

WASHINGTON HISTORIC PRESERVATION COMMISSION

Regular Scheduled Meeting - Agenda

Tuesday September 3, 2013

7:00 PM

- I. **Opening of the meeting**
- II. **Invocation**
- III. **Roll call**

- IV. **Old Business**
Demolition of 312 Water Street

- V. **Major Works, Certificate of Appropriateness**
 - A. **Major Works**
 1. A request has been made by Sloan Family Venture, LLC to install 3 "goose neck" or barn lights on the southwest façade of the building located at 245 W. Main Street (overlooking parking lot and Stewart Parkway).
 2. A request has been made by Mary Alice King to have a dying tree removed from the front yard of the property located at 115 N. Academy Street.
 3. A request has been made by Mr. William Kenner to remove secondary front door and return it to a window configuration, replace second floor windows with new wooden windows, remove existing roof and replace with new standing seam metal roof and install half round gutters on the property located at 720 E. Main Street.
 - B. **Minor Works**
 1. A request has been made and approved by staff for an Emergency Certificate of Appropriateness to remove the tree located in front of 234 E. Main Street. The tree split down the middle and fell on two houses.
 2. An application for Grant Funding under the Downtown Façade Improvement Grant Program has been made by Betty Steward for work completed on the property located at 121 N. Market Street. Work includes awnings, wood replacement and sidewalk repair. Staff has approved this request of \$2,000.
 3. An application for Grant Funding under the Downtown Façade Improvement Grant Program has been made by William Page for work on the property located at 149 N. Market Street. Work includes replacement of windows, replacement of tile work and wood repair. Staff has approved this request of \$2,000.
 4. An application for Grant Funding under the Downtown Façade Improvement Grant Program has been made by Hood Richardson for work on the property located at 110 W. Main Street. Work includes window repair and paint work. Staff has approved this request of \$1,087.50.
 5. A request has been made and approved by staff for a Certificate of Appropriateness to Mr. Bruce Donald to replace the A/C unit and gas furnace at the property located at 750 West 2nd Street.

6. A request has been made and approved by staff for a Certificate of Appropriateness to Terry Hardison to change out the gas pack at the rear of the house at the property located at 325 North Market Street.
7. A request has been made and approved by staff for a Certificate of Appropriateness to Ms. Margaret Branchaud to construct a handicap ramp off the side of the porch on the property located at 610 West 2nd Street. The ramp will go to the rear of the property.
8. A request has been made and approved by staff for a Certificate of Appropriateness to Mr. and Mrs. Andy Olsen to replace the A/C unit on the property located at 245 East 2nd Street.
9. A request has been made and approved by staff for a Certificate of Appropriateness to Mr. Jeffery Bennett to replace the A/C unit of the property at 751 West 2nd Street.

VII. Other Business

1. Election of New Officers
2. Demolition by Neglect Sub-Committee, 5 letters sent to property owners
3. Demolition by Neglect of 210 E. 2nd Street, update
4. Design Guidelines Sub-Committee
5. Cell Tower Construction Notice
6. Preservation North Carolina Conference, October 2-4, Edenton

VII. Approval of Minutes – August 6, 2013

VIII. Adjourn

OLD BUSINESS

312 Water Street Demolition

REQUEST FOR COMMISSION ACTION

To: Historic Preservation Commission

From: Jennifer Brennan, Planning & Development

Re: The City of Washington has submitted a Notice of Intent to Demolish the property located at 312 Water Street.

A request has been made by the City of Washington for a Certificate of Appropriateness to demolish the property located at 312 Water Street.

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 the City of Washington to allow for the demolition of the property located at 312 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 6.0 Demolition and Relocation.**

Or

I move that the Historic Preservation Commission **grant a Certificate of Appropriateness to the City of Washington to allow for the demolition of the property located at 312 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 6.0 Demolition and Relocation.** 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 the City of Washington to allow the demolition of the property located at 312 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 4.0 Streetscape and Site Design.**

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: 312 Water Street

Historic Property/Name (if applicable): _____

Owner's Name: William Henry Jr.

Lot Size: _____ feet by _____ feet.
(width) (depth)

Brief Description of Work to be Done:

Demolition of the house at 312 Water Street
due to neglect.

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)
ACTION	
<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)

Jennifer Brennan
(Name of Applicant - type or print)
City of Washington
(Mailing Address) (Zip Code)
713113
(Date) (Daytime Phone Number)
J Brennan
(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.

City of Washington
Washington Historic Preservation Commission
Notice of Intent to Demolish

The undersigned do petition the Historic Preservation Commission for a Certificate of Historic District Appropriateness for the demolition of the structure (s) at 312 Water Street.

Type of structure- single family residence.

The notice of intent to demolish will be received and reviewed by the Historic Preservation Commission at their next regular meeting.

7/31/13
Date

J. R. [Signature]
Signed

Historic Preservation Action taken: _____

Date taken

Authorizing Official

113 South Harvey Street
Washington, NC 27889
13th August 2013

John Rodman
City of Washington Planning Office
City Hall
Washington, NC 27889

Dear John,

At the City Council meeting last night, the Mayor, with the support of the Council, stated that Demolition by neglect matters should be specifically referred to the City Council by the Historic Preservation Commission, so that the Council could take action.

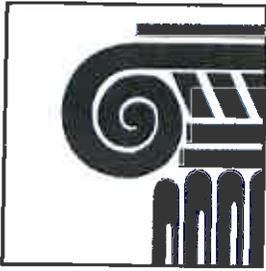
Given that we have a very pressing matter of a circa 1880 house identified as a contributing structure to the Historic District that is under threat of Condemnation by the city, and subsequent destruction. located at 312 Water Street, I am requesting that this issue be put on the agenda for action at the next meeting of the Commission. We do not have time to lose on this house. I am requesting that a motion be prepared, asking the City Council to use the tools in the Demolition by Neglect ordinance to either 1) expend funds (which would be a lien on the property) to stabilize the house or 2) immediately impose maximum demolition by neglect fines on its owner until he stabilizes the house. We should also ask the City Council to rescind its Condemnation proceeding on this house.

Sincerely,



Victoria Rolinsky-Rader

cc: City Manager



CITY OF WASHINGTON

DOWNTOWN DEVELOPMENT □ HISTORIC PRESERVATION

Subject: Certificate of Appropriateness – 312 Water 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 City of Washington for a Notice of Intent To Demolish for the property located at 312 Water Street.

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 September 3, 2013

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,

Jennifer Brennan
Community Development Planner
252-946-0897
jbrennan@washingtontnc.gov

Adjoining Property Owners: 312 Water Street

- **Charlotte Mason**
119 S. Harvey Street
Washington, NC 27889
- **Maurice Bridgeman**
204 Yukon Street
Hampton, VA 23663
- **Dorothy Wheeler**
512 Hickory Woods Way
Antioch, TN 37013
- **Margaret Howdy**
326 Water Street
Washington, NC 27889
- **Aulander Crisp**
122 S. Academy Street
Washington, NC 27889
- **Litchfield Holdings**
135 Harbor Rd.
Washington, NC 27889
- **Mary Elizabeth Haubenreiser**
118 S. Academy Street
Washington, NC 27889
- **Crystal Phillips**
331 E. Main Street
Washington, NC 27889
- **Henry Carter**
325 E. Main Street
Washington, NC 27889
- **Annette Jefferson**
323 E. Main Street
Washington, NC 27889

- Rachel Cahoon
1149A Nicklous Dr.
Greenville, NC 27834
- Laura Darre
316 Riverside Dr.
Washington, NC 27889
- Joseph Wooten
221 Lake Rd.
Greenville, NC 27834
- Betty Jane Green
307 E. Main Street
Washington, NC 27889
- Robert Mudd
PO Box 26
Pomfret, MD 20675
- Steven Rader
113 S. Harvey Street
Washington, NC 27889
- Dianna Aideuis
122 S. Harvey Street
Washington, NC 27889
- Arthur Tyndall
110 S. Harvey Street
Washington, NC 27889
- Helen Myers
243 E. Main Street
Washington, NC 27889
- Richard Hodges
1537 Craig Street
Greenville, NC 27834

- **Anna Maria Investments**
122 S. Academy Street
Washington, NC 27889
- **William Toler**
224 E. Water Street
Washington, NC 27889

MAJOR WORKS

.

.

.

Sloan Family Ventures, LLC
To Install Goose Neck Lights on the
Southwestern Façade of
245 W. Main Street

REQUEST FOR COMMISSION ACTION

To: Historic Preservation Commission

From: Jennifer Brennan, Planning & Development

Re: Sloan Family Ventures LLC has submitted a request to install 3 “goose neck” or barn lights on the southwest façade of the building located at 245 W. Main Street.

A request has been made by Sloan Family Ventures for a Certificate of Appropriateness to install 3 “goose neck” or barn lights on the property located at 245 W. Main Street. The lights will be located on the southwest façade of the building, overlooking Stewart Parkway.

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 Sloan Family Ventures, LLC to install 3 goose neck or barn lights on the property located at 245 W. Main Street. The lights are to be placed on the southwestern façade of the building overlooking Stewart Parkway.** 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 Streetscape and Site Design.**

Or

I move that the Historic Preservation Commission **grant a Certificate of Appropriateness to Sloan Family Ventures, LLC to install 3 goose neck or barn lights on the property located at 245 W. Main Street. The lights are to be placed on the southwestern façade of the building overlooking Stewart Parkway.** 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 Streetscape and Site Design.** 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 Sloan Family Ventures, LLC to install 3 goose neck or barn lights on the property located at 245 W. Main Street. The lights are to be placed on the southwestern façade of the building overlooking Stewart Parkway.** 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 Streetscape and Site Design.**

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: 245 W. MAIN ST., WASHINGTON NC 27889

Historic Property/Name (if applicable):

Owner's Name: SLOAN FAMILY VENTURES, LLC

Lot Size: _____ feet by _____ feet.
(width) (depth)

Brief Description of Work to be Done:

INSTALLATION OF 3 "GOOSENECK" OR BARN LIGHTS
TO BE INSTALLED ON THE S/W FACADE (OVERLOOKING
PARKING LOT) ON STEWART PARKWAY, P

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.

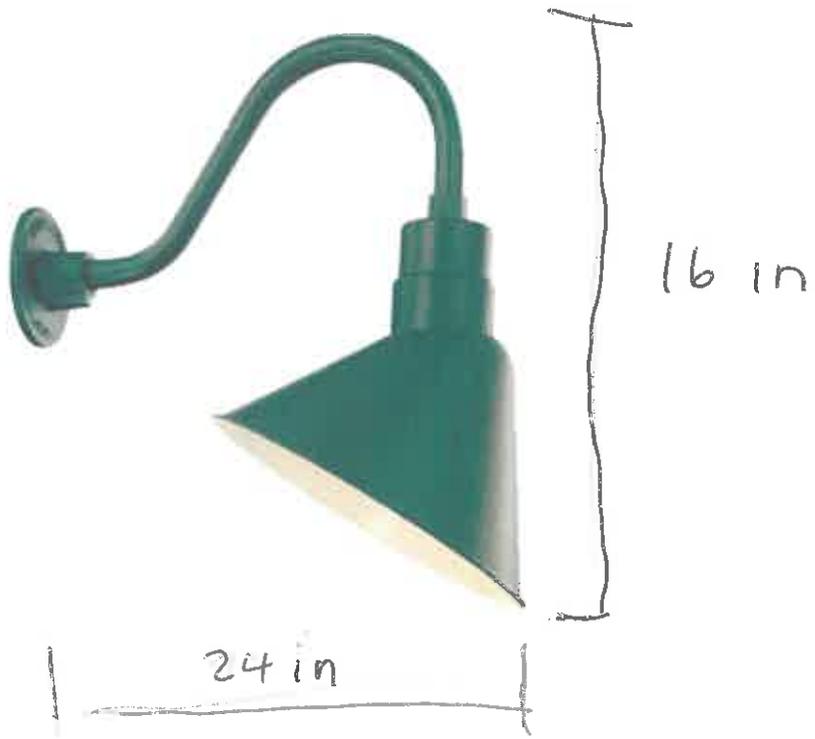
Office Use Only	
(Date Received)	(Initials)
ACTION	
<input type="radio"/> Approved	_____
<input type="radio"/> Approved with Conditions	_____
<input type="radio"/> Denied	_____
<input type="radio"/> Withdrawn	_____
<input type="radio"/> Staff Approval	_____
(Date)	(Authorized Signature)

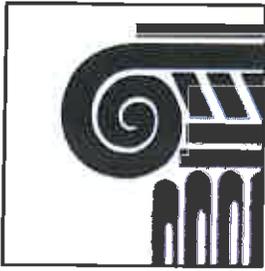
SLOAN FAMILY VENTURES LLC
(Name of Applicant - type or print)
P.O. Box 1847
(Mailing Address) (Zip Code)
8-13-13 252 945 7704
(Date) (Daytime Phone Number)
[Signature]
(Signature of Applicant)

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.





CITY OF WASHINGTON

DOWNTOWN DEVELOPMENT □ HISTORIC PRESERVATION

Subject: Certificate of Appropriateness – 245 West 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 Thomas Sloan to install 3 Gooseneck or Barn Lights on the southwest façade of the building located at 245 W. Main Street.

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 September 3, 2013

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,

Jennifer Brennan
Community Development Planner
252-946-0897
jbrennan@washingtonnc.gov

Adjoining Property Owners: 245 W. Main Street

- Fortescue Investment Group
444 Stewart Parkway
Washington, NC 27889
- Strong Shields Properties
444 Stewart Parkway
Washington, NC 27889
- PGML LLC
107 Island Lane
Washington, NC 27889
- Randall Walker
PO Box 2632
Washington, NC 27889
- David Williams
PO Box 2165
Washington, NC 27889
- Randy Cantrell
258 W. Main Street
Washington, NC 27889
- Gary Wilson
PO Box 1865
Washington, NC 27889
- Norman Manning
PO Box 2611
Washington, NC 27889
- Wallace Smith
2283 Old New Bern Rd.
Chocowinity, NC 27817
- MBA Holdings
234 W. Main Street
Washington, NC 27889

- **Murray Lynch**
PO Box 1887
Washington, NC 27889
- **William Oden Jr. Trust Executor**
PO Box 190
Washington, NC 27889
- **Marie Tomasolo**
107 Island Lane
Washington, NC 27889
- **Wolf Enterprises**
19245 Fishburne Dr.
Spring Hill, FL. 34610
- **Melton Everett**
231 E. Main Street
Washington, NC 27889
- **Rodney Schmitt**
202 W. Main Street
Washington, NC 27889

Mary Alice King

To Remove a Dying Tree from the Property

Located at 115 N. Academy Street

REQUEST FOR COMMISSION ACTION

To: Historic Preservation Commission

From: Jennifer Brennan, Planning & Development

Re: Mary Alice King has submitted a request to remove a dying tree from the front yard of the property located at 115 N. Academy Street.

A request has been made by Mary Alice King for a Certificate of Appropriateness to remove a dying tree from the front yard of the property located at 115 N. Academy Street.

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 Mary Alice King to allow the removal of the tree located in the front yard of the property located 115 N. Academy Street.** This motion is based on the following findings of fact: the application is congruous with the Historic Preservation Commission Design Guidelines, specifically **Section 4.0 Streetscape and Site Design.**

Or

I move that the Historic Preservation Commission **grant a Certificate of Appropriateness to Mary Alice King to allow the removal of the tree located in the front yard of the property located 115 N. Academy Street.** This motion is based on the following findings of fact: the application is congruous with the Historic Preservation Commission Design Guidelines, specifically **Section 4.0 Streetscape and Site Design.** 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 Mary Alice King to allow the removal of the tree located in the front yard of the property located 115 N. Academy Street.** This motion is based on the following findings of fact: the application is congruous with the Historic Preservation Commission Design Guidelines, specifically **Section 4.0 Streetscape and Site Design.**

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: 115 1/2 Academy Street

Historic Property/Name (if applicable):

Owner's Name: Mary Alice King

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

Brief Description of Work to be Done:
Stave dying tree removed - front yard.

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) ACTION (Initials)
Approved
Approved with Conditions
Denied
Withdrawn
Staff Approval
(Date) (Authorized Signature)

MARY ALICE KING
(Name of Applicant - type or print)
115 1/2 Academy St, 27889
(Mailing Address) (Zip Code)
Washington, N.C.
8/15/13 975-1031
(Date) (Daytime Phone Number)
Mary Alice King
(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.

Wayne's Tree Service
122 Catnip Pt.
Bath, N.C. 27808

252-923-3016-Office
252-943-7082-Cell

To Mary Alice King Date 8/4/2013

Address 115 N. Academy St.

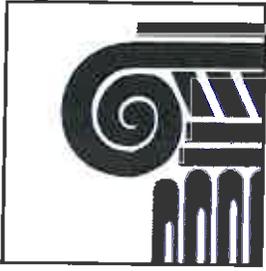
City Washington, NC

Maple tree removal due to excessive crown dieback, main stem rot and root collar dieback. This tree is an immediate hazard to pedestrians as well as vehicular traffic on the street.	
Wayne Dodard	
943-7082	

Terms: Cash Upon Completion of Job







CITY OF WASHINGTON

DOWNTOWN DEVELOPMENT □ HISTORIC PRESERVATION

Subject: Certificate of Appropriateness – 115 N. Acadamey 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 Mrs. Mary Alice King to remove a large tree from the front yard of her house.

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 September 3, 2013

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,

Jennifer Brennan
Community Development Planner
252-946-0897
jbrennan@washingtontnc.gov

Adjoining Property Owners: 115 N. Academy Street

- **First Christian Church of God
401 E. 2nd Street
Washington, NC 27889**
- **Virginia Finnerty
400 E. Main Street
Washington, NC 27889**
- **Doris Schneider
323 East 2nd Street
Washington, NC 27889**
- **James Prichard
120 N. Academy Street
Washington, NC 27889**
- **First Baptist Church
113 N. Harvey Street
Washington, NC 27889**
- **Glenn Simpson
322 East Main Street
Washington, NC 27889**
- **IBX Development
1589 W. 5th Street
Washington, NC 27889**
- **Crystal Phillips
331 E. Main Street
Washington, NC 27889**
- **Henry Carter
325 E. Main Street
Washington, NC 27889**
- **Annette Jefferson
323 E. Main Street
Washington, NC 27889**

William Kenner

**To Remove the Secondary Front Entrance
and Return to Window Configuration,
Replace Second Floor Windows with New
Wooden Windows, Replace Existing Roof
with New Standing Seam Metal Roof and
Install Half Round Gutters on the Property
Located at 720 E. Main Street**

REQUEST FOR COMMISSION ACTION

To: Historic Preservation Commission

From: Jennifer Brennan, Planning & Development

Re: William Kenner has submitted a request to remove a secondary front door on the front façade and return it to the historic window configuration, replace second floor windows with new wooden windows, remove the existing roof and replace with new standing seam metal roof and install half round gutters on the property located at 720 E. Main Street.

A request has been made by William Kenner for a Certificate of Appropriateness to remove a secondary front entrance and replace with windows, replace second floor windows with new wooden windows, remove the existing roof and replace it with a new standing seam metal roof and install half round gutters on the property located at 720 E. Main Street.

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 William Kenner to allow for the removal of the secondary front entrance and replace with windows, replace second floor windows with new wood windows, remove the existing roof and replace it with a new standing seam metal roof and install half round gutters on the property located at 720 E. 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 3.0 Changes to Existing Buildings.**

Or

I move that the Historic Preservation Commission **grant a Certificate of Appropriateness to William Kenner to allow for the removal of the secondary front entrance and replace with windows, replace second floor windows with new wood windows, remove the existing roof and replace it with a new standing seam metal roof and install half round gutters on the property located at 720 E. 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 3.0 Changes to Existing Buildings.** 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 *William Kenner to allow for the removal of the secondary front entrance and replace with windows, replace second floor windows with new wood windows, remove the existing roof and replace it with a new standing seam metal roof and install half round gutters on the property located at 720 E. 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 3.0 Changes to Existing Buildings.**

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: 720 EAST MAIN ST.

Historic Property/Name (if applicable): _____

Owner's Name: WILLIAM KENNER.

Lot Size: X _____ feet by X _____ feet.
(width) (depth)

Brief Description of Work to be Done:

* RESTORE FRONT ELEV. TO ORIGINAL. REPLACE 2ND FRONT DOOR W/ EXIST. HISTORIC WOOD WINDOW TO MATCH HOUSE STYLE.
* REPLACE 2ND FLOOR WINDOWS W/ NEW WOOD WINDOWS.
* REPLACE EXIST HOUSE TIN + SHINGLE ROOF W/ NEW METAL ROOF - STANDING SEAM, NO EXPOSED FASTENERS - SILVER GUTTER 1/2 ROUND 5 INCH OR 6 INCH

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)
ACTION	
<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)

WILLIAM KENNER.
(Name of Applicant - type or print)

WEST 2ND ST. 27889
(Mailing Address) (Zip Code)

X 08/23/2013
(Date) (Daytime Phone Number)

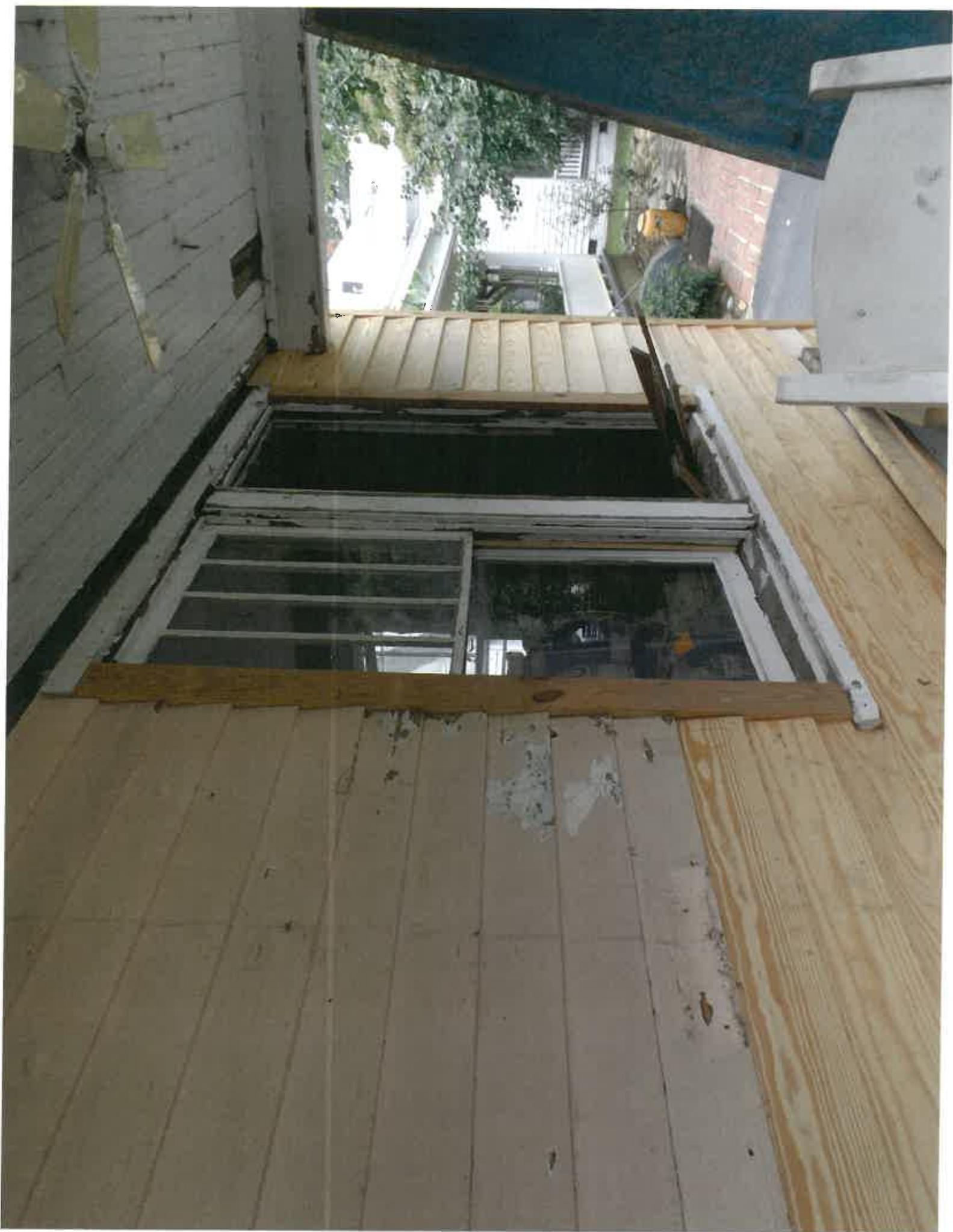
X [Signature]
(Signature of Applicant)

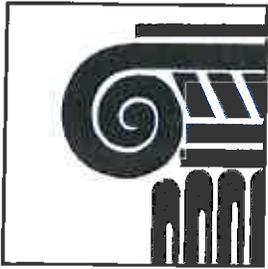
Upon being signed and dated below by the Planning Department or designee, this application becomes a Minor Works Certificate of Appropriateness. It is valid until _____. Issuance of a Minor Works Certificate shall not relieve the applicant, contractor, tenant, or property owner from obtaining any other 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.







CITY OF WASHINGTON

DOWNTOWN DEVELOPMENT □ HISTORIC PRESERVATION

Subject: Certificate of Appropriateness – 720 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 Mr. Kenner, your property is located within 100 feet of the above referenced property.

Mr. Kenner requests to remove the secondary front door on the front façade and return it to a window configuration, replace the second floor windows with new wood windows, replace the existing roof with a new standing seam metal roof and install half round gutters on the property located at 720 East Main Street.

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 September 3, 2013

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 cursive script that reads "Jennifer Brennan".

Jennifer Brennan

Community Development Planner

252-946-0897

jbrennan@washingtontnc.gov



Your Roof. For Life.™

ADVANTAGE-LOK®



Description

Standing seam roofing panels have been used on traditional and contemporary homes for more than a century. Their clean, graceful lines have been an enduring favorite on a wide range of architecture. Advantage-Lok is a premium standing seam panel that is designed for distinctive, high-end looks. It's popular in up-scale residential and commercial applications. Advantage-Lok panels snap securely together with completely concealed fasteners for maximum wind and weather resistance.

Gauges

- 26, 24

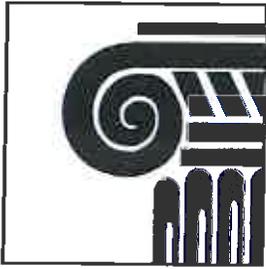
Finish Options

- 24 ga panels use PVDF (Kynar) paints
- 26 ga panels use Siliconized Modified Polyester paints
- Energy Star Certified Colors available
- Unpainted Galvalume®

Approvals and Certifications

- Metal Construction Association Certified
- Miami-Dade Approved for Wind Uplift
- Florida Building Code Approved
- Energy Star Certified
- Texas Department of Insurance Approved
- Highest UL Ratings for Wind Uplift, Fire and Impact Resistance





CITY OF WASHINGTON

DOWNTOWN DEVELOPMENT □ HISTORIC PRESERVATION

Subject: Certificate of Appropriateness – 720 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 Mr. Kenner, your property is located within 100 feet of the above referenced property.

Mr. Kenner requests to remove the secondary front door on the front façade and return it to a window configuration, replace the second floor windows with new wood windows, replace the existing roof with a new standing seam metal roof and install half round gutters on the property located at 720 East Main Street.

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 September 3, 2013

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,

Jennifer Brennan
Community Development Planner
252-946-0897
jbrennan@washingtongov.com

Adjoining Property Owners: 720 East Main Street

- **John and Sandra Harvey**
8714 Cypress Club Dr.
Raleigh, NC 27615
- **Douglas and Diane Wright**
728 East Main Street
Washington, NC 27889
- **Hugh and Sylvia Sterling**
718 East Main Street
Washington, NC 27889
- **Lisa Clark**
102 James Court
Chocowinity, NC 27817
- **Eugene Fellenger and Laura Frye**
712 East Main Street
Washington, NC 27889
- **Kenneth and Paula Tisdale**
704 East Main Street
Washington, NC 27889
- **James and Cheryl Peavyhouse**
517 Boulevard SE
Atlanta, GA 30312
- **Don Crawford**
236 Huntington Ave., Suite 318
Boston, MA 02115
- **Moira and Stephen Laughlin**
1227 Surf Ave
Pacific Grove, CA 93950
- **Stephen and Rachel Smith**
1313 College Place
Raleigh, NC 27605

- **Sam Carty**
c/o Peggy Farrell
150 Lowtide Lane
Bath, NC 27808
- **Constance Howard**
137 East Main Street
Washington, NC 27889

MINUTES

WASHINGTON HISTORIC PRESERVATION COMMISSION
Regular Scheduled Meeting – Minutes
Tuesday August 6, 2013
7:00 PM

Members Present

Geraldine McKinley Jerry Creech
Seth Shoneman Ed Hodges
Victoria Rader

Members Absent

Judi Hickson
Picott Harrington

Others Present

John Rodman, Director
Jennifer Brennan, Community Development Planner
Jessica Selby, Administrative Support

I. Opening of the meeting

The Chairman called the meeting to order.

II. Invocation

A moment of silent prayer was taken.

III. Roll Call

A silent roll call was taken by staff.

IV. Old Business

1. Demolition of 312 Water Street

John Rodman came forward and asked the Commission to continue the item due to the fact that adjacent property owners were not properly notified. Mr. Rodman explained that asking for demolition does not mean the house is going to come down. He explained that this is just another step in the process as they move along and try to figure out what they are going to do with this particular property. He informed the Commission that they have cleaned up some of the nuisance items on the property, including the old outbuilding. Mr. Rodman stated that he believed there were some people present in the audience who wished to speak on the matter.

The Chairman opened the floor.

Dee Congleton came forward. She stated that her only concern was that they wait so long in terms of dealing with homes in the historic district. She spoke about the number of years that this house has been in need of attention and the bad shape that this house is currently in. She explained that when she went into the house six years ago the house was doable and there were a couple of parties interested in buying the property. However, Mr. Henry would not sell. She stated that she felt there should have been some kind of lean or fines imposed on Mr. Henry. She stated that it concerns her that they let these historic homes get in such bad shape and then tear them down.

Steve Rader came forward. He stated that he agreed that the item needed to be continued and the adjoining property owners should be notified. He explained that he would like to echo what Ms. Congleton had to say to some degree. He stated that the house is not in as bad a condition that it cannot be restored. Mr. Rader elaborated on the condition of the house. He stated that it is still savable. He then spoke about a number of people who are interested in buying the house to restore it. Mr. Rader stated that fines are in the demolition by neglect ordinance and he feels this is a perfect case to impose those fines. He explained that leans could be placed on the property and spoke about other ways the house could be taken from the owner. Mr. Rader stated that he felt the Commission should consider formally requesting the City Council to move not on demolition of the house, but on the demolition by neglect fines. He stated that this would be the perfect case of a poster child for future neglect cases.

Karen Tripp came forward. She stated that she came in front of the Commission almost 3 years ago with concerns about this house and nothing happened. Ms. Tripp asked who was responsible for the house. Mr. Rodman stated that Mr. Henry still owns the property and is still responsible for the upkeep of the house. He explained that if the City wants to do anything to the house then they have to send notification to Mr. Henry. Mr. Rodman then explained the notification process. Ms. Tripp stated that something needs to be done about the houses in the district that are falling into disrepair. She stated that she is in favor of saving this house.

Ed Hodges asked if Mr. Henry was being charged for nuisance repairs that the City is doing. Mr. Rodman explained that Mr. Henry is billed for the cost of nuisance repairs by the City and of course those invoices that been returned. He explained that the cost becomes a lean on the property. Mr. Rodman informed the Commission that there are currently leans on the property and those leans must be satisfied better the property can be sold. Mr. Creech asked if Mr. Henry owned any other property. Mr. Rodman explained that Mr. Henry does own a vacant lot that also had a house on it at one time, which the City tried to encourage him to repair but had to end up taking the house down. Mr. Rodman stated that Mr. Henry had two historic homes that he let fall into disrepair. He explained that Chocowinity has had the same issues with Mr. Henry and some of his property that he owns in their jurisdiction. Mr. Rodman stated that Mr. Henry inherited this property from his uncle. Mr. Rodman elaborated more of the history the

City has with Mr. Henry and the City's process of notifying property owners. He explained that the City would like the house saved also, they are just trying to move along in the process. The Commission and Mr. Rodman discussed the matter further.

Victoria Rader made a motion to continue the item to next month so that adjoining property owners can be notified. Ed Hodges seconded the motion. All voted in favor and the motion carried.

V. Major Works, Certificate of Appropriateness

A. Major Works

1. A request has been made by the City of Washington to remove a 40 inch willow tree from the property located at 506 East Main Street. The tree has several large cavities in the limbs which are located above the house on East Main Street. Additionally limbs must be removed from the sycamore tree that is located in front of 702 East Main Street. These limbs are hanging over two houses and may cause damage to the houses.

Jennifer Brennan came forward to address to Commission. She explained that the tree at 506 East Main Street is a very large tree and the City did have some one look at the tree. It was determined that the tree is pretty far gone and potentially with the next storm or hurricane could do damage to that house. She stated that the tree is also tearing up the sidewalk and street. Ms. Brennan then explained that the limbs at 702 East Main Street may cause significant damage to two houses if a storm or hurricane causes them to fall. Seth Shoneman asked if once the tree at 506 East Main is removed will the stump be grounded down. Mr. Rodman explained that the stump will be removed and staff plans to work with the property owner to plant a more appropriate tree to replace the one being taken down.

The Chairman opened the floor.

The property owner of 506 East Main, Mark Henley, stated that he hated to see the tree go, but it needs to come down. He stated that he would work with the City to replace the tree.

Ed Hodges made the following motion: "I move that the Historic Preservation grant a Certificate of Appropriateness to The City of Washington to remove the tree located in front of 506 East Main Street as well as remove several limbs from the tree located in front of 706 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 4.0 Streetscape and Site Design.**" His motion was seconded by Victoria Rader. 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 to Mr. Dallas Congleton to change out the heating and air conditioning unit on the property located at 210 East Water Street. The new unit will be located in the same spot on the property.
2. A request has been made and approved by staff for a Certificate of Appropriateness to Angie Shiflett to install a sign above the awning on the building located at 141 N. Market Street. The sign is 3 feet by 7 feet.
3. A request has been made and approved by staff for a Certificate of Appropriateness to Mr. Fred Roberson to change out the gas pack on the side of the property located at 233 E 3rd Street.
4. A request has been made and approved by staff for a Certificate of Appropriateness to Mr. Allen Mobley for a new condenser to replace the existing unit at the same location on the property located at 301 E 2nd Street.
5. A request has been made and approved by staff for a Certificate of Appropriateness to Mr. Ford Freeman to replace shingles on the back portion of the house and repair any deteriorated material in kind on the property located at 247 E 2nd Street.
6. A request has been made and approved by staff for a Certificate of Appropriateness to Mr. Jeff Bennett to change out the HVAC system for the property located at 751 W 2nd Street.
7. A request has been made and approved by staff for a Certificate of Appropriateness to Mr. Michael Messner to install a tankless water heater at the back of the house located at 428 E Main Street.
8. A request has been made and approved by staff for a Certificate of Appropriateness to Mr. Art Tyndall to change out the HVAC unit on the property located at 110 S. Harvey Street.
9. A request for construction of a façade grant has been made by Angie Shiflett for \$760 for the painting of the building located at 141 N Market Street. This request has been approved by staff.

Ed Hodges made a motion to approve all minor works. His motion was seconded by Victoria Rader. All voted in favor and the motion carried.

VI. Other Business

1. Election of New Officers

Victoria Rader made a motion to continue this item to next month. Her motion was seconded by Ed Hodges. All voted in favor and the motion carried.

2. Update on Demolition by Neglect Sub Committee

Jennifer came forward and updated the Commission on the Committee's progress. She explained that the demolition by neglect item was not included in the Committee of a Whole's agenda last month due to the agenda being full. She explained the direction that she would like to go with the project. She stated that she would like to make it a broader topic. She stated that the demolition by neglect subcommittee is extremely important and should continue,

however she feels they also need to develop a preservation plan for the district. She explained that the subcommittee is a portion of that plan that should continue to move forward, but she feels the focus needs to be a range of topics and a range of issues that the City is facing. She stated that she would like to start developing the plan with major stake holders in the City along with the Community and include the demolition by neglect issue within that plan. She explained that she would like to move forward with a comprehensive plan specifically for the historic district. She stated that she wanted to get the Commission's support before she moved on with the plan and enfold the demolition by neglect into a larger topic of conversations to have. The Commission didn't see a problem.

3. Demolition by Neglect of 210 E 2nd Street

Ms. Brennan stated that staff had received some complaints about the neglect of this property. She explained that staff has notified the property owner, who lives in California. She stated that he purchased the house about a year ago and it is currently vacant. She stated that she has been in contact with the owner and he is interested in fixing up the house and doing work on it. She explained that she requested a plan of action for the restoration of the house and he has not been able to provide that yet, so staff is in the process of issuing a formal notice. However staff still plans to work with the property owner to bring the house up to where staff would like to see it. She stated that when she spoke to the property owner he agreed that the goal is forward motion. She explained that this issue would run in line with the request made earlier regarding fines being sent to property owners who neglect their property. Ms. Brennan and the Commission discussed the time limit before fines would be imposed.

4. Preservation North Carolina Conference, October 2-4, Edenton

Ms. Brennan informed the board that the conference would be October 2-4 in Edenton. She stated that it would be great if there was a possibility that members could make that conference. She explained that the City would cover any fees to attend. She elaborated on the information that would be presented.

5. Secretary of the Interior's *Standards for Rehabilitation*

Ms. Brennan stated that she and John discussed providing some training for the members of the Commission. She explained that staff invited the State Historic Foundation to come down, but there was a conflict in scheduling. She explained that in the future staff is going to try and do a little training just to get everyone up to speed. She then presented a power point presentation/training on the Secretary of the Interior's Standards for Rehabilitation.

Jerry Creech asked staff if the Davis family had come back to them with a window sample. Staff stated that they had not heard from them. Mr. Creech asked if a time limit was put on that issue. Mr. Rodman stated that they had 90 days to present something.

VII. Approval of Minutes – July 10, 2013

Ed Hodges made a motion to approve the July 10th minutes. His motion was seconded by Seth Shoneman. All voted in favor and the minutes were approved.

VIII. Adjourn

There being no other business. Victory Rader made a motion to adjourn. Her motion was seconded by Ed Hodges. The meeting was adjourned.



August 29, 2013

RE: 312 Water Street Demolition

Dear Commission Members,

The agenda for the September meeting includes an item for the demolition of the property located at 312 Water Street, under Old Business.

Enclosed, please find a copy of two motions that may be used on this issue. The agenda that was mailed to you earlier this week included a *Request Commission Action* on this item. The two motions that are included may also be used regarding this item.

If you have any questions regarding this matter, please feel free to contact me.

Sincerely,

A handwritten signature in cursive script that reads "Jennifer Brennan". The signature is written in black ink and is positioned above the typed name and title.

Jennifer Brennan

Community Development Planner

252-946-0897

A)

I move that the Historic Preservation Commission requests the City Council to use the tools of the demolition by neglect ordinance with regard to the late 19th century historic house located at 312 Water Street to either 1) use city funds to stabilize the house, which would become a lien on the property, or 2) begin immediate imposition of maximum demolition by neglect fines on the property.

B)

I move the following motion:

Whereas the house located at 312 Water Street is a particularly notable example of late 19th century residential construction, and

Whereas the house located at 312 Water Street is listed as a contributing structure to the Washington Historic District, and

Whereas the house located at 312 Water Street is bordered on three sides by houses of the mid to late 19th century,, and

Whereas loss of the house at 312 Water Street would severely and irreparably harm the streetscape and the historical integrity of the Historic District block in which it is located, and

Whereas multiple people have expressed interest in acquiring and restoring the house located at 312 Water Street, and

Whereas the owner of the house at 312 has for a considerable period of time neglected maintenance and upkeep on it,

Be it therefore resolved that the Historic Preservation Commission requests immediate action by the City Council to either use city funds which would become a lien on the property to stabilize the house Located at 312 Water Street, or in the alternative to begin imposing the maximum daily fine for demolition by neglect.