

**HISTORIC PRESERVATION BOARD  
REGULAR MEETING**  
Lake Helen City Hall – 327 S. Lakeview Drive  
July 31, 2018 at 8:00 A.M.

**MINUTES**

**CALL TO ORDER:** Meeting called to order by Chairman **David Hughes** for the July 31, 2018 Historic Preservation Board Regular Meeting at 8:02 am.

**ROLL CALL:** Chairman David Hughes, Vice Chairman Lewis Long, Mark Shuttleworth, Chris Williams, Cory Spaziani, Bill Kless (alternate – late arrival), City Administrator Jason Yarborough, City Clerk Becky Witte

**PRESENTATION TO THE BOARD:** None for this meeting

**CEREMONIAL MATTERS:** Legislative Prayer led by **Lewis Long** followed by the Pledge of Allegiance.

**APPROVAL OF MINUTES:** May 22, 2018

**MOTION** by **Lewis Long** to approve the minutes of May 22, 2018. **SECOND** by **Chris Williams**. **MOTION CARRIED UNANIMOUSLY.**

**Chairman Hughes discussed the process for the Certificate of Appropriateness Review with input from City Clerk Becky Witte.**

**AGENDA ADDITIONS/DELETIONS:** None

**PRESENTATION TO THE BOARD:** None

**CERTIFICATE OF APPROPRIATENESS:**

**1. Fence at 230 N. Summit Avenue**

Discussion with input from City Clerk Becky Witte.

**MOTION** by **Chris Williams** to recommend that the City Commission approve the Certificate of Appropriateness for the fence at 230 N. Summit Avenue. **SECOND** by **Mark Shuttleworth**. **MOTION CARRIED UNANIMOUSLY.**

**2. Fence at 291 W Delaware Avenue**

Discussion with input from City Clerk Becky Witte and Sandy Miller (applicant).

**MOTION** by **Lewis Long** to recommend that the City Commission approve the Certificate of Appropriateness for the Fence at 291 W Delaware Avenue. **SECOND** by **Cory Spaziani**.

*Discussion.* **MOTION CARRIED UNANIMOUSLY.**

***Bill Kless arrived.***

**3. New Single-Family Residence at 351 W Delaware Avenue**

Discussion with input from City Administrator Jason Yarborough, City Clerk Becky Witte, and Applicant Mike Chinelli.

**MOTION** by **Cory Spaziani** to recommend that the City Commission approve the Certificate of Appropriateness for the New Single-Family Residence at 351 W Delaware Avenue with addition of Board and Batten along width of

front porch, addition of window on front porch, elimination of front window shutter, addition of board and batten on top third of rear gable. **SECOND** by **David Hughes**. **MOTION CARRIED UNANIMOUSLY.**

**4. New Single-Family Residence at 433 W Park Street**

Discussion with input from City Administrator Jason Yarborough, City Clerk Becky Witte and Applicant Mike Chinelli.

**MOTION** by **Chris Williams** to recommend that the City Commission approve the Certificate of Appropriateness for the New Single-Family Residence at 433 W Park Street with shed style roof on bump out on left elevation, square roof on gable ends, and addition of braces on gable ends. **SECOND** by **Lewis Long**. **MOTION CARRIED UNANIMOUSLY.**

**5. New Single-Family Residence at 375 W Delaware Avenue**

Discussion with input from City Administrator Jason Yarborough, City Clerk Becky Witte and Applicant Mike Chinelli.

**MOTION** by **Chris Williams** to recommend that the City Commission approve the Certificate of Appropriateness for the New Single-Family Residence at 375 W Delaware Avenue with consistent trim around all windows, 2 over 2 windows throughout home, the smaller windows on the left elevation will be matching size and style. **SECOND** by **Cory Spaziani**. **MOTION CARRIED UNANIMOUSLY.**

**6. New Single-Family Residence at 351 W Park Street**

Discussion with input from City Administrator Jason Yarborough, City Clerk Becky Witte and Applicant Mike Chinelli.

**MOTION** by **Cory Spaziani** to recommend that the City Commission approve the Certificate of Appropriateness for the New Single-Family Residence at 351 W Park Street with addition of shutter on front window, 2 over 2 windows throughout the home except for transom windows, trim around windows to be consistent throughout the home, additional of board and batten on top third of back and side gables, rear door to have 4 light window at top, rear single sloped gable to include horizontal siding, and right side porch to include horizontal siding. **SECOND** by **Mark Shuttleworth**. **MOTION CARRIED UNANIMOUSLY.**

**7. New Single-Family Residence at 376 W Delaware Avenue**

Discussion with input from City Administrator Jason Yarborough, City Clerk Becky Witte, and applicant Tad Olmstead.

*Cory Spaziani left the meeting, Bill Kless to be voting member through conclusion of the meeting.*

**MOTION** by **Chris Williams** to recommend that the City Commission approve the Certificate of Appropriateness for the New Single-Family Residence at 376 W Delaware Avenue with round columns throughout home, colonial style hardware on garage door, decorative vent on gable ends, and enhanced trim detail around top of windows. **SECOND** by **Mark Shuttleworth**. **MOTION CARRIED UNANIMOUSLY.**

**8. Metal Roof at 351 Lemon Avenue**

Discussion with input from City Clerk Becky Witte

**MOTION** by **Lewis Long** to recommend that the City Commission approve the Certificate of Appropriateness for the Metal Roof at 351 Lemon Avenue. **SECOND** by **Chris Williams**. **MOTION CARRIED UNANIMOUSLY.**

**9. Fence at 360 S. Lakeview Drive**

Discussion with input from City Administrator Jason Yarborough, City Clerk Becky Witte

**MOTION** by **Chris Williams** to recommend that the City Commission approve the Certificate of Appropriateness for the fence at 360 S. Lakeview Drive with change to 8-foot white wash wooden fence. **SECOND** by **Lewis Long**.  
**MOTION CARRIED UNANIMOUSLY.**

**BOARD CONSIDERATION AND DISCUSSION: None**

**STAFF COMMENTS/CHAIRMAN AND MEMBER COMMENTS:**

**Chris Williams** discussed fencing on upcoming agendas.

**PUBLIC COMMENTS: None**

**ADJOURNMENT:** Chairman David Hughes adjourned the July 31, 2018 Historic Preservation Board Regular Meeting at 10:55am.