs. Pam Lewis, the spouse of the applicant Karl Lewis, presented the application, while Mr. Lewis attended via phone call.
 - Asst. Director McMann stated that he has observed the property and has confirmed that both the fence and tree are in poor condition.
 - Applicant Karl Lewis stated that this has been confirmed by 3 certified arborists.



MOTION:

- Commissioner Taylor asked for a motion on the tree removal.
- Commissioner Perry made a motion to approve.
- Commissioner Talbot seconded the motion.
- Motion passed unanimously.
- Commissioner Perry made a motion to approve the fence.
- Commissioner McCollough seconded the motion.
- Motion passed unanimously.

3. Certificate of Appropriateness – 106 E Conyers St requests the demolition of the vacant building at 313 Ready St. The property is located within the historic district.
- Commissioner Taylor introduced item #3 from new business.
 - Representative Roy White presented the application and showed pictures of the damage to the building.
 - Commissioner Knapp asked about parking and landscaping plans for the property after the demolition.
 - The representative stated that the grass would be planted on the vacant lot.
 - Asst. Director McMann stated that the building has been deemed unsafe and clarified that it is considered a non-contributing structure.
 - Commissioner Perry confirmed that the application states that the structure is “inhabitable” but should read “uninhabitable.”

MOTION:

- Commissioner Taylor asked for a motion on this item.
- Commissioner McCollough made a motion to approve.
- Commissioner Perry seconded the motion.
- Motion passed unanimously.

4. Certificate of Appropriateness - 303 Wheeler St requests the replacement of existing fence. The property is located within the historic district.
- Commissioner Taylor introduced item #4 from new business.
 - Applicants David and Nancy Cunningham presented the application.
 - Commissioner McCollough asked what the height of the fence is. The applicant stated that it is 3’.
 - The applicants stated that the new fence will have spike finials and will keep the same footprint as the current fence.
 - Asst. Director McMann stated that the city recommends approval of this application.
 - Commissioner Taylor opened public comment.

MOTION:

- Commissioner Taylor asked for a motion on this item.
- Commissioner Perry made a motion to approve.
- Commissioner Dubois seconded the motion.
- Motion passed unanimously.



VII ADDITIONAL DISCUSSION:

- Mrs. Cunningham asked about the historic home yard markers.
- Commissioner McCollough stated that the Commission is currently working on updating these.
- Commissioner Taylor asked for an update on the Historic Preservation grant application.
- Asst. Director McMann stated that it has been turned in and we are waiting for a response.
- Commissioner McCollough asked Asst. Director McMann to summarize the tree report that was given to the Tree Board.
- Asst. Director McMann discussed a new tree inventory system called TreeKeeper that has measured and mapped about 3,500 trees within the City.
- Commissioner McCollough stated that she has joined the Tree Board as a liaison for Historical Preservation Commission, and stated that she has noticed inconsistencies in the ordinances regarding trees.
- Asst. Director McMann stated that there are multiple ordinances in the process of being rewritten to address inconsistencies.
- Commissioner Taylor asked about the status of the historical home yard markers.
- Asst. Director McMann stated that staff is currently researching grants that may assist with the project.

VIII ADJOURNMENT

- Commissioner Taylor asked for a motion to adjourn.
- Commissioner Perry made a motion to adjourn.
- Commissioner Talbot seconded the motion.
- Motion passed unanimously.
- Meeting adjourned at approximately 6pm.