

CITY OF COVINGTON  
HISTORIC PRESERVATION COMMITTEE BOARD  
MEETING MINUTES

March 1, 2023

6:00 p.m.

**MEMBERS PRESENT:**

Ray Lustenburger  
Jim Maxwell  
Rosie Crawford  
Monique Snow  
Janet Goodman  
Heather King  
John Conklin  
Barbara Schmitt

**STAFF PRESENT:**

Marc Beechuk, Director  
Renee Criswell, City Planner

**1. OPENING REMARKS/ROLL CALL**

Chair called the meeting to order at (time) ? welcomed all in attendance.

**2. DETERMINATION OF A QUORUM**

Chair stated a quorum was present.

**3. APPROVAL OF THE AGENDA**

Heather King made the motion to approve the agenda as posted.  
Barbara Schmitt seconded the motion. Motion carried unanimously.

**4. OLD BUSINESS:**

- A.** Approval of December 7<sup>th</sup>, 2022 minutes. No hearings held January or February 2023.  
Jim Maxwell made a motion to approve meeting minutes. Heather King seconded. Motion carried unanimously.

**5. NEW BUSINESS:**

**A** **COA# - PMOD23-0001**

Request: Replace existing rear window with a metal, service entrance door & provide ingress/egress for current (Your Pie) and/or future tenants.

Location: 1115 Washington St.

**TMP# C026 0017 003**

Owner/Applicant: South Covington Square, LLC c/o Lee & Kendra Mayfield

**STAFF PRESENTATION:** Presenter Renee Criswell stated that applicant is proposing an allowance that will replace an existing rear, fixed-sash window with a metal, service entrance door to accommodate fire/bldg. codes for ingress/egress to existing and/or future tenants. The site conditions include a multi-use building (18600 with a combined square footage of 16988, the home is bound by two street; Washington (front) and Reynolds (back), with existing tenants currently being Your Pie and Rush Tees.

**STAFF RECOMMENDATION:** With replacement being at the rear of the building, staff assessed surrounding historic commercial buildings for similar design installations and found the most, if not all rear service entry doors were metal and/or painted to match the existing brick exterior.

Given the similar historic designs as the proposal, the need and requirement to accommodate the tenant and state codes as well as staff's agreement that future expansion, done properly would be a great addition to historic downtown, staff recommends approval with the following conditions:

- Brick or other masonry should be repointed with a mortar, similar to the historic mortar, both in strength and color to preserve historic integrity.
- Staff understands the need for a door to be made of a material that can withstand commercial use. However, if feasible, staff would like to see a metal door with detailing such as mimicking faux wood incorporating similar traits of the building's rear existing double

wood doors or designs as this currently is a rear façade, but is proposed to be activated and become an entry point.

**APPLICANT PRESENTATION:**

Applicant, Callie Carter, provided a brief overview of the proposed project.

**PUBLIC COMMENTS:**

Chair asked for public comments in favor or opposition of the proposed project.

**HPC BOARD MEMBERS QUESTIONS & COMMENTS:**

- King – asked where the door is located?
- Crawford – answered by showing the slide for the existing proposed lock.
- Goodman – asked if it was just the door or other work too?
- Crawford – stated that it is just the door.
- Snow – discussed previous plans for interior corridor and some potential future work. Asked if this is phase 1 of 3?
- chair – asked did you hear ? of faux wood or painting?
- Snow – stated that all rear would be painted one color to blend in with brick along with other door and riser room door.

**DELIBERATION AND MOTION:**

Jim Maxwell made the motion to approve with conditions. Monique Snow seconded. Motion carried unanimously.

**B. COA# - PMOD23-0002**

**Request: Screened Porch Addition**

Location: 4130 Middlebrooks St.

**TMP# C009 0012 006**

Owner/Applicant: Callie Carter-Whitworth

**STAFF PRESENTATION:**

Staff stated that applicant was proposing the allowance of an 12x14, screened porch addition off the left side of the existing home. The screened porch would assist with space expansion, balancing out lot space. Site conditions included single-family residential (1937) on an approximate 0.34 acre lot and sits between Mill and Adams street. Proposed materials; hardi plank siding consistent with current home, fiberglass charcoal black screen, wood paneling with wood detail on bottom portion of screen porch, wooden stairs with wooden handrail, and foundation to be brick or wood pillars (HPC decision).

**STAFF RECOMMENDATION:**

Staff commented that additions should not compete with or affect the scale or setback of existing structure. Aside from the front façade window concerns, staff found the proposed screened porch to be compatible in size and design with minimal impact to the existing historic home, would be reversible and is similar to neighboring porch additions. Staff recommends approval with the following conditions:

- Gabled roof pitch to keep in kind with both style & pitch of the existing structure
- Addition should not impact the primary front porch
- Hardi plank siding consistent with existing historic building
- Wooden columns, if used, similar in style & design to that of the existing front porch
- Brick pillar foundation, similar in style & design to that of the existing front porch
- Porch screening shall be fiberglass charcoal black screening
- Wood paneling with wood detail
- Black metal roofing may be used, if a compatible matte color and design is found & used that will compliment the existing black asphalt shingled roofing.
- Existing front, chain link fencing either be removed or replaced with HPC approved and guideline fencing

**APPLICANT PRESENTATION:**

Applicant’s GC, Mike Smith, provided a brief overview of the proposed project.

**PUBLIC COMMENTS:**

Chair asked for public comments in favor or opposition of the proposed project. None given.

**HPC BOARD MEMBERS QUESTIONS & COMMENTS:**

- King – asked about the windows.
- Conklin – stated that the kitchen and stove is under the window, planning to do window box and shrubs to hide.
- Beechuk – stated that project should be approved by the board.
- King & Schmitt – Both stated that box could work, maybe extend shutters.
- Maxwell – stated that he trusts the work being done and can support it.
- Conklin – Made a statemen that he was not in agreement.
- Chair – Commented regarding the chain link fence being replaced, could the fence be conditioned within this COA? Staff commented there were no proposed materials, design, etc. for board to approve. Applicant would need to submit a separate staff level COA for the fence.

**DELIBERATION AND MOTION:**

Heath King motioned to approve with the conditions as proposed by staff, as well as the existing windows that were not up to guidelines could remain with addition of window planters. Jim Maxwell seconded. Motion carried unanimously.

6. **Board /Staff Discussion;**  
None

7. **ADJOURNMENT**  
Monique Snow motioned to adjourn. Barbara Schmitt seconded. Motion carried unanimously.

Respectfully submitted by,

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Ray Lustenburger, Chair

\_\_\_\_\_  
Date

\_\_\_\_\_  
Marc Beechuk, P&D Director

\_\_\_\_\_  
Date