



## **Hampton Historic Preservation Commission Regular Monthly Meeting Minutes 5/23/2024**

### **Call to Order**

The meeting was called to order by Chairman Donnie Bryant at 6:42pm

**Those in attendance were** Donnie Bryant (via zoom), Alford Williams, Lawanna Love, Marquita Walton, Kim Lunn, Dwight Harris, Shirley Johnson (via zoom) **Staff:** Amanda Cullinane, Main Street Coordinator.

### **Approval of Minutes:**

Chairman Donnie requested motion to approve the minutes from the April retreat and the April regular monthly meeting, Dwight Harris offered the motion, Kim Lunn seconded, the vote was 5-0 to approve.

### **Approval of Financials:**

Chairman Donnie explained to the Commission that the financial report does not include the expenses incurred in the month of May but would be updated to reflect on the next report. Chairman Donnie requested to approve financials, Marquita Walton offered the motion, Dwight Harris Seconded. The vote was 5-0 to Approve.

### **Upcoming COA Public Hearing:**

- The public hearing for the property 29 East Main Street South will be Monday, May 27<sup>th</sup> at 6pm. The property owner Kendra Sutherland was present at the meeting. The commission briefly reviewed the COA, Marquita Walton informed the owner that she did a site visit of the property and wanted to know exactly where the Accessory structure would be placed, Kendra answered the question by showing on the diagram where the structure would be placed.
- The public hearing for 24 East Main Street North, (DDA) will be held Monday June 10<sup>th</sup> at 6pm. for architectural renderings and construction of the front and rear façade. Marquita Walton asked had a COA been submitted for this property, Chairman Donnie answered that he didn't think they had submitted one, but will reach out to Kendra to be sure.

### **How COA Applications are Evaluated**

Chairman Donnie discussed with the commission that the evaluation process is based on the checklist and the guidelines of the HHPC.

### **COA Request Handlings**

Chairman Donnie discussed with the commission that the proper way to handle a COA is to direct all applicants to Kendra Woodard. The commission in no way should be personally

accepting applications from applicants. Kendra Sutherland the owner of 29 East Main Street South suggested that we implement a change in guidelines to where the COA could be submitted along with permit documentation to one department, she stated that it would be easier for property owners if done that way.

### **Code Violation Discussion for the Community Development Department**

Chairman Donnie discussed with commission that if we do encounter a code violation it is our responsibility to inform Wanda in the community development department.

### **Main Street Approach**

- **Flow Chart**

Chairman Donnie went over the flow chart and discussed with the commission how of the main Street Advisory Boards and Historic Preservation Commissions work together.

- **Main Street Work Plan**

Chairman Donnie briefly went over the work plan with commission, he explained that some of the plans that they are working on are attracting more shopping, dining and entertainment. He asked that we go over the printed plan review form at our leisure.

### **National Historic Preservation Month**

- **Railroad Depot Tours**

The commission discussed that the tours turned out well, all agreed that moving forward we need to have a heavier social media presence and we would like to create a better marketing strategy so that we can get more foot traffic and visitors to the depot. Kim Lunn suggested a tasteful “open” sign outside of the entrance, Marquita suggested that we create some type of signage in the courtyard to attract the community. Lajuana Love suggested that the depot be open for 1 hour during the downtown “Eats and Beats” each month so that the community can become aware of the museum. Dwight also agreed that during the tours we had little to no foot traffic and that we need to try to increase the traffic by implementing activities throughout the year so that the community know we are here.

### **Main Street Conference Recap**

Chairman Donnie, Marquita Walton and Dwight Harris attended the Main Street Now Conference in Birmingham Alabama. Each attendee expressed that the conference was very informative and that they all enjoyed. Dwight mentioned that the session that stood out to him was a session that focused on the revitalization of a low income main street district, Donnie mentioned that the session that he enjoyed the most was one that focused on collecting data that is needed for funding and Marquita mentioned that the session that stood out to her the most was the sessions that focused on funding and grants and how to obtain them.

### **Adjournment**

Chairman Donnie requested a motion to adjourn, Marquita Walton offered the motion, Kim Lunn seconded, The vote was unanimous

The meeting was adjourned at 7:34pm