



**WASHINGTON HISTORIC PRESERVATION  
COMMISSION**

Regular Scheduled Meeting - Agenda  
Tuesday, May 3rd, 2016  
7:00 PM

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- I. Opening of the meeting**
- II. Invocation**
- III. Roll call**
- IV. Old Business**
- V. Certificate of Appropriateness**

**A. Major Works**

1. A request has been made by Mr. Jim Wiley, acting as agent for Beacon Street, for a Certificate of Appropriateness to construct an 8'x16' in-ground pool at the rear of the structure on lot #33. The pool site will include stone decking and a 4' high black wrought iron or aluminum fencing around the perimeter of the yard to meet state guidelines.
2. A request has been made by Mr. John Stallings for a Certificate of Appropriateness to construct a 4' wooden picket fence located in the back yard of the property on 120 North Charlotte Street.
3. A request has been made by Ms. Martha Matthews for a Certificate of Appropriateness to add a 6' wooden privacy fence to enclose the back yard of the property located at 140 East Main Street.
4. A request has been made by Ms. Constance Lane Howard for a Certificate of Appropriateness to replace the windows throughout the property located at 731 East Main Street (The Armory Pointe).
5. A request has been made by Mr. Scot Craigie and Mr. Simuel Hodges for a Certificate of Appropriateness for the following items on the property located at 222 East Second Street:
  - a. Enclose and reinforce the carport to resemble the appearance of a dependency building.
  - b. Recreating the widow's walk above the front porch on the second floor of the front façade
  - c. Upgrade the current asphalt shingle roof to a metal standing seam roof.



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  - b. Recreating the widow's walk above the front porch on the second floor of the front façade
  - c. Upgrade the current asphalt shingle roof to a metal standing seam roof.

- d. Recreate the original columns, rails and spindles on the front porch. The house still has one original column and section of railing located on the west side of the porch for reference.
- e. Replace current windows with vinyl sash replacement kit windows. The intent is to keep the original casings, but replace the sashes.

## **B. Minor Works**

1. A request has been made and approved by staff for a Certificate of Appropriateness for the owner of 186 West Main Street to repair brick, mothball fenestrations, repair glass panels on storefront, and replace the asphalt rolled roof with a rubber membrane roof on the property.
2. A request has been made and approved by staff for a Certificate of Appropriateness for the owner of 609 East Main Street to replace a damaged storm door of the property. The new storm door matches the old one.
3. A request has been made and approved by staff for a Certificate of Appropriateness for the owner of 223 East Water Street (the Estuarium) to replace the AC unit on the property.
4. A request has been made and approved by staff for a Certificate of Appropriateness for the owner of 231 East Main Street to do the following on the property:
  - a. Replace the HVAC unit
  - b. Repair deck using like materials
  - c. Repair siding using like materials
  - d. Repair windows using like materials
  - e. Repair and replace rot on the porch using like materials
  - f. Repair foundation using like materials
5. A request has been made and approved by staff for a Certificate of Appropriateness for the City of Washington to remove two overgrown small trees at the entrance of the Brown Library and replace them with two dogwood trees on the adjacent property.
6. A request has been made and approved by staff for a Certificate of Appropriateness for the owner of 304 West Second Street (the United Methodist Church) to do the following on the property:
  - a. Repair slate roof using like materials
  - b. Replace the front doors with replicas made of the same material
  - c. Repair/repoint masonry, pressure wash and seal the bricks.
7. A request has been made and approved by staff for a Certificate of Appropriateness for the City of Washington to remove two Bradford pear trees located in the public right of way in front of the property located at of 222 East Second Street. One tree towers over the road with a broken tree trunk while the other is entangled in the power lines.

**VI. Other Business**

1. 121 East Second Street: Status
2. Demolition By Neglect Ordinance: Property Status
3. Upcoming Events

**VII. Approval of Minutes – April 5th, 2016**

**VIII. Adjourn**

# OLD BUSINESS

none

# MAJOR WORKS

**Moss Landing Lot #33**

**Swimming Pool  
Installation**

**APPLICATION FOR A CERTIFICATE OF APPROPRIATENESS**

Historic Preservation Commission  
Washington, NC

To: Washington Historic Preservation Commission  
102 East 2nd Street  
Washington, NC 27889

**Please Use Black Ink**

Street Address of Property: Moss Way - Moss Landing Development - Lot #33

Historic Property/Name (if applicable): N/A

Owner's Name: David Howdy

Lot Size: 50' feet by 130' feet. 0.15 acres  
(width) (depth)

List all properties within 100 feet; on both sides, in front (across the street), and to the back of the property: (If necessary, attach a separate sheet)

Brief Description of Work to be Done:

To construct an 8' x 16' inground pool at the rear of the structure.

The pool site will include stone decking and a 4' high black wrought iron or aluminum around the perimeter of the yard to meet state guidelines.

I understand that all applications for a Certificate of Appropriateness that require review by the Historic Preservation Commission must be submitted by 5:00 p.m. on the 15th of the month prior to the meeting I wish to attend; otherwise consideration will be delayed until the following HPC meeting. An incomplete application will not be accepted. I understand approved requests are valid for one year.

Office Use Only	
(Date Received)	(Initials)
<b>ACTION</b>	
<input type="radio"/> Approved	_____
<input type="radio"/> Approved with Conditions	_____
<input type="radio"/> Denied	_____
<input type="radio"/> Withdrawn	_____
<input type="radio"/> Staff Approval	_____
(Date)	(Authorized Signature)

Scott Dixon - Beacon Street Development Co.  
(Name of Applicant - type or print)

PO Box 6474 Raleigh, NC 27628  
(Mailing Address) (Zip Code)

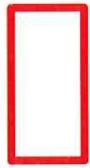
4/18/16 919-785-1445  
(Date) (Daytime Phone Number)

Scott Dixon  
(Signature of Applicant)

Upon being signed and dated below by the Planning Department or designee, this application becomes a Minor Works Certificate of Appropriateness. It is valid until \_\_\_\_\_. Issuance of a Minor Works Certificate shall not relieve the applicant, contractor, tenant, or property owner from obtaining any other permit required by City code or any law. Minor work projects not approved by staff will be forwarded to the Historic Preservation Commission for review at its next meeting.

\_\_\_\_\_  
(Minor Work Auth. Sig.) (Date)

**Applicant's presence or that of your authorized representative is required at the meeting of the Historic Preservation Commission at which the application is to be considered. You must give written permission to your authorized representative to attend the hearing on your behalf.**



Lot #33

Moss Landing



MOSSY WAY ELEVATION



WATERFRONT ELEVATION

**The Boardwalk**

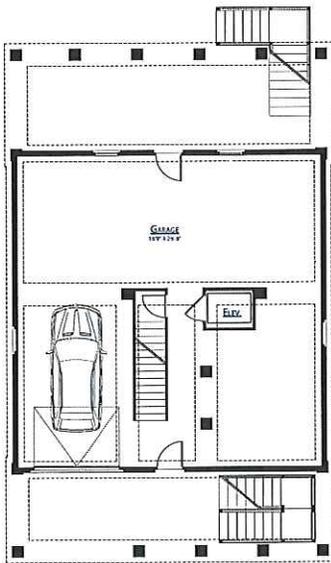
HTD. SQ. FT.  
**2,642**

BEDS  
**3**

BATHS  
**2.5**

DIM.  
**38' x 38'**

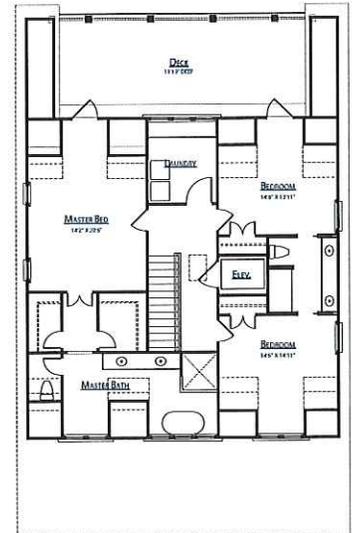
**GROUND FLOOR**  
**2,127 sq. ft.**

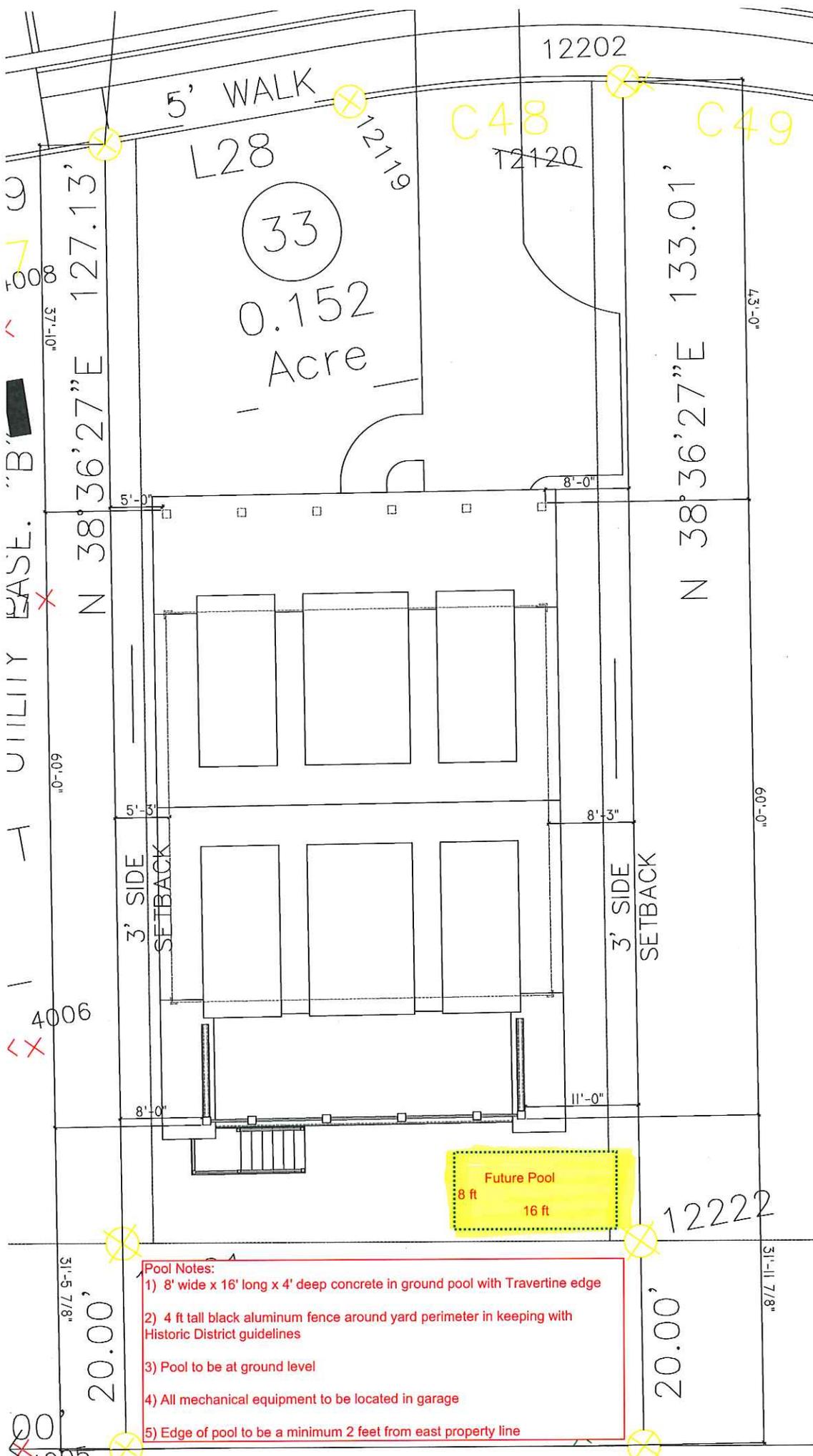


**1ST FLOOR**  
**1,408 sq. ft.**



**2ND FLOOR**  
**1,234 sq. ft.**





UTILITY EASEL "B"

UTILITY EASEL "C"

4006

4005

N 38° 36' 27" E 127.13'

3' SIDE SETBACK

20.00'

5' WALK

L28

33

0.152 Acre

12119

C48

T2120

C49

12202

N 38° 36' 27" E 133.01'

3' SIDE SETBACK

12222

Future Pool  
8 ft  
16 ft

- Pool Notes:
- 1) 8' wide x 16' long x 4' deep concrete in ground pool with Travertine edge
  - 2) 4 ft tall black aluminum fence around yard perimeter in keeping with Historic District guidelines
  - 3) Pool to be at ground level
  - 4) All mechanical equipment to be located in garage
  - 5) Edge of pool to be a minimum 2 feet from east property line

20.00'

0'-0"

0'-0"

31'-11 7/8"

0'-0"

0'-0"

0'-0"

5'-0"

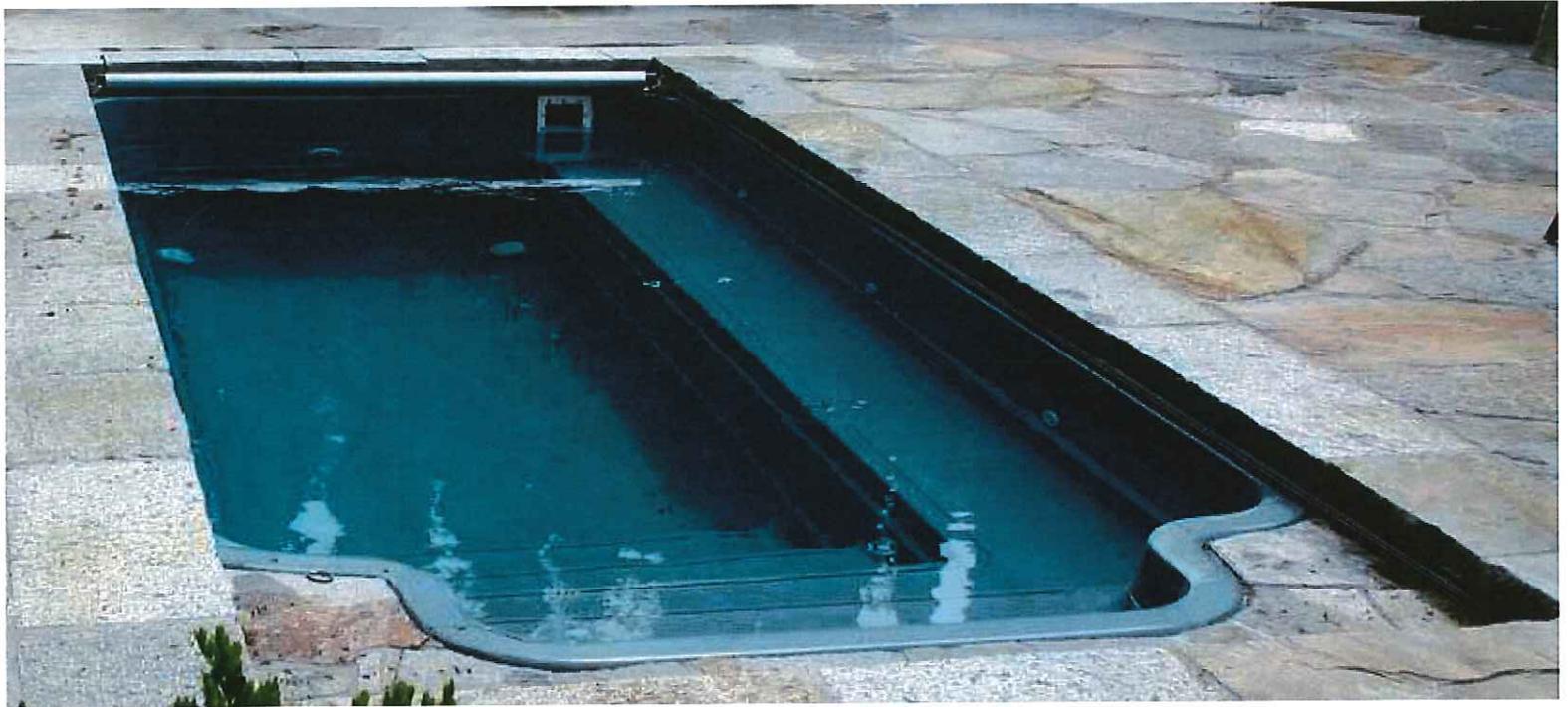
5'-5"

8'-0"

8'-0"

8'-3"

11'-0"





Travertine paver edge for pool



## WASHINGTON HISTORIC PRESERVATION COMMISSION

April 20, 2016

Subject: Certificate of Appropriateness – Moss Landing – Lot #33

Dear Adjoining Property Owner,

Whenever exterior renovation work is being conducted in the Washington Historic District, all property owners within 100 feet of the proposed construction activities and adjacent property owners are required to be notified by the City of Washington. According to the application submitted by Mr. Scott Dixon of Beacon Street Development your property is located adjacent to the above subject property. A request has been made by Mr. Dixon for a Certificate of Appropriateness to construct a new 8' x 16' in-ground pool at the rear of the property located at Lot #33 Moss Landing. The pool site will include stone decking and a 4' high black wrought iron or aluminum around the perimeter of the yard to meet state & local guidelines.

You are welcome and encouraged to attend the regular scheduled meeting of the Washington Historic Commission. Please note the following date, time, and place:

Date: Tuesday, May 3, 2016

Place: City Hall - Municipal Building, 102 East Second Street.  
Enter from the Market Street side of the building and go to the second floor. City Council Chambers.

Time: 7:00 P.M.

During the meantime, should you have any questions, please direct your inquiries to Ms. Emily Rebert, Planning and Development, by phoning 946-0897 during normal working hours Monday through Friday, 8:00 A.M. to 5:00 P.M.

Sincerely,

*Emily Rebert*

Emily Rebert  
Historic Preservation Planner

**Adjacent Property Owners – Moss Landing – Harbour Homes**

Jim Nance  
PO Box 2247  
Washington, NC 27889

Stan Friedman  
401 Moss Way Ste 301  
Washington, NC 27889

Vickie Dotson  
620 Duck Creek Rd  
Washington, NC 27889

Moss Property Partners  
1589 West 5<sup>th</sup> Street  
Washington, NC 27889

Ms. Dee Congleton  
210 Water Street  
Washington, NC 27889

Herman Gaskins Jr.  
PO Box 933  
Washington, NC 27889

NC Estuarium  
223 E. Water Street  
Washington, NC 27889

Charlie Hough  
201 S. Academy Street  
Washington, NC 27889

William Toler  
224 Water Street  
Washington, NC 27889

Rebecca Clark  
203 S. Academy Street  
Washington, NC 27889

Richard H. Hodges  
1537 Craig Street  
Greenville, NC 27834

Litchfield Holdings, LLC  
135 Harbor Road  
Washington, NC 27889

Dianna Aideuis  
122 S. Harvey Street  
Washington, NC 27889

A.L. Crisp  
122 S. Academy Street  
Washington, NC 27889

Charlotte N. Mason  
119 S. Harvey Street  
Washington, NC 27889

Victoria Rader  
113 S. Harvey Street  
Washington, NC 27889

Maurice M. Bridgeman  
204 Yukon Street  
Hampton, Va. 23663

Walter T. Hannah  
1721 Anderson Street  
Wilson, NC 27893

Margaret Gray Howdy  
326 Water Street  
Washington, NC 27889

Steve Gallo  
300 Southberry Wynd  
Greenville, NC 27834

Gary Shippy  
109 Sonoma Valley Drive  
Cary, NC 27518

Jeffrey Davis  
315 Yadkin Drive  
Raleigh, NC 27609

Steven Ballard  
605 East 5<sup>th</sup> Street  
Greenville, NC 27858

Dennis P. Kane  
PO Box 1197  
Island Heights, NJ 08732

Arthur Tyndall  
110 S. Harvey Street  
Washington, NC 27889

Cheryl V. Vaughn  
210 S. Academy Street  
Washington, NC 27889

Dorothy Wheeler  
512 Hickory Woods Way  
Antioch, TN 37013

Richard Couch  
207 S Academy Street  
Washington, NC 27889

Robert L Rose  
309 Moss Way Ste 201  
Washington, NC 27889

Emerson Strader  
309 Moss Way Ste 202  
Washington, NC 27889

Robert Farrar  
309 Moss Way Ste 203  
Washington, NC 27889

Ronald L Faulk  
309 Moss Way Ste 101  
Washington, NC 27889

Bonnie Greenhalgh  
309 Moss Way Ste 102  
Washington, NC 27889

Lawrence Berman  
309 Moss Way Ste 103  
Washington, NC 27889

Jay D. Jacobs  
401 Moss Way Ste 103  
Washington, NC 27889

## REQUEST FOR COMMISSION ACTION

To: Historic Preservation Commission  
From: Emily Rebert, Preservation Planner  
Re: Lot #33 Moss Landing Homes – Construction of an in-ground pool & fence

A request has been made by Mr. Scott Dixon of Beacon Street Development for a Certificate of Appropriateness to construct a new 8' x 16' in-ground pool at the rear of the property located at Lot #33 Moss Landing Homes. The pool site will include stone decking and a 4' high black wrought iron or aluminum around the perimeter of the yard to meet state & local guidelines. Please review the Design Guidelines, specifically Section 4.0 Site Design Chapter 4.6 Fences and Walls.

To grant such a request, the Historic Preservation Commission must make findings of fact, which are included in the sample motions below. Any conditions the Commission feels appropriate may be attached to the motion.

### *Possible Actions*

I move that the Historic Preservation Commission grant a Certificate of Appropriateness to Mr. Scott Dixon of Beacon Street Development to construct a new 8' x 16' in-ground pool at the rear of the property located at Lot #33 Moss Landing Homes. The pool site will include stone decking and a 4' high black wrought iron or aluminum around the perimeter of the yard to meet state & local guidelines.

*or*

I move that the Historic Preservation Commission grant a Certificate of Appropriateness to Mr. Scott Dixon of Beacon Street Development to construct a new 8' x 16' in-ground pool at the rear of the property located at Lot #33 Moss Landing Homes. The pool site will include stone decking and a 4' high black wrought iron or aluminum around the perimeter of the yard to meet state & local guidelines. This motion is based on the following findings of fact: the application is congruous with the Historic Preservation Commission Design Guidelines, specifically Section 4.0 Site Design Chapter 4.6 Fences and Walls. I further move that the Historic Preservation Commission place the following conditions on the approval:

*or*

I move that the Historic Preservation Commission deny a Certificate of Appropriateness to Mr. Scott Dixon of Beacon Street Development to construct a new 8' x 16' in-ground pool at the rear of the property located at Lot #33 Moss Landing Homes. The pool site will include stone decking and a 4' high black wrought iron or aluminum around the perimeter of the yard to meet state & local guidelines. This motion is based on the following findings of fact: the application is not congruous with the Historic Preservation Commission Design Guidelines, specifically Section 4.0 Site Design Chapter 4.6 Fences and Walls.

# **120 North Charlotte Street**

## **Construction of a Fence**

APPLICATION FOR A CERTIFICATE OF APPROPRIATENESS

Historic Preservation Commission  
Washington, NC

To: Washington Historic Preservation Commission  
102 East 2nd Street  
Washington, NC 27889

Please use Black Ink

Street Address of Property: 120 N. Charlotte St.

Historic Property/Name (if applicable): N/A

Owner's Name: John + Elizabeth Stallings

Lot Size: \_\_\_\_\_ feet by \_\_\_\_\_ feet.  
(width) (depth)

Brief Description of Work to be Done:

Replicating an existing backyard wooden picket fence to extend to rear and street-side property line. (Same company will install extension.) Fence will be painted white and stands 4 feet tall.

I understand that all applications for a Certificate of Appropriateness that require review by the Historic Preservation Commission must be submitted by 5:00 p.m. on the 15th of the month prior to the meeting I wish to attend; otherwise consideration will be delayed until the following HPC meeting. An incomplete application will not be accepted. I understand approved requests are valid for one year.

Office Use Only	
(Date Received)	(Initials)
<b>ACTION</b>	
<input type="radio"/> Approved	_____
<input type="radio"/> Approved with Conditions	_____
<input type="radio"/> Denied	_____
<input type="radio"/> Withdrawn	_____
<input type="radio"/> Staff Approval	_____
(Date)	(Authorized Signature)

John W. Stallings, Jr  
(Name of Applicant - type or print) Wash, NC  
120 N. Charlotte St  
(Mailing Address) (Zip Code)  
4/18/2016 973-462-5714  
(Date) (Daytime Phone Number)  
John W. Stallings  
(Signature of Applicant)

Upon being signed and dated below by the Planning Department or designee, this application becomes a Minor Works Certificate of Appropriateness. It is valid until \_\_\_\_\_. Issuance of a Minor Works Certificate shall not relieve the applicant, contractor, tenant, or property owner from obtaining any other permit required by City code or any law. Minor work projects not approved by staff will be forwarded to the Historic Preservation Commission for review at its next meeting.

\_\_\_\_\_  
(Minor Work Auth. Sig.) (Date)

**Applicant's presence or that of your authorized representative is required at the meeting of the Historic Preservation Commission at which the application is to be considered. You must give written permission to your authorized representative to attend the hearing on your behalf.**







1:28 Feet





Celebrating over 65 Years!



P.O. Box 604  
Greenville, NC  
Phone: 252-757-1210  
Fax: 252-757-3395

CHAIN LINK • WOOD • ORNAMENTAL • PVC • ACCESS CONTROL • CUSTOM FABRICATION

Proposal Submitted To: Stallings, John Attn: John Stallings	Date 4/15/2016	Bid # GVMS00398
ncjohnnj@outlook.com	Job Name STALLINGS WOOD	
Street: 120 Charlotte Street	Job Location RESIDENCE	
City, State, and Zip Code Washington, NC 27889	Fax Number --	Job Phone 973-462-5714

We hereby propose the following work:

**4' High Wood Picket Fence:**

To furnish and install approximately 126' of 4' high pointed picket fence as per these specifications:

- 4" x 4" x 7' exposed french gothic top post
- 6" x 6" x 7' exposed french gothic top post (double gate only)
- 2" x 4" x 8' bracework (2 per 8' as typical)
- 1" x 4" x 4' pointed pickets (1 1/2" spacing)

(1) 10' double gate w/welded 1 5/8" SS20 framework

Total installed: \$2,097.00

**Note:**

1. Please allow 2-3 weeks lead time for install
2. Painting not included

4/15 Pre-pay \$1000<sup>00</sup>  
by cash JS

In submitting this proposal, it is assumed that there is no underlying ROCK or concrete on the property which will necessitate drilling or blasting, or any other unusual conditions involving extra labor in the erection of this fence and that the fence right of way will be marked by the owner or general contractor and will be clear, graded, and ready to receive the fence. If any of the above conditions are encountered, or any additions or changes are made by the customer, additional charges will be made at current market prices. It shall be the responsibility of the owner to advise workers of the location of any underground cables, lines, etc. If such are not marked properly, the owner assumes responsibility for them. Should an account not be paid as agreed, any cost of collection including interest and attorney's fees, etc. shall be

Payment to be made as follows:

**50% Deposit / Balance Due Upon Completion**

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to industry practices. Any alteration or deviation from above specifications involving extra costs, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Worker's Compensation and General Liability Insurance.

Acceptance of Proposal- The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Proposed By:

Mike Smith

Customer Acceptance:

John Stallings  
4/15/2016

Date:

Note: This proposal may be withdrawn if not accepted within 10 days



- Parcels 
- Property Land Owners 
- Interior Tract Lines 
- Centerlines 
- County Line 
- County Line (Solid) 
- State 

<b><u>OBJECTID</u></b>	<b><u>PIN</u></b>	<b><u>GPIN</u></b>
11116	01008139	5685-16-2880
<b><u>GPIN LONG</u></b>	<b><u>OWNER NAME</u></b>	<b><u>OWNER NAME2</u></b>
5685-16-2880	GIBBS HUNTER EUGENE	GIBBS ANGELA ADDISON
<b><u>MAILING ADDRESS</u></b>	<b><u>MAILING ADDRESS2</u></b>	<b><u>CITY</u></b>
120 CHARLOTTE STREET		WASHINGTON
<b><u>STATE</u></b>	<b><u>ZIP</u></b>	<b><u>PROPERTY ADDRESS</u></b>
NC	27889	120 CHARLOTTE ST
<b><u>ACRES</u></b>	<b><u>ACCT NBR</u></b>	<b><u>MAP SHEET</u></b>
0	896909	568509
<b><u>NBR BLDG</u></b>	<b><u>DATE</u></b>	<b><u>DEED BOOK and PAGE</u></b>
2	03/30/2010	1715/0080
<b><u>LAND VAL</u></b>	<b><u>BLDG VAL</u></b>	<b><u>DEFR VAL</u></b>
33200	133136	0
<b><u>TOT VAL</u></b>	<b><u>NBHD CDE</u></b>	<b><u>NBHD DESC</u></b>
166336	H	HISTORICAL
<b><u>SUB CDE</u></b>	<b><u>SUB DESC</u></b>	<b><u>STAMPS</u></b>
		490
<b><u>SALE PRICE</u></b>	<b><u>ZONE</u></b>	<b><u>LAND USE</u></b>
245000	RHD	
<b><u>DISTRICT</u></b>	<b><u>PROP DESC</u></b>	<b><u>MBL</u></b>
1	LOT CORNER OF CHARLOTTE & OLD SECOND ST	56850946
		<b><u>EXEMPT PROP</u></b>
<b><u>EXEMPT AMT</u></b>	<b><u>ROAD TYPE</u></b>	<b><u>CENSUS BLOCK</u></b>
	P	
<b><u>FLOOD PLAIN</u></b>	<b><u>YR BUILT</u></b>	<b><u>NBR STORIES</u></b>
	1910	3
<b><u>SQ FT</u></b>	<b><u>NBR BED</u></b>	<b><u>NBR BATHS</u></b>
3058	4	2
<b><u>EFF YR</u></b>	<b><u>NBR HALF BATHS</u></b>	
1980	1	
<p>Beaufort County online map access is provided as a public service, as is, as available and without warranties, expressed or implied. Content published on this website is for informational purposes only and is not intended to constitute a legal record nor should it be substituted for the advice or services of industry professionals. The County of Beaufort and the Website Provider disclaim all responsibility and legal liability for the content published on this website. The user agrees that Beaufort County and its Assigns shall be held harmless from all actions, claims, damages or judgments arising out of the use of County data.</p>		



DOWNTOWN DEVELOPMENT  
& HISTORIC PRESERVATION

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April 26, 2016

Subject: Certificate of Appropriateness – 120 North Charlotte Street

Dear Adjoining Property Owner,

Whenever exterior renovation work is being conducted in the Washington Historic District all property owners within 100 feet of the proposed construction activities are required to be notified by the City of Washington. According to the application submitted by the City of Washington, your property is located within 100 feet of the above referenced property.

**A request has been made by the owner of 120 North Charlotte Street to install a 4 foot wooden picket fence to enclose the back side of the property.**

If you would like to see plans for this work, please visit the City Planning Office prior to the meeting. Additionally, the full application is available on the city website. You are welcomed and encouraged to attend the regularly scheduled meeting of the Washington Historic Commission. Please note the following date, time, and place:

**Date:** Tuesday May 3, 2016

**Place:** City Hall - Municipal building, 102 East Second Street. Enter from the Market Street side of the building and go to the second floor.

**Time:** 7:00 PM

In the meantime, should you have any questions please feel free to contact me.

Sincerely,

A handwritten signature in black ink, appearing to read "Emily Rebert", written in a cursive style.

Emily Rebert  
Community Development Planner  
Historic Preservation  
252-946-0897  
erebert@washingtonnc.gov

## Adjoining Property Owners

IRVINE EDWARD C  
613 OLD SECOND STREET  
WASHINGTON NC 27889

BEAUFORT COUNTY OF  
121 W 3RD STREET  
WASHINGTON NC 27889

SPENCER ELSIE R  
615 E 2ND STREET  
WASHINGTON NC 27889

BURLESON DEEANNA LOU  
116 CHARLOTTE ST  
WASHINGTON NC 27889

KUTCHERA KAREN  
118 CHARLOTTE STREET  
WASHINGTON NC 27889

GIBBS HUNTER EUGENE  
120 CHARLOTTE STREET  
WASHINGTON NC 27889

YOUNG-MARTIN EMMA  
617 E 2ND STREET  
WASHINGTON NC 27889

CASEY JAMES E  
124 CHARLOTTE STREET  
WASHINGTON NC 27889

ROBINSON MARK M  
117 CHARLOTTE STREET  
WASHINGTON NC 27889

CASEY JAMES E  
124 CHARLOTTE STREET  
WASHINGTON NC 27889

# Staff Report

## 120 North Charlotte Street

The application for the property located at 120 North Charlotte Street is requesting approval to install a 4 foot wooden picket fence on the tertiary elevation of the property.

The applicant would like to install a 126 linear foot picket fence. The fence will enclose the majority of the backyard, abutting the neighbor's existing fence on the south side. The perimeter will be stepped in a few feet from the property line so to blend with the streetscape. The new fence will match the existing fence and painted white.

The Design Guidelines states in **Chapter 4.6 Fences and Walls:**

- **Chapter 4.6.6** "New fences and walls should be of a design that is appropriate to the architectural style and period of the historic structure."
- **Chapter 4.6.7** "Front yard fences, fences erected adjacent to a main street or a side street should be of an open design, such as picket and no greater than four (4) feet in height."
- **Chapter 4.6.8** "Privacy fencing shall only be allowed in the rear yard. If a majority of a privacy fence is visible from the public right-of-way, a landscape buffer shall be included. No fence, including a privacy fence, shall exceed six (6) feet in height."
- **Chapter 4.6.10** "All newly constructed wooden fences which are parallel to a main street or side street shall be finished using an opaque stain or painted."

# REQUEST FOR COMMISSION ACTION

To: Historic Preservation Commission

From: Emily Rebert, Planning & Development

Re: 120 North Charlotte Street- Construction of a fence

***A request has been made by Mr. John Stallings for a Certificate of Appropriateness to add a four foot high wooden picket fence to enclose the rear property yard located at 120 North Charlotte Street. Please review the Design Guidelines, specifically Chapter 4.0 Streetscape and Site Design Section 4.6 Fences and Walls.***

To grant such a request, the Historic Preservation Commission must make findings of fact, which are included in the sample motions below. Any conditions the Commission feels appropriate may be attached to the motion.

## Possible Actions

I move that the Historic Preservation Commission grant a Certificate of Appropriateness to Mr. John Stallings to add a four foot high wooden picket fence to enclose the rear property yard located at 120 North Charlotte Street. This motion is based on the following findings of fact: the application is congruous with the Historic Preservation Commission Design Guidelines, specifically Chapter 4.0 Streetscape and Site Design Section 4.6 Fences and Walls.

Or

I move that the Historic Preservation Commission grant a Certificate of Appropriateness to Mr. John Stallings to add a four foot high wooden picket fence to enclose the rear property yard located at 120 North Charlotte Street. This motion is based on the following findings of fact: the application is congruous with the Historic Preservation Commission Design Guidelines, specifically Chapter 4.0 Streetscape and Site Design Section 4.6 Fences and Walls. I further move that the Historic Preservation Commission place the following conditions on the approval:

Or

I move that the Historic Preservation Commission *deny* a Certificate of Appropriateness to Mr. John Stallings to add a four foot high wooden picket fence to enclose the rear property yard located at 120 North Charlotte Street. This motion is based on the following findings of fact: the application is *not* congruous with the Historic Preservation Commission Design Guidelines, specifically Chapter 4.0 Streetscape and Site Design Section 4.6 Fences and Walls.

**140 East Main  
Street**

**Construction of a  
Fence Run**

**APPLICATION FOR A CERTIFICATE OF APPROPRIATENESS**

Historic Preservation Commission  
Washington, NC

To: Washington Historic Preservation Commission  
102 East 2nd Street  
Washington, NC 27889

Please use Black Ink

Street Address of Property: 140 East Main Street

Historic Property/Name (if applicable): \_\_\_\_\_

Owner's Name: Martha Patterson

Lot Size: \_\_\_\_\_ feet by \_\_\_\_\_ feet.  
(width) (depth)

Brief Description of Work to be Done:

Property owner would like to install a ~~stone~~ 6 foot wooden privacy fence along the north side of the property in the back yard. The fence will match the run on the west side of the property

I understand that all applications for a Certificate of Appropriateness that require review by the Historic Preservation Commission must be submitted by 5:00 p.m. on the 15th of the month prior to the meeting I wish to attend; otherwise consideration will be delayed until the following HPC meeting. An incomplete application will not be accepted. I understand approved requests are valid for one year.

Office Use Only	
(Date Received)	(Initials)
<b>ACTION</b>	
<input type="radio"/> Approved	_____
<input type="radio"/> Approved with Conditions	_____
<input type="radio"/> Denied	_____
<input type="radio"/> Withdrawn	_____
<input type="radio"/> Staff Approval	_____
(Date)	(Authorized Signature)

Martha Patterson  
(Name of Applicant - type or print)

140 East Main Street 27889  
(Mailing Address) (Zip Code)

13 April 2016 252.975.3975  
(Date) (Daytime Phone Number)

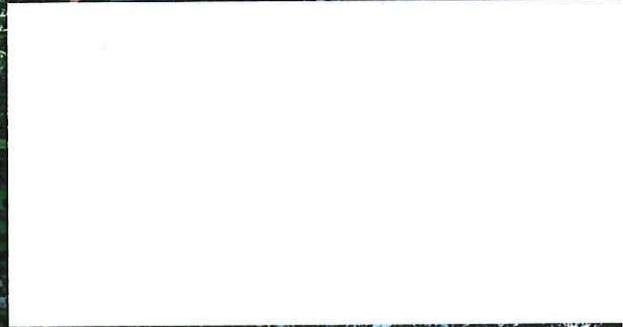
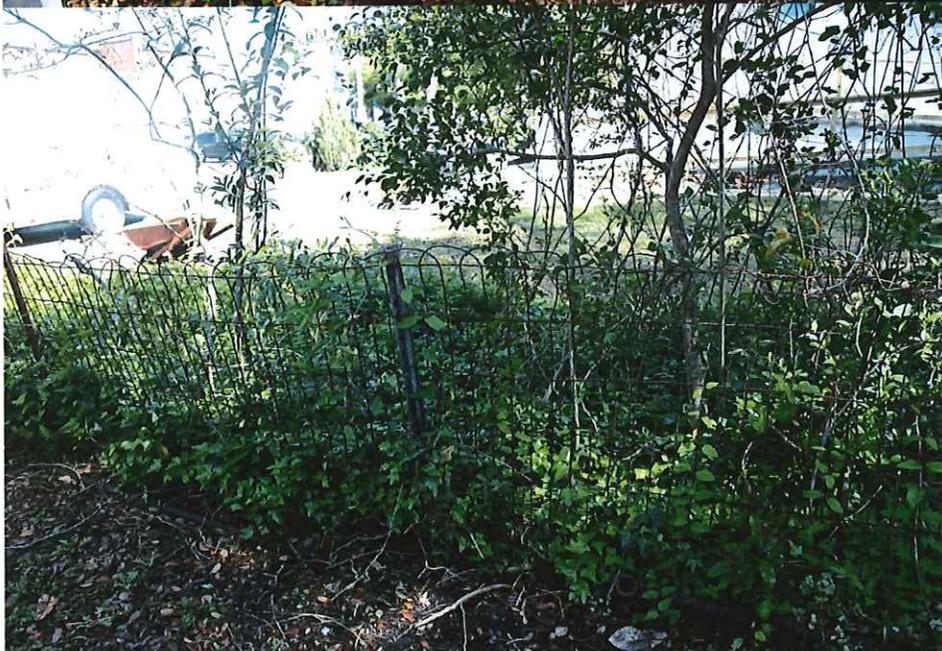
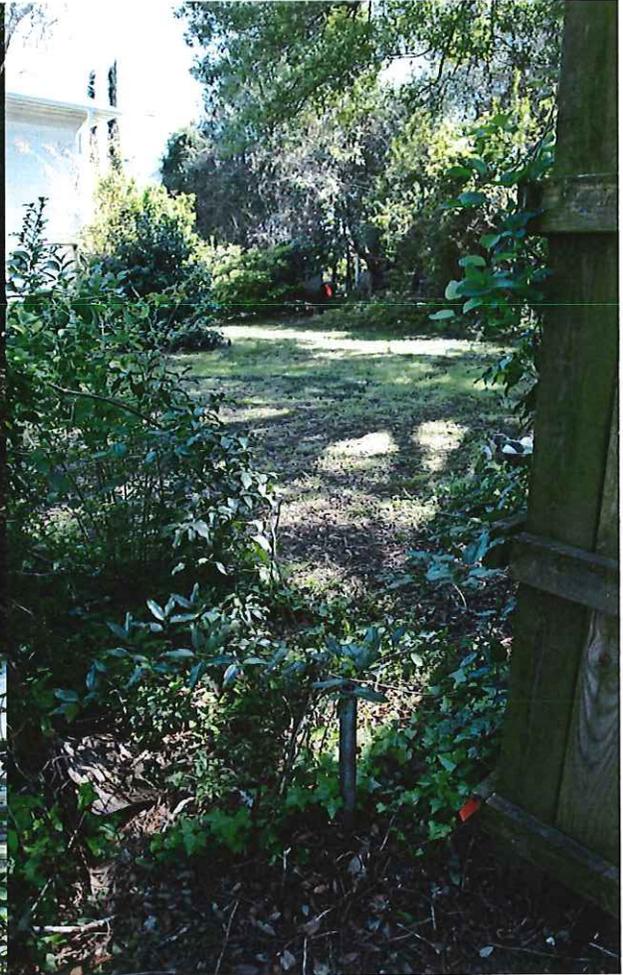
Marshall R. Mattison  
(Signature of Applicant)

Upon being signed and dated below by the Planning Department or designee, this application becomes a Minor Works Certificate of Appropriateness. It is valid until \_\_\_\_\_. Issuance of a Minor Works Certificate shall not relieve the applicant, contractor, tenant, or property owner from obtaining any other permit required by City code or any law. Minor work projects not approved by staff will be forwarded to the Historic Preservation Commission for review at its next meeting.

\_\_\_\_\_  
(Minor Work Auth. Sig.) (Date)

**Applicant's presence or that of your authorized representative is required at the meeting of the Historic Preservation Commission at which the application is to be considered. You must give written permission to your authorized representative to attend the hearing on your behalf.**





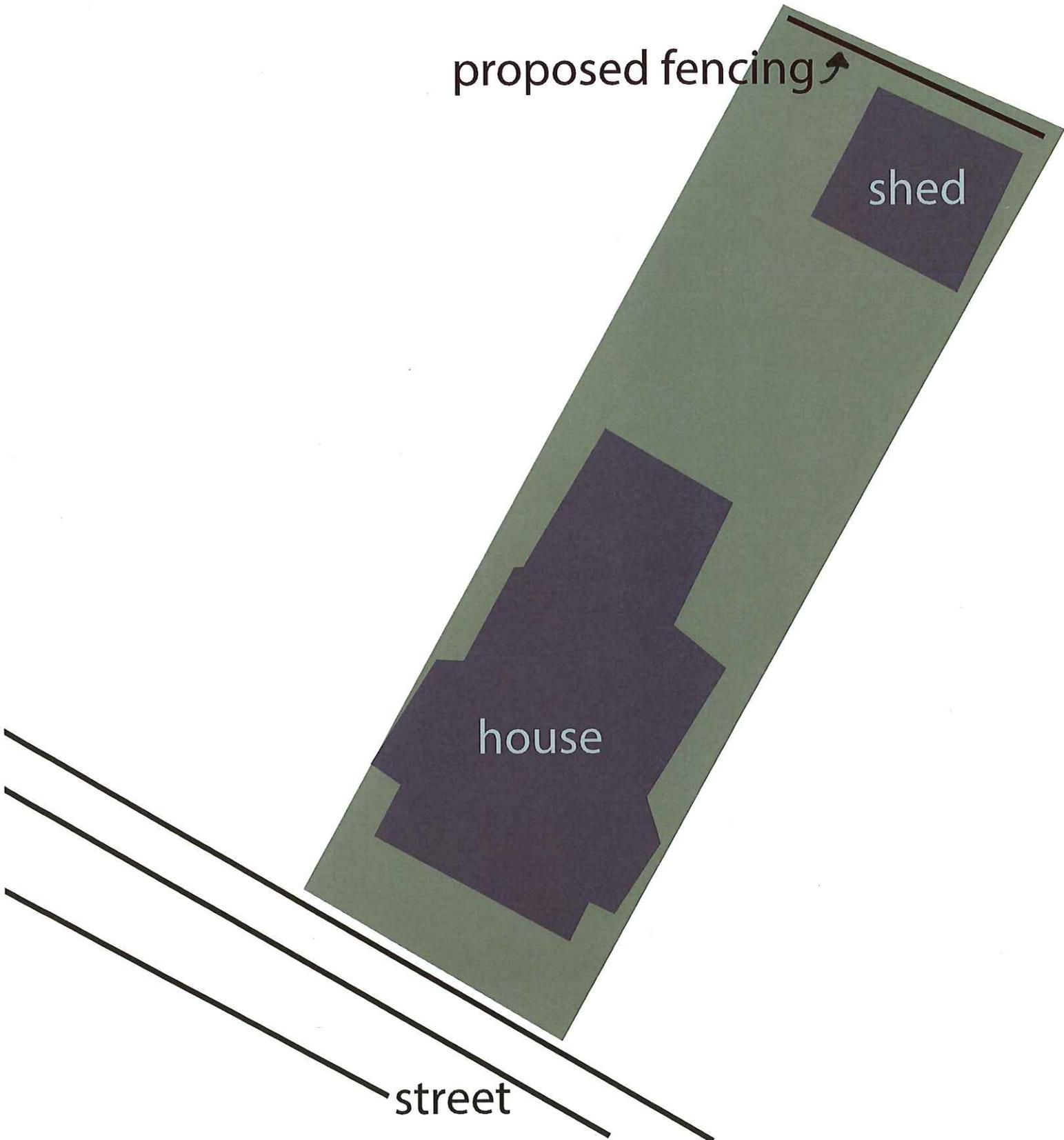
140 East Main Street

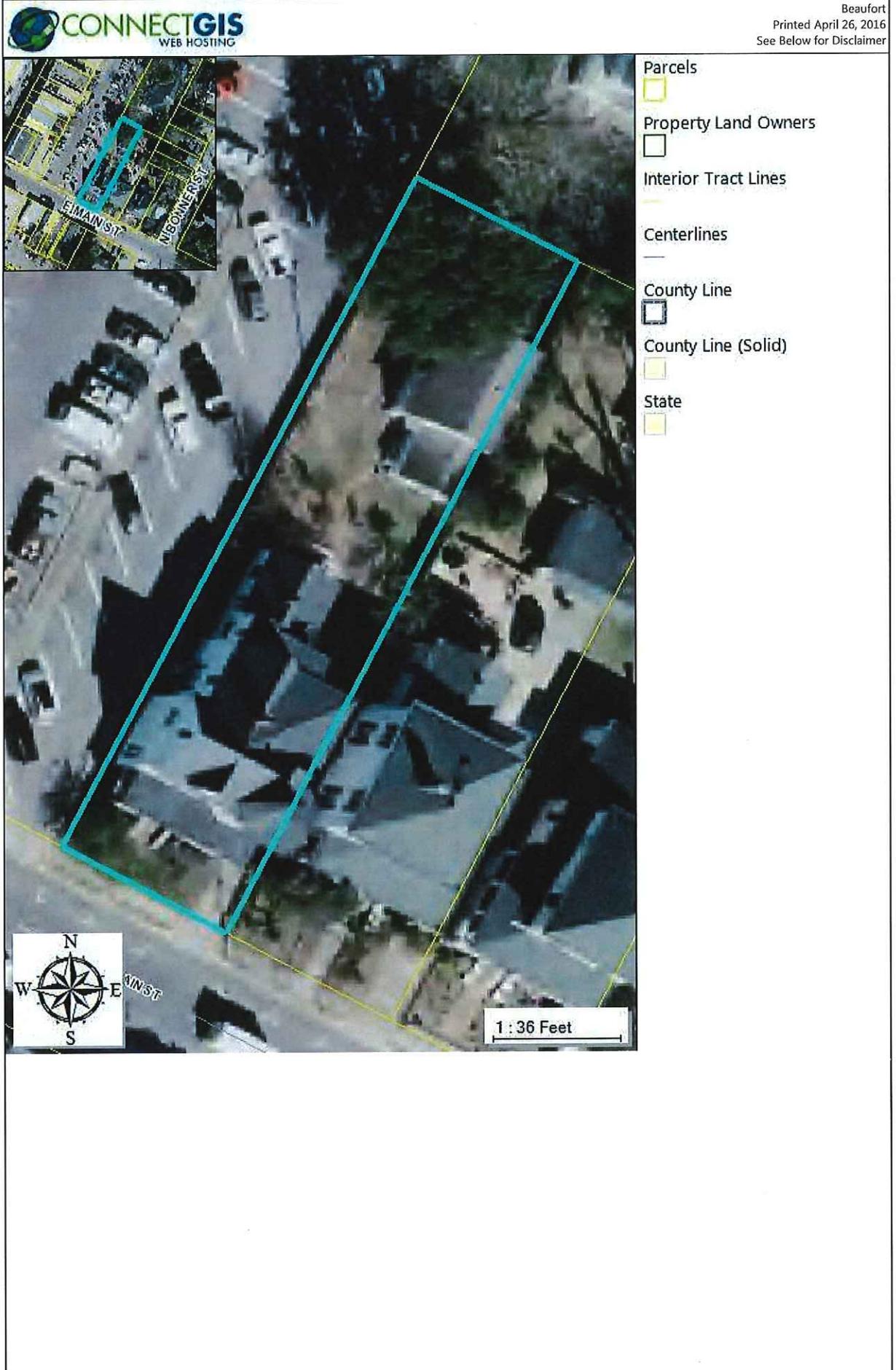
proposed fencing ↗

shed

house

street





<b><u>OBJECTID</u></b> 6797	<b><u>PIN</u></b> 01017263	<b><u>GPIN</u></b> 5675-87-8839
<b><u>GPIN LONG</u></b> 5675-87-8839	<b><u>OWNER NAME</u></b> MATTHEWS MARTHA H	<b><u>OWNER NAME2</u></b>
<b><u>MAILING ADDRESS</u></b> 140 EAST MAIN STREET	<b><u>MAILING ADDRESS2</u></b>	<b><u>CITY</u></b> WASHINGTON
<b><u>STATE</u></b> NC	<b><u>ZIP</u></b> 27889	<b><u>PROPERTY ADDRESS</u></b> 140 E MAIN ST
<b><u>ACRES</u></b> 0	<b><u>ACCT NBR</u></b> 882856	<b><u>MAP SHEET</u></b> 567508
<b><u>NBR BLDG</u></b> 3	<b><u>DATE</u></b> 02/04/1994	<b><u>DEED BOOK and PAGE</u></b> 994/0660
<b><u>LAND VAL</u></b> 66462	<b><u>BLDG VAL</u></b> 135314	<b><u>DEFR VAL</u></b> 0
<b><u>TOT VAL</u></b> 201776	<b><u>NBHD CDE</u></b> B1HR	<b><u>NBHD DESC</u></b> B1 HISTORICAL RESIDENTIAL
<b><u>SUB CDE</u></b>	<b><u>SUB DESC</u></b>	<b><u>STAMPS</u></b> 130
<b><u>SALE PRICE</u></b> 65000	<b><u>ZONE</u></b> B1H	<b><u>LAND USE</u></b>
<b><u>DISTRICT</u></b> 1	<b><u>PROP DESC</u></b> 1 LOT 140 EAST MAIN STREET	<b><u>MBL</u></b> 567508223
<b><u>EXEMPT PROP</u></b>	<b><u>EXEMPT AMT</u></b>	<b><u>ROAD TYPE</u></b> P
<b><u>CENSUS BLOCK</u></b>	<b><u>FLOOD PLAIN</u></b>	<b><u>YR BUILT</u></b> 1890
<b><u>NBR STORIES</u></b> 3	<b><u>SQ FT</u></b> 5735	<b><u>NBR BED</u></b> 4
<b><u>NBR BATHS</u></b> 3	<b><u>EFF YR</u></b> 1885	<b><u>NBR HALF BATHS</u></b> 0

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# Staff Report

## 140 East Main Street

The application for the property located at 140 East Main Street is requesting approval to install a 6 foot wooden barricade fence on the tertiary elevation of the property.

The applicant would like to install a 50 linear foot fence run along the end of their property to enclose the back yard. A six foot wooden fence already exists on the east and west side of the property. The proposed run would, therefore, enclose the property owner's back yard. The proposed run would match the fence run on the east side (barricade, wooden, "dog ear" decoration, 6 feet in height, and painted white).

The Design Guidelines states in **Chapter 4.6 Fences and Walls**:

- **Chapter 4.6.1** "Retain and preserve historic fences and walls whenever possible including gates, hardware, cast or wrought iron details, ornamental pickets, etc."
- **Chapter 4.6.3** "Deteriorated fence and wall elements should be repaired rather than replaced. New elements should match the original material, texture, and design."
- **Chapter 4.6.6** "New fences and walls should be of a design that is appropriate to the architectural style and period of the historic structure."
- **Chapter 4.6.7** "Front yard fences, fences erected adjacent to a main street or a side street should be of an open design, such as picket and no greater than four (4) feet in height."
- **Chapter 4.6.8** "Privacy fencing shall only be allowed in the rear yard. If a majority of a privacy fence is visible from the public right-of-way, a landscape buffer shall be included. No fence, including a privacy fence, shall exceed six (6) feet in height."
- **Chapter 4.6.10** "All newly constructed wooden fences which are parallel to a main street or side street shall be finished using an opaque stain or painted."

# REQUEST FOR COMMISSION ACTION

To: Historic Preservation Commission

From: Emily Rebert, Planning & Development

Re: 140 East Main Street- Construction of a fence run

***A request has been made by Ms. Martha Matthews for a Certificate of Appropriateness to add a six foot high wooden privacy fence along the north edge of the back yard to enclose the rear property located at 140 East Main Street. Please review the Design Guidelines, specifically Chapter 4.0 Streetscape and Site Design Section 4.6 Fences and Walls.***

To grant such a request, the Historic Preservation Commission must make findings of fact, which are included in the sample motions below. Any conditions the Commission feels appropriate may be attached to the motion.

## Possible Actions

I move that the Historic Preservation Commission grant a Certificate of Appropriateness to Ms. Martha Matthews to add a six foot high wooden privacy fence along the north edge of the back yard to enclose the rear property located at 140 East Main Street. This motion is based on the following findings of fact: the application is congruous with the Historic Preservation Commission Design Guidelines, specifically Chapter 4.0 Streetscape and Site Design Section 4.6 Fences and Walls.

Or

I move that the Historic Preservation Commission grant a Certificate of Appropriateness to Ms. Martha Matthews to add a six foot high wooden privacy fence along the north edge of the back yard to enclose the rear property located at 140 East Main Street. This motion is based on the following findings of fact: the application is congruous with the Historic Preservation Commission Design Guidelines, specifically Chapter 4.0 Streetscape and Site Design Section 4.6 Fences and Walls. I further move that the Historic Preservation Commission place the following conditions on the approval:

Or

I move that the Historic Preservation Commission *deny* a Certificate of Appropriateness to Ms. Martha Matthews to add a six foot high wooden privacy fence along the north edge of the back yard to enclose the rear property located at 140 East Main Street. This motion is based on the following findings of fact: the application is *not* congruous with the Historic Preservation Commission Design Guidelines, specifically Chapter 4.0 Streetscape and Site Design Section 4.6 Fences and Walls.

**731 East Main  
Street  
(The Armory Pointe)**

**Window Replacement**

APPLICATION FOR A CERTIFICATE OF APPROPRIATENESS

Historic Preservation Commission  
Washington, NC

To: Washington Historic Preservation Commission  
102 East 2nd Street  
Washington, NC 27889

Please use Black Ink

Street Address of Property: 731 East Main St.

Historic Property/Name (if applicable): The Armory Pointe

Owner's Name: Constance Lane Howard

Lot Size: \_\_\_\_\_ feet by \_\_\_\_\_ feet.  
(width) (depth)

Brief Description of Work to be Done:

Property owner would like to replace windows through out property as they deteriorate. Sashes will be of vinyl material. Casing will continue to be wood except for the sills. The sills are currently wrapped metal, but will be replaced with a composite material.

I understand that all applications for a Certificate of Appropriateness that require review by the Historic Preservation Commission must be submitted by 5:00 p.m. on the 15th of the month prior to the meeting I wish to attend; otherwise consideration will be delayed until the following HPC meeting. An incomplete application will not be accepted. I understand approved requests are valid for one year.

Office Use Only	
(Date Received)	(Initials)
<b>ACTION</b>	
<input type="radio"/> Approved	_____
<input type="radio"/> Approved with Conditions	_____
<input type="radio"/> Denied	_____
<input type="radio"/> Withdrawn	_____
<input type="radio"/> Staff Approval	_____
(Date)	(Authorized Signature)

Constance Lane Howard  
(Name of Applicant - type or print)

137 E. Main St., Washington NC 27889  
(Mailing Address) (Zip Code)

4/15/16 252-945-0926  
(Date) (Daytime Phone Number)

Constance Lane Howard  
(Signature of Applicant)

Upon being signed and dated below by the Planning Department or designee, this application becomes a Minor Works Certificate of Appropriateness. It is valid until \_\_\_\_\_. Issuance of a Minor Works Certificate shall not relieve the applicant, contractor, tenant, or property owner from obtaining any other permit required by City code or any law. Minor work projects not approved by staff will be forwarded to the Historic Preservation Commission for review at its next meeting.

\_\_\_\_\_  
(Minor Work Auth. Sig.) (Date)

Applicant's presence or that of your authorized representative is required at the meeting of the Historic Preservation Commission at which the application is to be considered. You must give written permission to your authorized representative to attend the hearing on your behalf.







# PRO SERIES

W I N D O W S

 PLY GEM  
WINDOWS



## CLASSIC CASEMENT & AWNING



**SUPERIOR PERFORMANCE. ELEGANT CRAFTSMANSHIP.**

There's a clear choice when it comes to finding the style and durability you want in windows — Ply Gem Windows Pro Series. Our distinct product offerings provide you with the selection and craftsmanship you need to bring your next project to life. You get great looks and quality without compromise.



[www.plygemwindows.com](http://www.plygemwindows.com)





# CLASSIC CASEMENT & AWNING



## STANDARD FEATURES

- Sash opens 90° for ventilation and easy cleaning
- Interior accessory grooves allow for easy accessory application such as drywall return and extension jamb application
- Single-handle multi-point locking system
- Weather-tight sash lock provides security while sealing out the weather and sealing in your comfort
- Energy-efficient Warm Edge insulating glass for enhanced energy performance
- Split-arm gear operator for call sizes up to 3050; dual-arm gear operator on larger units
- Integral nailing fin with welded corners for simple and accurate installation
- Maintenance-free multi-chamber PVC construction with fusion welded corners for durability, weather-tight performance and beauty
- Adjustable hinge with stainless steel hinge track
- Exterior accessory grooves allow for easy accessory application such as brickmould and mulling application



## OPTIONS

### GLASS OPTIONS:

Low-E, Low-E<sup>SC</sup>, Low-E2+, Low-E2+<sup>SC</sup>, HP, HP<sup>SC</sup>, HP2+, HP2+<sup>SC</sup>, Warm Edge+, tinted, tempered, obscure and sound control



### GRILLE OPTIONS:

Color-coordinated grilles-between-the-glass (GBG) in flat 7/8", sculptured 5/8" and 1" styles



### ACCESSORIES:

Snap-on brick mould, coastal hardware and expanded access hardware



### EXTENSION JAMBS:

Custom to 6<sup>9</sup>/<sub>16</sub>" in primed or natural "clear" wood



### PRODUCT CONFIGURATION:

Singles, twins, triples, side lites, fixed, combinations, 30° and 45° bays and bows and a wide variety of architectural shapes

### COLOR OPTIONS:



NOTE: Colors shown are close approximations and may not be accurate representations for color matching. Please request color swatches from your Ply Gem sales representative to do so.

## CASEMENT THERMAL PERFORMANCE

	R Value	NFRC CERTIFIED		
		U Factor	SHGC	VT
<b>WITH WARM EDGE</b>				
3/4" Clear	2.33	0.43	0.52	0.54
3/4" Low-E	3.13	0.32	0.25	0.46
3/4" Low-E <sup>SC</sup>	3.13	0.32	0.19	0.36
3/4" Low-E2+	3.85	0.26	0.24	0.45
3/4" Low-E2+ <sup>SC</sup>	3.85	0.26	0.18	0.35
3/4" HP Glass	3.45	0.29	0.24	0.46
3/4" HP <sup>SC</sup> Glass	3.45	0.29	0.19	0.36
3/4" HP2+ Glass	4.17	0.24	0.24	0.45
3/4" HP2+ <sup>SC</sup> Glass	4.35	0.23	0.18	0.35
<b>WITH WARM EDGE+</b>				
3/4" Low-E	3.23	0.31	0.25	0.46
3/4" Low-E <sup>SC</sup>	3.23	0.31	0.19	0.36
3/4" Low-E2+	3.85	0.26	0.24	0.45
3/4" Low-E2+ <sup>SC</sup>	3.85	0.26	0.18	0.35
3/4" HP Glass	3.57	0.28	0.24	0.46
3/4" HP <sup>SC</sup> Glass	3.57	0.28	0.19	0.36
3/4" HP2+ Glass	4.35	0.23	0.24	0.45
3/4" HP2+ <sup>SC</sup> Glass	4.35	0.23	0.18	0.35

All units are NAMI certified and rated in accordance with NFRC 100/200 standards by an AAMA accredited lab. Performance values reflect the performance of units tested with the following configuration: 3/4" IGU, 3mm glass and no grilles.

R VALUE: Restrictive ambient air flow; U FACTOR: Rate of heat loss; SHGC: Solar Heat Gain Coefficient; VT: Visible Transmittance

1. Most units are rated DP50 straight out of the box.
2. Impact Rated units are available in select sizes and configurations.



<b><u>OBJECTID</u></b>	<b><u>PIN</u></b>	<b><u>GPIN</u></b>
11133	15004249	5685-16-6349
<b><u>GPIN LONG</u></b>	<b><u>OWNER NAME</u></b>	<b><u>OWNER NAME2</u></b>
5685-16-6349	HOWARD CONSTANCE L	
<b><u>MAILING ADDRESS</u></b>	<b><u>MAILING ADDRESS2</u></b>	<b><u>CITY</u></b>
137 E MAIN ST		WASHINGTON
<b><u>STATE</u></b>	<b><u>ZIP</u></b>	<b><u>PROPERTY ADDRESS</u></b>
NC	27889	731 E MAIN ST
<b><u>ACRES</u></b>	<b><u>ACCT NBR</u></b>	<b><u>MAP SHEET</u></b>
0.92	896179	568509
<b><u>NBR BLDG</u></b>	<b><u>DATE</u></b>	<b><u>DEED BOOK and PAGE</u></b>
2	05/19/2000	1168/0123
<b><u>LAND VAL</u></b>	<b><u>BLDG VAL</u></b>	<b><u>DEFR VAL</u></b>
82800	789514	0
<b><u>TOT VAL</u></b>	<b><u>NBHD CDE</u></b>	<b><u>NBHD DESC</u></b>
872314	H	HISTORICAL
<b><u>SUB CDE</u></b>	<b><u>SUB DESC</u></b>	<b><u>STAMPS</u></b>
		1684
<b><u>SALE PRICE</u></b>	<b><u>ZONE</u></b>	<b><u>LAND USE</u></b>
842000	RHD	
<b><u>DISTRICT</u></b>	<b><u>PROP DESC</u></b>	<b><u>MBL</u></b>
1	1 LOT(.92 AC)MAIN ST (ARMORY)	
<b><u>EXEMPT PROP</u></b>	<b><u>EXEMPT AMT</u></b>	<b><u>ROAD TYPE</u></b>
		P
<b><u>CENSUS BLOCK</u></b>	<b><u>FLOOD PLAIN</u></b>	<b><u>YR BUILT</u></b>
		1936
<b><u>NBR STORIES</u></b>	<b><u>SQ FT</u></b>	<b><u>NBR BED</u></b>
2	19754	26
<b><u>NBR BATHS</u></b>	<b><u>EFF YR</u></b>	<b><u>NBR HALF BATHS</u></b>
18	1980	7

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DOWNTOWN DEVELOPMENT  
& HISTORIC PRESERVATION

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April 26, 2016

Subject: Certificate of Appropriateness – 731 East Main Street

Dear Adjoining Property Owner,

Whenever exterior renovation work is being conducted in the Washington Historic District all property owners within 100 feet of the proposed construction activities are required to be notified by the City of Washington. According to the application submitted by the City of Washington, your property is located within 100 feet of the above referenced property.

**A request has been made by the owner of 731 East Main Street (The Armory Pointe) to replace the windows through out the building.**

If you would like to see plans for this work, please visit the City Planning Office prior to the meeting. Additionally, the full application is available on the city website. You are welcomed and encouraged to attend the regularly scheduled meeting of the Washington Historic Commission. Please note the following date, time, and place:

**Date:** Tuesday May 3, 2016

**Place:** City Hall - Municipal building, 102 East Second Street. Enter from the Market Street side of the building and go to the second floor.

**Time:** 7:00 PM

In the meantime, should you have any questions please feel free to contact me.

Sincerely,

A handwritten signature in black ink, appearing to read "Emily Rebert".

Emily Rebert  
Community Development Planner  
Historic Preservation  
252-946-0897  
erebert@washingtonnc.gov

## Adjoining Property Owners

CLARK LISA E  
102 JAMES COURT  
CHOCOWINITY NC 27817

STERLING SYLVIA JORDAN  
4807 MORTON RD  
NEW BERN NC 28562

ROBINSON MARK M  
117 CHARLOTTE STREET  
WASHINGTON NC 27889

KENNER WILLIAM DAVIS IV  
743 WEST SECOND STREET  
WASHINGTON NC 27889

EASTMAN BRENDA J  
711 EAST MAIN STREET  
WASHINGTON NC 27889

CARTY SAM CHARLES JR  
150 LOWTIDE LN  
BATH NC 27808

HARVEY JOHN SHIELDS  
8714 CYPRESS CLUB DR  
RALEIGH NC 27615

WRIGHT DOUGLAS C  
728 E MAIN ST  
WASHINGTON NC 27889

HOWARD CONSTANCE L  
137 E MAIN ST  
WASHINGTON NC 27889

# Staff Report

## 731 East Main Street: The Armory Pointe

The application for the property located at 731 East Main Street is requesting approval to install new windows throughout of the building as they deteriorate.

The applicant would like to install new windows throughout the building as the windows deteriorate. The sashes would be a vinyl material. The casings will continue to be wood except for the sills. The sills are currently wrapped metal, but will be replaced with a composite material.

The Design Guidelines states in **Chapter 3.4 Windows and Doors:**

- **Chapter 3.4.3** "If replacement of a window or door unit is necessary, the new unit should be replaced to match the original in size, scale, material, detail, pane and/or panel configurations."

# REQUEST FOR COMMISSION ACTION

To: Historic Preservation Commission

From: Emily Rebert, Planning & Development

Re: 731 East Main Street- Window Replacement

***A request has been made by Ms. Connie Howard for a Certificate of Appropriateness to replace the windows on the property located at 731 East Main Street. Please review the Design Guidelines, specifically Chapter 3.4 Windows and Doors.***

To grant such a request, the Historic Preservation Commission must make findings of fact, which are included in the sample motions below. Any conditions the Commission feels appropriate may be attached to the motion.

## Possible Actions

I move that the Historic Preservation Commission grant a Certificate of Appropriateness to Ms. Connie Howard to replace the windows located at 731 East Main Street. This motion is based on the following findings of fact: the application is congruous with the Historic Preservation Commission Design Guidelines, specifically Chapter 3.4 Windows and Doors.

Or

I move that the Historic Preservation Commission grant a Certificate of Appropriateness to Ms. Connie Howard to replace the windows located at 731 East Main Street. This motion is based on the following findings of fact: the application is congruous with the Historic Preservation Commission Design Guidelines, specifically Chapter 3.4 Windows and Doors. I further move that the Historic Preservation Commission place the following conditions on the approval:

Or

I move that the Historic Preservation Commission *deny* a Certificate of Appropriateness to Ms. Connie Howard to replace the windows located at 731 East Main Street. This motion is based on the following findings of fact: the application is *not* congruous with the Historic Preservation Commission Design Guidelines, specifically Chapter 3.4 Windows and Doors..

# 222 East Second Street

- A. Enclose and reinforce the carport to resemble the appearance of a dependency building.
- B. Recreating the widow's walk above the front porch on the second floor of the front façade
- C. Upgrade the current asphalt shingle roof to a metal standing seam roof.
- D. Recreate the original columns, rails and spindles on the front porch. The house still has one original column and section of railing located on the west side of the porch for reference.
- E. Replace current windows with vinyl sash replacement kit windows. The intent is to keep the original casings, but replace the sashes.



April 26, 2016

Subject: Certificate of Appropriateness – 222 East Second Street

Dear Adjoining Property Owner,

Whenever exterior renovation work is being conducted in the Washington Historic District all property owners within 100 feet of the proposed construction activities are required to be notified by the City of Washington. According to the application submitted by the City of Washington, your property is located within 100 feet of the above referenced property.

**A request has been made by the owner of 222 East Second Street to do the following with the property:**

- a. **Enclose and reinforce the carport to resemble the appearance of a dependency building.**
- b. **Recreating the widow's walk above the front porch on the second floor of the front façade**
- c. **Upgrade the current asphalt shingle roof to a metal standing seam roof.**
- d. **Recreate the original columns, rails and spindles on the front porch. The house still has one original column and section of railing located on the west side of the porch for reference.**
- e. **Replace current windows with vinyl sash replacement kit windows. The intent is to keep the original casings, but replace the sashes.**

If you would like to see plans for this work, please visit the City Planning Office prior to the meeting. Additionally, the full application is available on the city website.

You are welcomed and encouraged to attend the regularly scheduled meeting of the Washington Historic Commission. Please note the following date, time, and place:

**Date:** Tuesday May 3, 2016

**Place:** City Hall - Municipal building, 102 East Second Street. Enter from the Market Street side of the building and go to the second floor.

**Time:** 7:00 PM

In the meantime, should you have any questions please feel free to contact me.

Sincerely,

Emily Rebert  
Community Development Planner  
Historic Preservation  
252-946-0897  
erebert@washingtonnc.gov

Adjoining Property Owners

SAINT PETERS EPISCOPAL CHURCH  
101 N BONNER ST  
WASHINGTON NC 27889

MOORING KENNETH RYAN  
221 E 2ND STREET  
WASHINGTON NC 27889

LEWIS AMBROSE B  
227 E 2ND STREET  
WASHINGTON NC 27889

SOLOMAN GUY DOUGLAS  
117 W 11TH STREET  
WASHINGTON NC 27889

MCCOOK DAVID K  
739 WEST 2ND STREET  
WASHINGTON NC 27889

RANDOLPH BETTY B  
127 WELLINGTON DRIVE  
WASHINGTON NC 27889

SIMUEL HODGES  
222 EAST 2ND STREET  
WASHINGTON NC 27889

GONZALEZ JOSE MANUEL GUTIERREZ  
228 E 2ND STREET  
WASHINGTON NC 27889

MOORE MURIEL JR  
P O BOX 82  
WASHINGTON NC 27889

STILES JOSHUA MICAH  
232 E 2ND STREET  
WASHINGTON NC 27889

ROBERSON FREDERICK DOUGLASS  
402 BROAD CREEK DRIVE  
WASHINGTON NC 27889

MOORE GILTON R  
P O BOX 501  
WASHINGTON NC 27889



- Parcels
- Property Land Owners
- Interior Tract Lines
- Centerlines
- County Line
- County Line (Solid)
- State

<b><u>OBJECTID</u></b>	<b><u>PIN</u></b>	<b><u>GPIN</u></b>
7190	01022548	5675-98-5026
<b><u>GPIN LONG</u></b>	<b><u>OWNER NAME</u></b>	<b><u>OWNER NAME2</u></b>
5675-98-5026	ARNOLD PAUL MILO	ARNOLD LILLIAN
<b><u>MAILING ADDRESS</u></b>	<b><u>MAILING ADDRESS2</u></b>	<b><u>CITY</u></b>
222 EAST 2ND STREET		WASHINGTON
<b><u>STATE</u></b>	<b><u>ZIP</u></b>	<b><u>PROPERTY ADDRESS</u></b>
NC	27889	222 E 2ND ST
<b><u>ACRES</u></b>	<b><u>ACCT NBR</u></b>	<b><u>MAP SHEET</u></b>
0	50021	567508
<b><u>NBR BLDG</u></b>	<b><u>DATE</u></b>	<b><u>DEED BOOK and PAGE</u></b>
4	07/19/1990	928/950
<b><u>LAND VAL</u></b>	<b><u>BLDG VAL</u></b>	<b><u>DEFR VAL</u></b>
55650	109870	0
<b><u>TOT VAL</u></b>	<b><u>NBHD CDE</u></b>	<b><u>NBHD DESC</u></b>
165520	H	HISTORICAL
<b><u>SUB CDE</u></b>	<b><u>SUB DESC</u></b>	<b><u>STAMPS</u></b>
		43
<b><u>SALE PRICE</u></b>	<b><u>ZONE</u></b>	<b><u>LAND USE</u></b>
	RHD	
<b><u>DISTRICT</u></b>	<b><u>PROP DESC</u></b>	<b><u>MBL</u></b>
1	1 LOT 222 EAST 2ND STREET	567508141
<b><u>EXEMPT PROP</u></b>	<b><u>EXEMPT AMT</u></b>	<b><u>ROAD TYPE</u></b>
		P
<b><u>CENSUS BLOCK</u></b>	<b><u>FLOOD PLAIN</u></b>	<b><u>YR BUILT</u></b>
		1890
<b><u>NBR STORIES</u></b>	<b><u>SQ FT</u></b>	<b><u>NBR BED</u></b>
3	3984	3
<b><u>NBR BATHS</u></b>	<b><u>EFF YR</u></b>	<b><u>NBR HALF BATHS</u></b>
2	1960	

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A. Enclose and reinforce the  
carport to resemble the  
appearance of a dependency  
building

**APPLICATION FOR A CERTIFICATE OF APPROPRIATENESS**

Historic Preservation Commission  
Washington, NC

To: Washington Historic Preservation Commission  
102 East 2nd Street  
Washington, NC 27889

Please use Black Ink

Street Address of Property: 222 E. 2ND STREET

Historic Property/Name (if applicable): \_\_\_\_\_

Owner's Name: SCOT CRAIGIE & SIMUEL HODGES

Lot Size: 53' feet by 213' feet.  
(width) (depth)

Brief Description of Work to be Done:  
UPGRADE THE 3 SPACE CAR SHELTER, IN BACK OF HOUSE, WITH  
3 SIDES USING SMOOTH HARDI PLANK SIDING, THIS WILL MAKE IT LOOK  
SIMILAR TO THE HOUSE, PAINTED THE SAME.  
THE FRONT WILL HAVE HARDI PLANK SIDING AND HAVE A DESIGN SIMILAR  
TO OTHERS IN NEIGHBORHOOD. SEE ATTACHED.

I understand that all applications for a Certificate of Appropriateness that require review by the Historic Preservation Commission must be submitted by 5:00 p.m. on the 15th of the month prior to the meeting I wish to attend; otherwise consideration will be delayed until the following HPC meeting. An incomplete application will not be accepted. I understand approved requests are valid for one year.

Office Use Only	
(Date Received)	(Initials)
<b>ACTION</b>	
<input type="radio"/> Approved	_____
<input type="radio"/> Approved with Conditions	_____
<input type="radio"/> Denied	_____
<input type="radio"/> Withdrawn	_____
<input type="radio"/> Staff Approval	_____
(Date)	(Authorized Signature)

SCOT CRAIGIE & SIMUEL HODGES  
(Name of Applicant - type or print)  
175 KENSINGTON DR YOUNGVILLE, NC 27596  
(Mailing Address) (Zip Code)  
4/12/2016 919-614-4545 / 919-812-4915  
(Date) (Daytime Phone Number)  
Scott Craigie & Simuel Hodges  
(Signature of Applicant)

Upon being signed and dated below by the Planning Department or designee, this application becomes a Minor Works Certificate of Appropriateness. It is valid until \_\_\_\_\_. Issuance of a Minor Works Certificate shall not relieve the applicant, contractor, tenant, or property owner from obtaining any other permit required by City code or any law. Minor work projects not approved by staff will be forwarded to the Historic Preservation Commission for review at its next meeting.

\_\_\_\_\_  
(Minor Work Auth. Sig.) (Date)

Applicant's presence or that of your authorized representative is required at the meeting of the Historic Preservation Commission at which the application is to be considered. You must give written permission to your authorized representative to attend the hearing on your behalf.



**222 East 2<sup>nd</sup>. Street Washington, NC**

Below picture of a next door neighbor's garage/carport is what we are planning on making ours look like.



# Staff Report

## 222 East Second Street

The application for the property located at 222 East Second Street is requesting approval to convert the existing carport to an enclosed dependency building in the back yard of the property.

The applicant would like to upgrade the carport to become a dependency building to house their vehicles and outdoor tools. While keeping the same footprint, the building will be reinforced and sided with hardi-plank siding to match the house. The building will be painted to match the house. There is an outbuilding in the back yard of the property next door that will be used as reference.

The Design Guidelines states in **Chapter 3.12 Outbuildings and Accessory Structures**:

- **Chapter 3.12.5** "Designs for new outbuildings and accessory structures should complement the architectural style and period of the primary structures as well as examples of similar structures within the district."
- **Chapter 3.12.6** "New outbuildings should be located in rear yards if possible."
- **Chapter 3.12.7** "New outbuildings should be proportionally the same size and height to the primary structure as is seen in the relationship between other primary and secondary structures in the district."

# REQUEST FOR COMMISSION ACTION

To: Historic Preservation Commission

From: Emily Rebert, Planning & Development

Re: 222 East Second Street- Converting a carport to a dependency building

***A request has been made by Mr. Scot Craigie and Mr. Simuel Hodges for a Certificate of Appropriateness to enclose and reinforce the carport to resemble the appearance of a dependency building in the rear property located at 222 East Second Street. Please review the Design Guidelines, specifically Chapter 3.12 Outbuildings and Accessory Structures.***

To grant such a request, the Historic Preservation Commission must make findings of fact, which are included in the sample motions below. Any conditions the Commission feels appropriate may be attached to the motion.

## Possible Actions

I move that the Historic Preservation Commission grant a Certificate of Appropriateness to Mr. Scot Craigie and Mr. Simuel Hodges to enclose and reinforce the carport to resemble the appearance of a dependency building in the back yard of the property located at 222 East Second Street. This motion is based on the following findings of fact: the application is congruous with the Historic Preservation Commission Design Guidelines, specifically Chapter 3.12 Outbuildings and Accessory Structures.

Or

I move that the Historic Preservation Commission grant a Certificate of Appropriateness to Mr. Scot Craigie and Mr. Simuel Hodges to enclose and reinforce the carport to resemble the appearance of a dependency building in the back yard of the property located at 222 East Second Street. This motion is based on the following findings of fact: the application is congruous with the Historic Preservation Commission Design Guidelines, specifically Chapter 3.12 Outbuildings and Accessory Structures. I further move that the Historic Preservation Commission place the following conditions on the approval:

Or

I move that the Historic Preservation Commission *deny* a Certificate of Appropriateness to Mr. Scot Craigie and Mr. Simuel Hodges to enclose and reinforce the carport to resemble the appearance of a dependency building in the back yard of the property located at 222 East Second Street. This motion is based on the following findings of fact: the application is *not* congruous with the Historic Preservation Commission Design Guidelines, specifically Chapter 3.12 Outbuildings and Accessory Structures.

B. Recreating the widow's walk  
above the front porch on the  
second floor of the front  
façade

**APPLICATION FOR A CERTIFICATE OF APPROPRIATENESS**

Historic Preservation Commission  
Washington, NC

To: Washington Historic Preservation Commission  
102 East 2nd Street  
Washington, NC 27889

Please use Black Ink

Street Address of Property: 222 E. 2ND STREET

Historic Property/Name (if applicable): \_\_\_\_\_

Owner's Name: SCOT CRAIGIE & SIMONEL HODGES

Lot Size: 53' (width) feet by 213' (depth) feet.

Brief Description of Work to be Done:  
ADDING BACK TO THE HOUSE A WIDOWS WALK OVER THE FRONT PORCH  
WHERE THERE IS A DOOR ON SECOND FLOOR. THE WIDOWS WALK WILL  
BE 4 FEET DEEP X 8 FEET WIDE.  
WOOD RAILING AND SPINDLES WILL OUTLINE THE WIDOWS WALK, AND  
WILL MATCH SPINDLES ON FRONT PORCH. SEE ATTACHED FOR SIMILAR WIDOWS WALK.

I understand that all applications for a Certificate of Appropriateness that require review by the Historic Preservation Commission must be submitted by 5:00 p.m. on the 15th of the month prior to the meeting I wish to attend; otherwise consideration will be delayed until the following HPC meeting. An incomplete application will not be accepted. I understand approved requests are valid for one year.

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<input type="radio"/> Withdrawn	_____
<input type="radio"/> Staff Approval	_____
(Date)	(Authorized Signature)

SCOT CRAIGIE & SIMONEL HODGES  
 (Name of Applicant - type or print)  
175 KENSINGTON DR YOUNGSDALE, NC 27596  
 (Mailing Address) (Zip Code)  
4/12/2016 919-614-4545 / 919-812-4915  
 (Date) (Daytime Phone Number)  
Scott Craigie & Simonel Hodges  
 (Signature of Applicant)

Upon being signed and dated below by the Planning Department or designee, this application becomes a Minor Works Certificate of Appropriateness. It is valid until \_\_\_\_\_. Issuance of a Minor Works Certificate shall not relieve the applicant, contractor, tenant, or property owner from obtaining any other permit required by City code or any law. Minor work projects not approved by staff will be forwarded to the Historic Preservation Commission for review at its next meeting.

\_\_\_\_\_  
 (Minor Work Auth. Sig.) (Date)

Applicant's presence or that of your authorized representative is required at the meeting of the Historic Preservation Commission at which the application is to be considered. You must give written permission to your authorized representative to attend the hearing on your behalf.

**222 East 2<sup>nd</sup>. Street Washington, NC**

Below picture of a sample widows walk, our front of the house where the door is, is flat, no bay, and the widows walk will be the same as picture.





Not to Scale

East

Standing Seam Roof

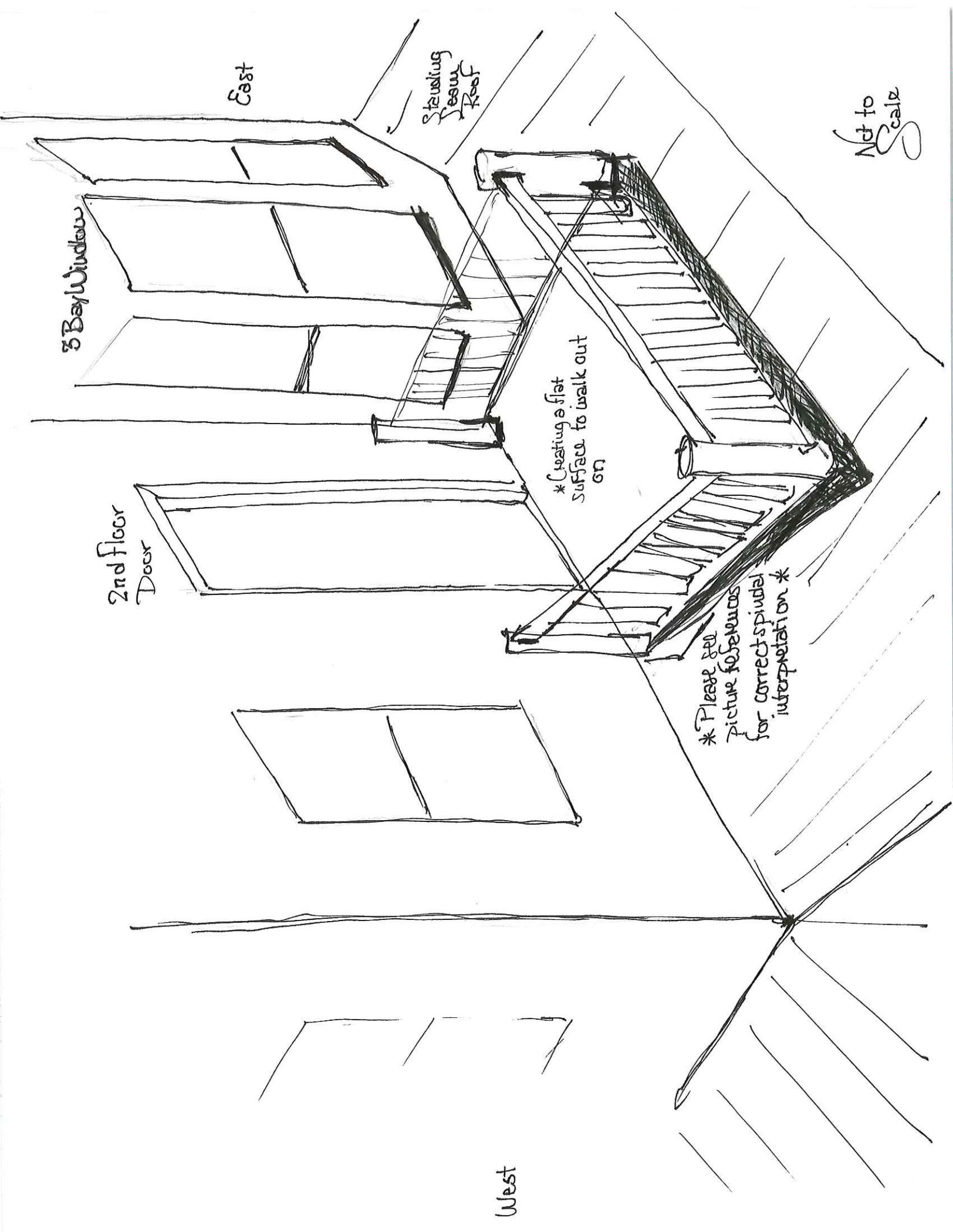
3 Bay Window

\* Creating a flat surface to walk out on

2nd floor Door

\* Please see picture references for correct spindle interpretation \*

West



# Staff Report

## 222 East Second Street

The application for the property located at 222 East Second Street is requesting approval to recreate a widows walk over the front porch (second story) on the front façade of the property.

The applicant would like to construct a widow's walk on the second floor of the property. There is currently a door there, indicating that some type of access once existed, so the property owners would like to utilize that feature. Constructed of wood, the platform will be 4' deep and 8' wide. Wood railing and spindles will outline the widow's walk, and match the spindles in the front porch.

The Design Guidelines states in **Chapter 3.10 Architectural Details and Chapter 3.6 Porches and Entryways:**

- **Chapter 3.10.2** "When architectural components and details must be replaced, the new components or details shall match the historic elements as closely as possible in style, proportion, and material."
- **Chapter 3.6.4** "Reconstruction of missing or extensively deteriorated porches is encouraged. Reconstructed porches shall be based on documentary evidence. If adequate documentation is not available, a new design is appropriate if it is compatible with the style and period of the building."

# REQUEST FOR COMMISSION ACTION

To: Historic Preservation Commission

From: Emily Rebert, Planning & Development

Re: 222 East Second Street- Reconstructing the widow's walk above the front porch on the front façade

***A request has been made by Mr. Scot Craigie and Mr. Simuel Hodges for a Certificate of Appropriateness to recreate the widow's walk above the front porch on the second floor of the front façade of the property located at 222 East Second Street. Please review the Design Guidelines, specifically Chapter 3.10 Architectural Details and Chapter 3.6 Porches and Entryways.***

To grant such a request, the Historic Preservation Commission must make findings of fact, which are included in the sample motions below. Any conditions the Commission feels appropriate may be attached to the motion.

## Possible Actions

I move that the Historic Preservation Commission grant a Certificate of Appropriateness to Mr. Scot Craigie and Mr. Simuel Hodges to recreate the widow's walk above the front porch on the second floor of the front façade on the property located at 222 East Second Street. This motion is based on the following findings of fact: the application is congruous with the Historic Preservation Commission Design Guidelines, specifically Chapter 3.10 Architectural Details and Chapter 3.6 Porches and Entryways.

Or

I move that the Historic Preservation Commission grant a Certificate of Appropriateness to Mr. Scot Craigie and Mr. Simuel Hodges to recreate the widow's walk above the front porch on the second floor of the front façade on the property located at 222 East Second Street. This motion is based on the following findings of fact: the application is congruous with the Historic Preservation Commission Design Guidelines, specifically Chapter 3.10 Architectural Details and Chapter 3.6 Porches and Entryways. I further move that the Historic Preservation Commission place the following conditions on the approval:

Or

I move that the Historic Preservation Commission *deny* a Certificate of Appropriateness to Mr. Scot Craigie and Mr. Simuel Hodges to recreate the widow's walk above the front porch on the second floor of the front façade on the property located at 222 East Second Street. This motion is based on the following findings of fact: the application is not congruous with the Historic

Preservation Commission Design Guidelines, specifically Chapter 3.10 Architectural Details and Chapter 3.6 Porches and Entryways.

C. Upgrade the current asphalt shingle roof to a metal standing seam roof

**APPLICATION FOR A CERTIFICATE OF APPROPRIATENESS**

Historic Preservation Commission  
Washington, NC

To: Washington Historic Preservation Commission  
102 East 2nd Street  
Washington, NC 27889

Please use Black Ink

Street Address of Property: 222 E. 2ND STREET

Historic Property/Name (if applicable): \_\_\_\_\_

Owner's Name: SCOT CRAIGIE & SIMUEL HODGES

Lot Size: 53' feet by 213' feet.  
(width) (depth)

Brief Description of Work to be Done:  
UPGRADE THE ROOF WITH A PRE PAINTED METAL, MAINTENANCE FREE  
ROOF, GRAY IN COLOR. CURRENTLY ASPHALT.

I understand that all applications for a Certificate of Appropriateness that require review by the Historic Preservation Commission must be submitted by 5:00 p.m. on the 15th of the month prior to the meeting I wish to attend; otherwise consideration will be delayed until the following HPC meeting. An incomplete application will not be accepted. I understand approved requests are valid for one year.

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<input type="radio"/> Approved with Conditions	_____
<input type="radio"/> Denied	_____
<input type="radio"/> Withdrawn	_____
<input type="radio"/> Staff Approval	_____
(Date)	(Authorized Signature)

SCOT CRAIGIE & SIMUEL HODGES  
(Name of Applicant - type or print)

175 KENSINGTON DR YOUNGVILLE, NC 27896  
(Mailing Address) (Zip Code)

4/12/2016 919-614-4545 / 919-812-4915  
(Date) (Daytime Phone Number)

Scott Craigie & Simuel Hodges  
(Signature of Applicant)

Upon being signed and dated below by the Planning Department or designee, this application becomes a Minor Works Certificate of Appropriateness. It is valid until \_\_\_\_\_. Issuance of a Minor Works Certificate shall not relieve the applicant, contractor, tenant, or property owner from obtaining any other permit required by City code or any law. Minor work projects not approved by staff will be forwarded to the Historic Preservation Commission for review at its next meeting.

\_\_\_\_\_  
(Minor Work Auth. Sig.) (Date)

**Applicant's presence or that of your authorized representative is required at the meeting of the Historic Preservation Commission at which the application is to be considered. You must give written permission to your authorized representative to attend the hearing on your behalf.**



# Staff Report

## 222 East Second Street

The application for the property located at 222 East Second Street is requesting approval to upgrade the roofing from asphalt shingles to a gray standing seam metal roof.

The applicant would like to upgrade the roofing to eliminate the asphalt and install a standing seam roof. The metal will come pre-painted and be gray in color. All roof pitches will remain the same.

- Please review the Historic Preservation Commission Design Guidelines, **Chapter 3.5 Roofs**.

# REQUEST FOR COMMISSION ACTION

To: Historic Preservation Commission

From: Emily Rebert, Planning & Development

Re: 222 East Second Street- Upgrade the roof from asphalt shingle to metal standing seam

***A request has been made by Mr. Scot Craigie and Mr. Simuel Hodges for a Certificate of Appropriateness to upgrade the roofing from asphalt to metal standing seam on the property located at 222 East Second Street. Please review the Design Guidelines, specifically Chapter 3.5 Roofs.***

To grant such a request, the Historic Preservation Commission must make findings of fact, which are included in the sample motions below. Any conditions the Commission feels appropriate may be attached to the motion.

## Possible Actions

I move that the Historic Preservation Commission grant a Certificate of Appropriateness to Mr. Scot Craigie and Mr. Simuel Hodges to upgrade the roofing from asphalt to metal standing seam on the property located at 222 East Second Street. This motion is based on the following findings of fact: the application is congruous with the Historic Preservation Commission Design Guidelines, specifically Chapter 3.5 Roofing.

Or

I move that the Historic Preservation Commission grant a Certificate of Appropriateness to Mr. Scot Craigie and Mr. Simuel Hodges to upgrade the roofing from asphalt to metal standing seam on the property located at 222 East Second Street. This motion is based on the following findings of fact: the application is congruous with the Historic Preservation Commission Design Guidelines, specifically Chapter 3.5 Roofing. I further move that the Historic Preservation Commission place the following conditions on the approval:

Or

I move that the Historic Preservation Commission *deny* a Certificate of Appropriateness to Mr. Scot Craigie and Mr. Simuel Hodges to upgrade the roofing from asphalt to metal standing seam on the property located at 222 East Second Street. This motion is based on the following findings of fact: the application is *not* congruous with the Historic Preservation Commission Design Guidelines, specifically Chapter 3.5 Roofing.

D. Recreate the original columns, rails and spindles on the front porch. The house still has one original column and section of railing located on the west side of the porch for reference

APPLICATION FOR A CERTIFICATE OF APPROPRIATENESS

Historic Preservation Commission  
Washington, NC

To: Washington Historic Preservation Commission  
102 East 2nd Street  
Washington, NC 27889

Please use Black Ink

Street Address of Property: 222 East Second Street

Historic Property/Name (if applicable): \_\_\_\_\_

Owner's Name: Scot Craigie and Simuel Hodges

Lot Size: 53' feet by 213' feet.  
(width) (depth)

Brief Description of Work to be Done:

Property owners would like to recreate the original columns, rails and spindles on the front porch. Decorative black metal railing ~~with~~ would be replaced with wooden replicas of the original. The house still has one original column and railing section for reference.

I understand that all applications for a Certificate of Appropriateness that require review by the Historic Preservation Commission must be submitted by 5:00 p.m. on the 15th of the month prior to the meeting I wish to attend; otherwise consideration will be delayed until the following HPC meeting. An incomplete application will not be accepted. I understand approved requests are valid for one year.

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<input type="radio"/> Withdrawn	_____
<input type="radio"/> Staff Approval	_____
(Date)	(Authorized Signature)

Scot Craigie and Sim Hodges  
(Name of Applicant - type or print)  
175 Hensington Dr. Youngsville 27596  
(Mailing Address) (Zip Code)  
22 April 2016 919.614.4545 / 919.812.4915  
(Date) (Daytime Phone Number)  
Simuel W Hodges  
(Signature of Applicant)

Upon being signed and dated below by the Planning Department or designee, this application becomes a Minor Works Certificate of Appropriateness. It is valid until \_\_\_\_\_. Issuance of a Minor Works Certificate shall not relieve the applicant, contractor, tenant, or property owner from obtaining any other permit required by City code or any law. Minor work projects not approved by staff will be forwarded to the Historic Preservation Commission for review at its next meeting.

\_\_\_\_\_  
(Minor Work Auth. Sig.) (Date)

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# Staff Report

## 222 East Second Street

The application for the property located at 222 East Second Street is requesting approval to recreate the original architectural features on the front porch of the front façade on the property.

The applicant would like to reference the original column and railing/spindle section located on the western side of the porch to restore the porch to its original state. The decorative black metal railing would be replaced with wooden replicas of the original. During the restoration, the rot on the porch floor will be repaired as well.

The Design Guidelines states in **Chapter 3.10 Architectural Details and Chapter 3.6 Porches and Entryways:**

- **Chapter 3.10.2** “When architectural components and details must be replaced, the new components or details shall match the historic elements as closely as possible in style, proportion, and material.”
- **Chapter 3.6.4** “Reconstruction of missing or extensively deteriorated porches is encouraged. Reconstructed porches shall be based on documentary evidence. If adequate documentation is not available, a new design is appropriate if it is compatible with the style and period of the building.”

# REQUEST FOR COMMISSION ACTION

To: Historic Preservation Commission

From: Emily Rebert, Planning & Development

Re: 222 East Second Street- Reconstructing the original architectural details of the porch

***A request has been made by Mr. Scot Craigie and Mr. Simuel Hodges for a Certificate of Appropriateness to recreate the original columns, rails and spindles on the front porch. The house still has one original column and section of railing located on the west side of the porch for reference on the property located at 222 East Second Street. Please review the Design Guidelines, specifically Chapter 3.10 Architectural Details and Chapter 3.6 Porches and Entryways.***

To grant such a request, the Historic Preservation Commission must make findings of fact, which are included in the sample motions below. Any conditions the Commission feels appropriate may be attached to the motion.

## Possible Actions

I move that the Historic Preservation Commission grant a Certificate of Appropriateness to Mr. Scot Craigie and Mr. Simuel Hodges to recreate the original architectural features of the porch on the front façade on the property located at 222 East Second Street. This motion is based on the following findings of fact: the application is congruous with the Historic Preservation Commission Design Guidelines, specifically Chapter 3.10 Architectural Details and Chapter 3.6 Porches and Entryways.

Or

I move that the Historic Preservation Commission grant a Certificate of Appropriateness to Mr. Scot Craigie and Mr. Simuel Hodges to recreate the original architectural features of the porch on the front façade on the property located at 222 East Second Street. This motion is based on the following findings of fact: the application is congruous with the Historic Preservation Commission Design Guidelines, specifically Chapter 3.10 Architectural Details and Chapter 3.6 Porches and Entryways. I further move that the Historic Preservation Commission place the following conditions on the approval:

Or

I move that the Historic Preservation Commission *deny* a Certificate of Appropriateness to Mr. Scot Craigie and Mr. Simuel Hodges to recreate the original architectural features of the porch on the front façade on the property located at 222 East Second Street. This motion is based on the following findings of fact: the application is *not* congruous with the Historic Preservation

Commission Design Guidelines, specifically Chapter 3.10 Architectural Details and Chapter 3.6 Porches and Entryways.

**E.** Replace current windows with vinyl sash replacement kit windows. The intent is to keep the original casings, but replace the sashes

**APPLICATION FOR A CERTIFICATE OF APPROPRIATENESS**

Historic Preservation Commission  
Washington, NC

To: Washington Historic Preservation Commission  
102 East 2nd Street  
Washington, NC 27889

Please use Black Ink

Street Address of Property: 222 E. 2ND STREET

Historic Property/Name (if applicable): \_\_\_\_\_

Owner's Name: SCOT CRAIGIE & SIMUEL HODGES

Lot Size: 53' feet by 213' feet.  
(width) (depth)

Brief Description of Work to be Done:

Remove All Storm Windows, Replace Current Sash's with a Vinyl  
Sash Replacement Kit, Keeping All Original Window Casings. Using  
Plygem 300 Double Hung windows, Clean Thermal Pane and no Grills  
will keep the same look and feel of current windows.  
The one window w/ any character will remain. (See Attached Picture)

CUSTOM MADE  
ENERGY EFFICIENT  
↓

I understand that all applications for a Certificate of Appropriateness that require review by the Historic Preservation Commission must be submitted by 5:00 p.m. on the 15th of the month prior to the meeting I wish to attend; otherwise consideration will be delayed until the following HPC meeting. An incomplete application will not be accepted. I understand approved requests are valid for one year.

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SCOT CRAIGIE & SIMUEL HODGES  
(Name of Applicant - type or print)

175 KENSINGTON DR. YOUNGBVILLE, NC 27596  
(Mailing Address) (Zip Code)

4/12/2016 919-614-4545 / 919-812-4915  
(Date) (Daytime Phone Number)

Scott Craigie & Simuel Hodges  
(Signature of Applicant)

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\_\_\_\_\_  
(Minor Work Auth. Sig.) (Date)

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**222 East 2<sup>nd</sup>. Street Washington, NC**

Below Window on front porch is not being replaced



## 300 Double Hung Window

Double Hung



Q



PRO SERIES 300 double hung wood/composite windows are available in singles, twins, combinations, 30° and 45° angle bays, side lites, fixed and a wide variety of architectural shapes. They feature paint-free all-vinyl sashes.

## Colors

2 Interior Colors Available



2 Exterior Colors Available

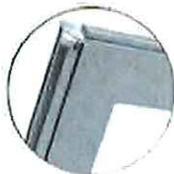


## Features

### PRODUCT FEATURES

#### 300 Double Hung

- 4<sup>9</sup>/<sub>16</sub>" jambs eliminate extensive drywall work
- Both sash tilt in and remove for safe and easy cleaning of exterior glass
- Low-maintenance cellular PVC exterior components and brick mould ready to accept acrylic latex paints
- Bulb weather-stripping at top, bottom and pile weatherstripping at check rails for efficient performance and smooth, easy operation
- Paint-free all-vinyl sash fusion-welded at the corners
- Robust interlock design for enhanced structural performance
- Dual action sash lock provides security and enhanced performance
- Balances counter-balanced with quiet, adjustable springs for smooth up and down action
- Energy-efficient Warm Edge insulating glass



Paint-free all-vinyl sash fully welded at the corners



Dual action sash lock provides security and enhanced performance



Balances counter-balanced with quiet, adjustable springs for smooth up and down action

## Glass

**EXPLANATION OF GLASS PACKAGES**

**LOW-E GLASS PACKAGES**



Our Low-E glass packages combine Low-E and Warm Edge spacer options, providing insulating glass options to meet your specific needs. Our Low-E glass packages provide better performance in regions with hot

summers and cold winters. Our Low-E glass packages can be combined with capillary tubes to address performance needs in high elevation applications.

**Low-E** — One lite of Low-E

**Low-E<sup>SC</sup>** — One lite of solar cooling Low-E

**Low-E2+i** — One lite of Low-E and one lite of Interior Surface Low-E.

**Low-E2+<sup>SC</sup>** — One lite of solar cooling Low-E and one lite of Interior Surface Low-E

† These glass packages are combined with capillary tubes to address performance needs in high elevation applications

**Glass Options**

- Low-E
- Low-E<sup>SC</sup>
- Low-E2+
- Low-E2+<sup>SC</sup>
- HP
- HP<sup>SC</sup>
- HP2+
- HP2+<sup>SC</sup>
- Low-E/Tinted
- Obscure
- Tempered\*
- Laminated (security)

\* Tempered glass is standard on sliding patio doors  
Not all glass options are available in all products

**HP GLASS PACKAGES**



Our HP glass packages combine Low-E with argon gas fill and Warm Edge spacer options, providing high-performance insulating glass options to meet your specific needs. Argon is a safe, odorless, colorless gas, which is heavier or denser than

air. When used in conjunction with Low-E glass, argon provides better insulation. That's because heat and cold do not pass through argon gas as easily as through air. Argon is nontoxic and presents no human health or environmental concerns. Our HP glass package is also available in solar cooling (SC) glass package for regions with significant indoor cooling and glare reduction requirements.

**HP** — One lite of Low-E and argon gas fill

**HP<sup>SC</sup>** — One lite of solar cooling optimized Low-E and argon gas fill

**HP2+** — One lite of Low-E and one lite of Interior Surface Low-E with argon gas fill

**HP2+<sup>SC</sup>** — One lite of Low-E and one lite of Interior Surface Low-E with argon gas fill

Grilles

**GRILLE STYLE OPTIONS**



5/8" Flat GBG



7/8" Flat GBG



5/8" Sculptured GBG



7/8" SDL

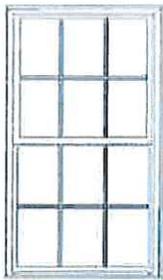


1 1/4" SDL

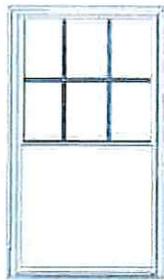


1" Contoured GBG

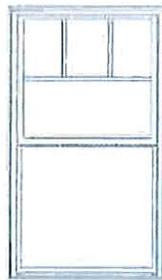
**STANDARD GRILLE PATTERNS**



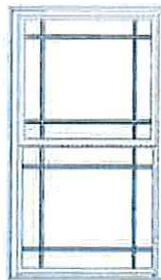
**Colonial**



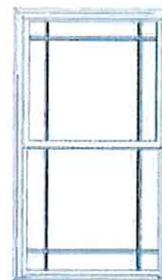
**Half Colonial**  
(shown on Casement)



**Plaza**



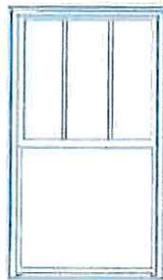
**Prairie**



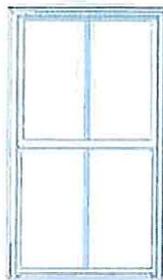
**Perimeter Prairie**



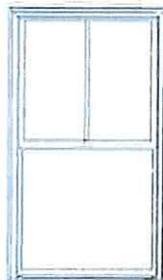
**Three over Three**



**Three over One**



**Two over Two**



**Two over One**

Hardware

**HARDWARE OPTIONS**

**Patio Door Handle Finishes**



Bright Brass



Antique Brass



Satin Nickel



Oil Rubbed Bronze

**Double Hung Window Sash Locks**



200 Series  
Bronzestone



200 & 300 Series  
White



300 Series  
Beige



400 Series  
White

**Casement & Awning Handles & Locks**



200 Series  
Taupe



200 Series  
White

Literature

**DETAILS**

- View Product Specs sheet  
([http://quickr.plygem.com/LotusQuickr/plygemwindowswebsitemedia/Main.nsf/0/7EBCE5file/E-NCE-PRO-300DH-SS\\_3751104401106.pdf](http://quickr.plygem.com/LotusQuickr/plygemwindowswebsitemedia/Main.nsf/0/7EBCE5file/E-NCE-PRO-300DH-SS_3751104401106.pdf))
- View East New Construction Pro Series 400, 300 & 200 Brochure  
([http://quickr.plygem.com/LotusQuickr/plygemwindowswebsitemedia/Main.nsf/0/D32111file/E-NCE-PRO-400300200\\_3706115251102.pdf](http://quickr.plygem.com/LotusQuickr/plygemwindowswebsitemedia/Main.nsf/0/D32111file/E-NCE-PRO-400300200_3706115251102.pdf))
- View East New Construction Snapshot Brochure  
(<http://quickr.plygem.com/LotusQuickr/plygemwindowswebsitemedia/Main.nsf/0/101A8file/E-NCE-Snapshot.pdf>)
- View East Pro Series 200 & 300 Wood & Composite Window & Door Warranty  
([http://quickr.plygem.com/LotusQuickr/plygemwindowswebsitemedia/Main.nsf/0/33E56file/E-NCE-PRO-WCP-200.300-WNTY\\_3751101101151.pdf](http://quickr.plygem.com/LotusQuickr/plygemwindowswebsitemedia/Main.nsf/0/33E56file/E-NCE-PRO-WCP-200.300-WNTY_3751101101151.pdf))

Performance





# Staff Report

## 222 East Second Street

The application for the property located at 222 East Second Street is requesting approval to remove all storm windows, replace current sashes with a custom made energy efficient vinyl replacement kit sash, and keeping the original window casings on the property.

The applicant would like to remove the metal storm windows. The current windows are wooden, one over one light with glazing. The applicants would like to replace the sashes with vinyl, keeping the same, one over one light style, with the exception of the single decorative window under the porch. That will remain untouched.

The Design Guidelines states in **Chapter 3.4 Windows and Doors**:

- **Chapter 3.4.1** "Retain and preserve historic windows and doors. All elements associated with historic windows and doors shall be retained and preserved including frames, trim, sashes, muntins, glass, lintels, shutters, and hardware."
- **Chapter 3.4.2** "Windows and doors should be repaired when necessary by splicing or patching only the deteriorated section to match the original."
- **Chapter 3.4.3** " If replacement of a window or door unit is necessary, the new unit should be replaced to match the original in size, scale, material, detail, pane and/or panel configurations."

# REQUEST FOR COMMISSION ACTION

To: Historic Preservation Commission

From: Emily Rebert, Planning & Development

Re: 222 East Second Street- Window sash replacement

***A request has been made by Mr. Scot Craigie and Mr. Simuel Hodges for a Certificate of Appropriateness to approval to remove all storm windows, replace current sashes with a custom made energy efficient vinyl replacement kit sash, and keep the original window casings on the property located at 222 East Second Street. Please review the Design Guidelines, specifically Chapter 3.4 Windows and Doors.***

To grant such a request, the Historic Preservation Commission must make findings of fact, which are included in the sample motions below. Any conditions the Commission feels appropriate may be attached to the motion.

## Possible Actions

I move that the Historic Preservation Commission grant a Certificate of Appropriateness to Mr. Scot Craigie and Mr. Simuel Hodges to remove all storm windows, replace current sashes with a custom made energy efficient vinyl replacement kit sash, and keep the original window casings on the property located at 222 East Second Street. This motion is based on the following findings of fact: the application is congruous with the Historic Preservation Commission Design Guidelines, specifically Chapter 3.4 Windows and Doors.

Or

I move that the Historic Preservation Commission grant a Certificate of Appropriateness to Mr. Scot Craigie and Mr. Simuel Hodges to remove all storm windows, replace current sashes with a custom made energy efficient vinyl replacement kit sash, and keep the original window casings on the property located at 222 East Second Street. This motion is based on the following findings of fact: the application is congruous with the Historic Preservation Commission Design Guidelines, specifically Chapter 3.4 Windows and Doors. I further move that the Historic Preservation Commission place the following conditions on the approval:

Or

I move that the Historic Preservation Commission *deny* a Certificate of Appropriateness to Mr. Scot Craigie and Mr. Simuel Hodges to remove all storm windows, replace current sashes with a custom made energy efficient vinyl replacement kit sash, and keep the original window casings on the property located at 222 East Second Street. This motion is based on the following

findings of fact: the application is *not* congruous with the Historic Preservation Commission Design Guidelines, specifically Chapter 3.4 Windows and Doors.

**MINOR**

**WORKS**

## Minor Works

1. A request has been made and approved by staff for a Certificate of Appropriateness for the owner of 186 West Main Street to repair brick, mothball fenestrations, repair glass panels on storefront, and replace the asphalt rolled roof with a rubber membrane roof on the property.
2. A request has been made and approved by staff for a Certificate of Appropriateness for the owner of 609 East Main Street to replace a damaged storm door of the property. The new storm door matches the old one.
3. A request has been made and approved by staff for a Certificate of Appropriateness for the owner of 223 East Water Street (the Estuarium) to replace the AC unit on the property.
4. A request has been made and approved by staff for a Certificate of Appropriateness for the owner of 231 East Main Street to do the following on the property:
  - a. Replace the HVAC unit
  - b. Repair deck using like materials
  - c. Repair siding using like materials
  - d. Repair windows using like materials
  - e. Repair and replace rot on the porch using like materials
  - f. Repair foundation using like materials
5. A request has been made and approved by staff for a Certificate of Appropriateness for the City of Washington to remove two overgrown small trees at the entrance of the Brown Library and replace them with two dogwood trees on the adjacent property.
6. A request has been made and approved by staff for a Certificate of Appropriateness for the owner of 304 West Second Street (the United Methodist Church) to do the following on the property:
  - a. Repair slate roof using like materials
  - b. Replace the front doors with replicas made of the same material
  - c. Repair/repoint masonry, pressure wash and seal the bricks.
7. A request has been made and approved by staff for a Certificate of Appropriateness for the City of Washington to remove two Bradford pear trees located in the public right of way in front of the property located at of 222 East Second Street. One tree towers over the road with a broken tree trunk while the other is entangled in the power lines.

# OTHER BUSINESS

# **The Status of 121 East Second Street**

**Washington's  
Demolition by Neglect  
Ordinance:  
Property Status**

Property Address	Photograph	Pre of Oring	Result	Notice of Decision	Order to Repair Letter
<i>EX: 1944 Locust RD</i>		<i>Emily-16</i>	<i>no hrdshp</i>	<i>5-Apr-16</i>	<i>6-Apr-16</i>
220 East Water St		COA to Vicki air 2016			
756 West Second St		COA to Err air Const. 2016			
186 West Main St		Thomas C-16	STOP: COA to repair 12April2016		
325 North Harvey St		Billy Ru Jr. & D Kon-16 NOW: C	Donation to PNC or FOR SALE		
219 East Third St		Muris SALE			
Corner Bonner & Third ST		William D air n2016	COA to air n2016		
404 West Main St		Char Cather			

247 East Second ST		Ford F			
238 East Second ST		Whit			
431 East Main ST		Greg Melan			
120 McNair ST		Greg Wendy			
705 West Second ST		Micha			
207 Pierce ST		Lew			
230 Water ST		Lita Holo			
412 East Second ST		Rit			

# Upcoming Events

## **Upcoming Events**

1. HPC Workshop with the SHPO
2. HPC joint meeting with the City Council
3. Façade Grant
4. Terrell Award

# MINUTES

**WASHINGTON HISTORIC PRESERVATION COMMISSION**

**Regular Scheduled Meeting – Minutes**

**Tuesday, April 5, 2016**

**7:00 PM**

**Members Present**

Monica Ferrari   Mary Pat Musselman  
Ed Hodges   Mark Everett  
Judi Hickson   William Kenner

**Members Absent**

Geraldine McKinley

**Others Present**

John Rodman, Director  
Emily Rebert, Historic Planner  
Jessica Green, Administrative Support

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**I. Opening of the meeting**

The Chairman called the meeting to order.

**II. Invocation**

A moment of silence was taken.

**III. Roll Call**

A silent roll call was taken by staff.

**IV. Old Business**

**V. Certificate of Appropriateness**

**A. Major Works**

1. A request has been made by Mr. Jerry Bienes for a Certificate of Appropriateness to remove a tree located on the south east corner of the property on 322 East Water Street. The tree is beginning to uproot itself.

Mr. Jerry Bienes came forward and was sworn in. He explained that they would like to remove the tree.

Rebecca Clark came forward and voiced her concerns with removing so many shade trees in the historic district. She explained that this tree is very healthy and is not damaging any historic structure. She asked that if they continue to remove these large

shade trees that they have an arborist look at the trees and replace them with appropriate trees. Ms. Clark stated that every time one of these large trees is taken down the historic look of the town is being changed.

The Commission discussed the request. Mary Pat Musselman stated that she agreed with Rebecca Clark and it is very unfortunate that they are seeing so many large growth trees being taken down. Monica Ferrari stated that the tree is uprooting itself because it is an older tree and is seeking nourishment, and this doesn't make the tree unhealthy. She stated that they should not be cutting down 150 year old trees just because they are lifting up the sidewalk. She also stated that the tree is not close enough to the house in the picture to be detrimental to the house in any way. She stated that she is not for taking down this tree. Mary Pat Musselman asked if the tree interfered with the plan to construct a house on the property. Mr. Bienes stated that the house would be set back further. He also stated that he didn't know what type of tree it is.

Judi Hickson made the following motion: I move that the Historic Preservation Commission deny a Certificate of Appropriateness to Jerry and Nancy Bienes to remove a tree located on the south west corner of the property located at 322 East Water Street. This motion is based on the following findings of fact: the application is congruous with the Historic Preservation Commission Design Guidelines, specifically Section 4.1 Landscaping, however it is a very old tree and if it does not specifically implead their designs the tree should be saved and an arborist should look at the tree. Monica Ferrari seconded the motion. All voted in favor and the motion carried.

2. A request has been made by Mr. Glenn Simpson for a Certificate of Appropriateness to remove two sweet bay magnolia trees located in the front yard of the property at 322 East Main Street. The trees are encroaching on the roof of the house and power lines.

Glenn Simpson came forward and was sworn in. Mr. Simpson stated that he provided the Commission with an email from Wayne Woolard the he received on April 1<sup>st</sup> which gives some additional information that he was unaware of when he made his original request. Mr. Simpson stated that the Magnolias are beautiful and gorgeous but they are 50/60 feet high and they are beginning to destroy part of his fence around his 126 year old home built in 1890. Mr. Simpson stated that the trees are also starting to push toward the foundation on his home. He stated that the tree near the carport has also started to break up the concreted driveway. Mr. Simpson then referred to the letter from Mr. Woolard and his analysis of the trees. He stated that he does not want the trees to fall into the street or to fall and damage any historic structure or property.

Monica Ferrari asked if it was just two trees. Mr. Simpson stated that it would be three trees according to the recommendation from Wayne Woolard. Mr. Simpson stated that he is asking to remove all three trees. His original request was two, but based upon Wayne Woolard's findings he would like to include the third tree. Mr. Simpson stated

that they will be replacing the trees with three shade trees and are open to suggestions from the Commission on what type of tree.

Mary Pat Musselman stated that once again it is very unfortunate that they are looking at these beautiful trees coming down. Ed Hodges then gave a brief history on the trees from his perspective, being that he grew up across the street from this property. He explained that the trees are much older than the fence. He stated that the trees have been there longer than he has been alive and he feels it is a terrible shame to cut these trees down. Monica Ferrari stated that she did go look at the trees and she has to agree with Mr. Simpson. As much as she hates to cut down old trees, the two trees in the front are too close to the foundation of his house. She stated that she did not feel this was the case for the tree in the back. She stated that personally she would not want that large of a root system to that close to her house. Ms. Ferrari then talked about what the trees should be replaced with and presented Mr. Simpson with a list of appropriate replacement trees to consider. Mark Everett stated that he too hates to see old trees come down, but in this case there is obviously some current damage happening to the foundation of the structure and the Commission is here also to protect historic structures. He stated that he would hate to see further damage to that structure due to the trees. Mr. Everett encouraged the owner to work with his arborist and replace the trees with something appropriate. Judi Hickson stated that she agreed. She stated that when the trees were planted they were much smaller and they were beautiful. Ms. Hickson stated that over the years these trees unfortunately outgrow the space in which they are supposed to be confined and they come to the unfortunate conclusion that they have to come down. She stated that she felt that the house is more important than the trees and as much as she hates it she feels at least the two should come down. Mr. William Kenner stated that he appreciated the letter from Mr. Wayne Woolard explaining the future use of a barrier to protect the house and making the Commission aware of this technology.

Monica Ferrari made the following motion: I move that the Historic Preservation Commission grant a Certificate of Appropriateness to Glenn and Kathleen Simpson to remove two sweet bay magnolia trees located in the front yard of the property located at 322 East Main Street. This motion is based on the following findings of fact: the application is congruous with the Historic Preservation Commission Design Guidelines, specifically Section 4.1 Landscaping. I further move that the Historic Preservation Commission place the following conditions on the approval: that Mr. Simpson not go with the recommendation to replace them with two live oaks, but refer to the presented list of suggestions and replace each tree. Her motion was seconded by Judi Hickson. The motion passed with a majority vote with Ed Hodges and Mary Pat Musselman voting in opposition.

3. A request has been made by Mr. Jim Wiley, acting as agent for Beacon Street, for a Certificate of Appropriateness to construct a new single family, two-story dwelling on Lot

#17. The home will be consistent and will match single family residences in the development.

Carol Nash represented Beacon Street came forward and presented the request.

Mary Pat Musselman made the following motion: I move that the Historic Preservation Commission grant a Certificate of Appropriateness to Mr. Jim Wiley of Beacon Street Development to construct a new single family dwelling on the property located at Lot #17 Moss Landing. This motion is based on the following findings of fact: the application is congruous with the Historic Preservation Commission Design Guidelines, specifically Chapter 5.0 New Construction Section 5.2 Residential Construction. Her motion was seconded by Mark Everett. All voted in favor and the motion carried.

### **B. Minor Works**

1. A request has been made and approved by staff for a Certificate of Appropriateness for the owner of 143 North Market Street to repair the roof on the property.
2. A request has been made and approved by staff for a Certificate of Appropriateness for the owner of 756 West Second Street to repair and replace rot on the porch, siding, and eaves of the property.
3. A request has been made and approved by staff for a Certificate of Appropriateness for the owner of 418 East Second Street to place a garden shed in the rear yard of the property, behind a fence.
4. A request has been made and approved by staff for a Certificate of Appropriateness for the owner of 307 East Second Street to place a garden shed in the rear yard of the property, behind a fence.
5. A request has been made and approved by staff for a Certificate of Appropriateness for the owner of 247 East Second Street to repair and replace the rotten sills, down-posts, and siding of the property using like materials.
6. A request has been made and approved by staff for a Certificate of Appropriateness for the owner of 731 West Main Street to install a 2'x2' sign on a lamp post in the front yard of the property.
7. A request has been made and approved by staff for a Certificate of Appropriateness for the owner of 731 West Main Street to remove a dead tree in the front yard of the property. The owner will be planting multiple large trees on the property within the year.
8. A request has been made and approved by staff for a Certificate of Appropriateness for the owner of 730 West Main Street to repair and replace the rotten posts and railings on the front porch of the property using like materials.
9. A request has been made and approved by staff for a Certificate of Appropriateness for the owner of 113 Harvey Street to replace shingles on the roof of the property using like materials.
10. A request has been made and approved by staff for a Certificate of Appropriateness for the owner of 742 West Main Street to install gravel over the current dirt driveway on the property.

11. A request has been made and approved by staff for a Certificate of Appropriateness for the owner of the Corner of Bonner and Third Street to repair and replace the roof and broken windows of the commercial building on the property using like materials.

Mark Everett made a motion to accept all the minor works. Judi Hickson seconded the motion. All voted in favor.

## **VI. Other Business**

### **1. Scott Campbell: Supporting the Demolition by Neglect Ordinance**

Scott Campbell came forward and spoke about the Demolition by Neglect Ordinance and its importance to the historic district. He also spoke about how the district is being pulled down by homeowners who are not taking care of their properties. He also recommended that staff hold a workshop for the Commission to explain to them the process and what the role of the Commission is pertaining to the Demolition by Neglect Ordinance. He also spoke about civil penalties for property owners who ignore letters and hearings. Mr. Campbell asked the Commission to lobby City Council to make the Demolition by Neglect Ordinance a priority.

Rebecca Clark came forward to address the Commission. Ms. Clark stated that she was there to discuss the fence that was illegally put up at 331 E Main Street over the weekend. Ms. Clark stated that the home owner was denied a fence two or three years ago. Ms. Clark stated that there needs to be some kind of reprimand and this should not be allowed to happen. She stated that when a homeowner violates a current regulation there needs to be consequences. Ms. Clark stated that they are at a critical juncture and they need to do something about this type of circumstance. She stated that the fence should be taken down. She asked the Commission to make sure there is some kind of repercussion when something like this happens.

John Rodman explained the process that must be followed in this case and what staff has done in this matter. He explained that staff has contacted the property and informed her of what must be done. He explained that there is a process that must be followed and answered questions from the Commission about the process. The Commission expressed their frustrations with the process. The Commission also discussed a fence put up by the new Church located on 2<sup>nd</sup> Street. Mr. Rodman explained that the property the Church was built on is not located in the historic district. Ed Hodges stated that if the church property is not in the historic district, they have no control over it. Mr. Hodges then stated that they will do everything they can to remedy the fence situation at 331 E Main Street. Mr. Rodman stated that he would contact the attorney and see how to proceed. He again explained the importance of due process.

William Kenner spoke about the Demolition by Neglect ordinance and some of the loop holes that homeowners find in the ordinance. He stated that they must work with Council to change some of the wording in the ordinance to strengthen it.

## 2. Demolition by Neglect Ordinance: Residential Inventory

Emily Rebert came forward and presented the current residential inventory they have for the Demolition by Neglect project. She asked the Commission to review the list. William Kenner asked if she could go by and look at the property at 718 E Main Street.

## 3. Demolition by Neglect Ordinance: Property Status

Ms. Rebert updated the Commission on the properties that have been notified and the three properties being notified this month. Ms. Rebert then answered questions from the Commission about the process and the time frame on some of the properties. Ms. Rebert stated that some of these homes have fallen into such disrepair that it is overwhelming so they must be broken down into small projects. She explained that these homes will not be fixed overnight but they must continue on a progressive path. William Kenner spoke about a group getting together and volunteering their services to help some of these homeowners. Ms. Rebert spoke about establishing a revolving fund.

## **VII. Approval of Minutes – March 1, 2016**

Judi Hickson made a motion to approve the March 1<sup>st</sup> minutes. Mary Pat Musselman seconded the motion. All voted in favor and the motion carried.

## **VIII. Adjourn**

There being no other business Judi Hickson made a motion to adjourn. Her motion was seconded by Mark Everett. All voted in favor.