



Community Development  
Department

## **STAFF REPORT**

<b>Meeting Date:</b>	April 25, 2024
<b>Agenda Title:</b>	COA 24-14 – 78 W. Lee Street
<b>Requested Action:</b>	Retroactive review of installation of screening fence surrounding generator.
<b>Department / Agency Lead:</b>	Community Development
<b>Staff Lead:</b>	Casey Squyres, Historic Preservation Planner

### **EXECUTIVE SUMMARY**

The Applicant is requesting retroactive approval of the installation of a 6' screening fence constructed of wood surrounding an emergency generator. Any fence over 3.5' in height requires the review and approval of the Architectural Review Board.

- 1) The Applicant also received an Administrative Approval for the in-kind replacement of the emergency generator which states:

"The fence enclosure will need to be retroactively reviewed and approved by the ARB at the April 25, 2024 meeting.

The generator constitutes an in-kind replacement and meets the criteria for Administrative Approval of Certain Minor Actions Exempt From Review By The Architectural Review Board, pursuant to Zoning Ordinance Articles 3-5.3.4.1 (10), because it is "routine utility repairs and minor improvements which will not be clearly visible from the public right-of-way." Therefore, the generator replacement is approved Administratively, but COA 24-14 will not be able to be moved forward until the fence enclosure is reviewed and approved by the ARB.

The abovementioned proposed work for the in-kind generator replacement is administratively approved with the following conditions:

- A building permit is acquired.

If any work to be conducted at the site will deviate from the proposal in any way, further ARB review may be required.

This COA will be updated after the April 25, 2024 ARB meeting."

## BACKGROUND

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This Commercial-style building is a 2-story, 2-bay, L-shaped office building that houses the sheriff's department. It has a flat roof with a low parapet with metal coping. The exterior walls are clad with running/stretcher bond brick veneer and rusticated concrete block. The building rests on a concrete foundation. It primarily has fixed metal windows in various sizes. The entrance includes a single glass panel door under a pent awning.



DESIGN GUIDELINE CONSIDERATIONS

Historic District Guideline	Page No.	Analysis
<b>B. FENCES AND WALLS</b>		
2. New fences and walls should not exceed six feet in height, or the maximum allowed by the zoning district regulations.	3.8	The Applicant has confirmed the fence is 6' in height.
<b>A. MECHANICAL SYSTEMS AND EQUIPMENT</b>		
2. Screen a service area with a wall, fence, or planting	3.47	The emergency generator is screened with a 6' wooden privacy fence.

STAFF RECOMMENDATION

Staff recommends retro-active approval of the installation of a 6' screening fence constructed of wood surrounding an emergency generator on the side elevation of the building that faces the parking lot, provided the following conditions are met:

- 1) All necessary permits are acquired.
- 2) Any additional changes or alterations to the exterior elements of the building will require the submission of a Certificate of Appropriateness (COA) and the review and approval of the Architectural Review Board prior to any work being undertaken.

ATTACHMENTS

- 1. Attachment 1 – Photos
- 2. Attachment 2 – Draft Motion Sheet