

Montgomery Planning and Zoning Commission  
**AGENDA REPORT**

<b>Meeting Date:</b> October 03, 2023	<b>Budgeted Amount:</b> N/A
<b>Department:</b> Administration	<b>Prepared By:</b> DMc

**Subject**

Consideration and possible action on proposed exterior improvements to 504 Caroline Street located in the Historic Preservation District.

**Recommendation**

**Staff recommends approval of the following items:**

- Revised parking/asphalt area (meets city parking regulations).
- Layout of artificial turf area and softscape areas pending staff approval of turf sample and drainage plan.
- Stone walls and picket fence pending staff verification of stone material that matches samples/info provided to P&Z.
- Fire pit pending material verification by staff.
- Seat wall / stone bench pending material verification by staff.
- Stage pending verification of height/material color.

**Staff recommends tabling and taking action at a future meeting on the following item:**

- Fountain at southeast corner pending submittal of additional information.
- Pond Street gate.

**Discussion**

Issue:

Last month, the Commission reviewed and approved fencing that was installed on the property at 504 Caroline House prior to P&Z approval. The contractors halted other planned work and have submitted the included plan for review. The plan describes all proposed improvements to the site. Comments in red call out boxes are staff comments.

Rules:

Chapter 98 governs Historic Preservation District design criteria and calls for exterior improvements to not affect the cohesiveness of properties within the District (Sec. 98-347). The Historic District Design Guidelines call for exterior improvements to be of the period and consistent in style with the primary structure on the site.

Analysis:

The proposed plan, while lacking supporting information and details, is consistent with the intent of the ordinance and the elements proposed will enhance the site. Staff will ask the contractors to bring material samples and information to the meeting to share with the Commission.

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If materials can be agreed upon at the meeting, the Commission can act on the request and staff can verify any remaining details as needed. If information is missing or materials are unknown, any portion of the proposed improvements can be tabled and not acted on. Additionally, the Commission can take no action on the entire submission if your preference is to see all information presented in one submission.

Conclusion:

Staff recommends partial approval as indicated in the Recommendation above. This process will allow for the progress to be made on the project without compromising the development standards the City desires for the downtown area.

<b>Approved By</b>		
Asst. City Administrator and Director Planning & Development	Dave McCorquodale	Date: 09/29/2023