



**WASHINGTON HISTORIC PRESERVATION  
COMMISSION**

Regular Scheduled Meeting - Agenda  
Tuesday, January 5th, 2016  
7:00 PM

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**I. Opening of the meeting**

**II. Invocation**

**III. Roll call**

**IV. Old Business – Major Works**

1. Fence Guidelines

**V. Certificate of Appropriateness**

**A. Major Works**

1. A request has been made by the City of Washington for a Certificate of Appropriateness to remove an oak tree in the front lawn of the property located at the Chamber of Commerce Building.
2. A request has been made by Mr. Pat Griffin (representing Mr. James Bagwell) for a Certificate of Appropriateness to install a six foot, wooden gate and fence partition on the property located at 227 E. Second Street.
3. A request has been made by Mrs. Geraldine McKinley to convert her family home located at 405 East Main Street back to a single family home. Currently the house has an apartment, with the access on the front porch. The home owner would like to turn the front door into a window and eliminate the current window.
4. A request has been made by Mr. Jim Wiley to revise the previously approved COA for Moss Landing's Lot #27 (approved September 2015). The structure will be changed from having a double porch to having a single porch. The building will be consistent and will match single family residences in the development.
5. A request has been made by Mr. Jim Wiley to revise the previously approved COA for Moss Landing's Lot #33 (approved September 2015). The structure will be a different style of home, consisting as a new single family two-story dwelling. The building will be consistent and will match single family residences in the development.

**B. Minor Works**

1. A request has been made and approved by staff for a Certificate of Appropriateness for the owner of 317 W Second Street to replace the air/heat pump unit in the same location on the property.
2. A request has been made and approved by staff for a Certificate of Appropriateness for the owner of 409 West Main Street to repair the existing walkway leading up to the building with the same material and design.
3. A request has been made and approved by staff for a Certificate of Appropriateness for the owner of 100 East Main Street to repair a section of the roof on the structure. The rotten wood will be replaced and re-shingled. Repair will not be seen from the streetscape.
4. A request has been made and approved by staff for a Certificate of Appropriateness for the owner of 120 North Pierce Street to replace the HVAC unit in the same location on the property.
5. A request has been made and approved by staff for a Certificate of Appropriateness for the owner of 156 Water Street to replace current split heating pump in the same location on the property.

**VI. Other Business**

1. Demolition By Neglect Ordinance

**VII. Approval of Minutes – December 1, 2015**

**VIII. Adjourn**

# **OLD BUSINESS**

# Fence Guidelines

# MAJOR WORKS

# **Chamber of Commerce Building**

**Removal of oak tree in  
front yard**

**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: Chamber of Commerce Building

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

Owner's Name: City of Washington

Lot Size: N/A feet by N/A feet.  
 (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:

Remove a 20" Oak tree on the property next to the Chamber of Commerce and owned by the City.

The tree roots are being to cause problems on the Chamber Building and the surrounding bulkhead.

The tree will be replaced with an appropriate species and size.

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 Rodman, Director, Planning and Development  
 (Name of Applicant - type or print)

PO Box 1988 Washington 27889  
 (Mailing Address) (Zip Code)

12/14/15 (252) 975-9384  
 (Date) (Daytime Phone Number)

  
 (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.**

**PROJECT CATEGORIES** (check all that apply):

- Exterior Alteration     Addition
- New Construction     Demolition

**This document does not constitute the issuance of a Building Permit. It is the responsibility of the applicant to obtain all necessary permits before commencing work. Contact the Inspections Department at 252-975-9304.**

**SUPPORTING INFORMATION:**

Attach 8-1/2" x 11" sheets with written descriptions and drawings, photographs, and other graphic information necessary to completely describe the project. Use the checklist below to be sure that your application is complete. INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED. (Leave the checkbox blank if the item is not applicable).

- Written Description.** Describe clearly and in detail the nature of your project. Include exact dimensions for materials to be used (ie. Width of siding, window trim, etc.)
- Plot Plan** (if applicable). A plot plan showing the relationship of buildings, additions, sidewalks, drives, trees, property lines, etc., must be provided if your project includes any addition, demolition, fences, walls, or other landscape work. Show accurate measurements. You may also use a copy of the survey that you received when you bought your property. Revise the copy as needed to show existing conditions and your proposed work.
- Description of Materials** (provide samples if appropriate).
- Photographs** of existing conditions.
- Drawings** showing proposed work. Include one set of full size drawings when available.
  - Plan** drawings.
  - Elevation** drawings showing the new façade(s).
  - Dimensions** shown on drawings.
  - 8-12" x 11" reductions** of full-size drawings. If reduced size is so small as to be illegible, make 8-1/2" x 11" snapshots of individual drawings on the bigsheet. Photocopy reductions may be obtained from a number of blueprinting and photocopying businesses.
- State or Federal Tax Credits/Funds or CAMA Permits.** If you are applying for any of these programs, you must include a copy of your letter or permit from the State.
- Black Ink.** Your application must be prepared in black ink on 8-1/2" x 11" sheets so that it can be copied for commission members. Applications prepared in blue, red, or other colored inks and/or pencil copy poorly and will not be accepted.

**(Office Use Only)**

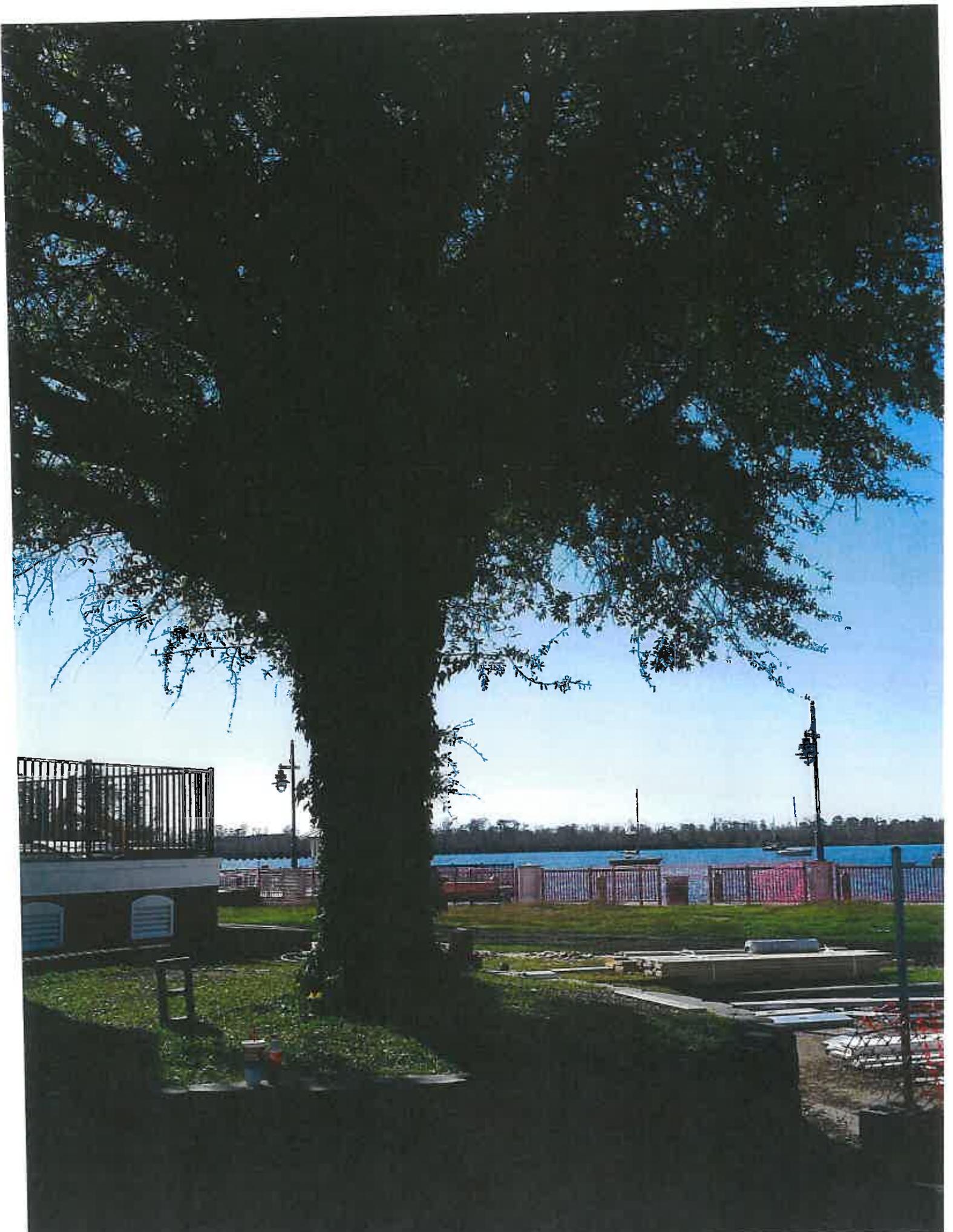
Section (page)	Topic	Brief Description of Work
4.0	Streetscape & Site Design	
4.1	Landscaping	Remove existing tree







**A.R. CHESSON**  
CONSTRUCTION CO., INC.  
GENERAL CONTRACTORS  
800-849-4486  
www.archesson.com



To Whom It May Concern:

The oak tree on the west side of The Chamber of Commerce building has several problems working against it.

First, the tree's root system is very constricted in the area of the retaining wall and the building's foundation.

Second, the canopy of the tree has been pruned back to try to keep it inside of an area that is not large enough for the normal growth of the tree.

Finally, there is a hollow area in the tree.

As a result of these issues, there is quite a bit of dieback and dead branches throughout the tree. These are areas of concern where disease can enter the tree and make it unhealthy and possibly die. The decline process may not be immediate, but over time, the tree will fail.

Thank You,

Eric Slade

Slade Landscaping Inc.

252-945-7572

Slade Landscaping, Inc.  
 380 Mill Creek Lane  
 Bath, NC 27808

# Estimate

Date	Estimate #
11/11/2015	403

Name / Address
City of Washington-

			Project
Description	Qty	Cost	Total
#1 Remove Wall 8 hrs @ \$35.00	8	35.00	280.00T
#2 Remove damaged oak & stump		1,000.00	1,000.00T
Remove damaged oak & stump	1.5	75.00	112.50T
Equipment Labor 1.5 hrs @ \$75.00	1.5	35.00	52.50T
General Labor 1.5 hrs @ \$35.00			
#3 Slope & Sod area behind wall		75.00	112.50T
Tractor Labor 1.5 hrs @ \$75.00	1.5	35.00	52.50T
General Labor 1.5 hrs @ \$35.00	1.5	5.50	385.00
Centipede sod installed 70 yards @ \$5.50	70		
#4 Install Tree		375.00	375.00
Natchez Crape myrtle		0.00	0.00
Sales Tax			
		<b>Total</b>	<b>\$2,370.00</b>

Customer Signature \_\_\_\_\_



2013 Google Street View



Parcels



Property Land Owners



GPIN

Interior Tract Lines

Centerlines



County Line



County Line (Solid)



State



1 : 20 Feet

<b><u>OBJECTID</u></b> 6766	<b><u>PIN</u></b> 15029227	<b><u>GPIN</u></b> 5675-87-2585
<b><u>GPIN LONG</u></b> 5675-87-2585	<b><u>OWNER NAME</u></b> THE GREATER WASHINGTON CHAMBER	<b><u>OWNER NAME2</u></b>
<b><u>MAILING ADDRESS2</u></b> P O BOX 665	<b><u>CITY</u></b> WASHINGTON	<b><u>MAILING ADDRESS</u></b> OF COMMERCE INC
<b><u>ZIP</u></b> 27889	<b><u>PROPERTY ADDRESS</u></b> STEWART PARKWAY	<b><u>STATE</u></b> NC
<b><u>ACCT NBR</u></b> 41397	<b><u>MAP SHEET</u></b> 567508	<b><u>ACRES</u></b> 0
<b><u>DATE</u></b> 11/12/2015	<b><u>DEED BOOK and PAGE</u></b> 837/912	<b><u>NBR BLDG</u></b> 1
<b><u>BLDG VAL</u></b> 0	<b><u>DEFR VAL</u></b> 0	<b><u>LAND VAL</u></b> 0
<b><u>NBHD CDE</u></b> W	<b><u>NBHD DESC</u></b> WATERFRONT	<b><u>TOT VAL</u></b> 0
<b><u>SUB DESC</u></b>	<b><u>STAMPS</u></b>	<b><u>SUB CDE</u></b>
<b><u>ZONE</u></b> B1H	<b><u>LAND USE</u></b>	<b><u>SALE PRICE</u></b>
<b><u>PROP DESC</u></b> (.08AC) WASHINGTON CHAMBER OF COMMERCE	<b><u>MBL</u></b> 567508186	<b><u>DISTRICT</u></b> 1
<b><u>CENSUS BLOCK</u></b>	<b><u>EXEMPT AMT</u></b>	<b><u>EXEMPT PROP</u></b>
<b><u>NBR STORIES</u></b> 3	<b><u>FLOOD PLAIN</u></b>	<b><u>ROAD TYPE</u></b> P
<b><u>NBR BATHS</u></b> 2	<b><u>SQ FT</u></b> 2577	<b><u>YR BUILT</u></b> 1985
	<b><u>EFF YR</u></b> 1985	<b><u>NBR BED</u></b> 0
		<b><u>NBR HALF BATHS</u></b> 0

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.

Adjoining Property Owners: Chamber of Commerce Building

FRIEDMAN-RAVENWOOD LLC  
P O BOX 1845  
WASHINGTON NC 27889

SOUTH MARKET PROPERTIES LLC  
P O BOX 668  
WASHINGTON NC 27889

WARREN FRANCIS SMITH  
601 SHOREWOOD DR  
WASHINGTON NC 27889

MAOLA ICE CREAM CO OF N C INC  
115 E WATER ST  
WASHINGTON NC 27889



DOWNTOWN DEVELOPMENT  
& HISTORIC PRESERVATION

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December 30th, 2015

Subject: Certificate of Appropriateness – Chamber of Commerce Building

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 the Chamber of Commerce Building to remove an oak tree in the eastern 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 January 5th, 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 R. Rebert*

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

# Staff Report

## Chamber of Commerce Building

The application for the property located on Stewart Parkway has submitted a request to remove an oak tree on the west side of the property.

The oak tree's root system is beginning to interfere with the building's foundation and the surrounding bulkhead. The tree will be replaced with an appropriate size and species.

The Design Guidelines discusses tree removal in Section 4.1.8 and 4.1.9. It states the removal of significant trees should be done if it has a disease, storm damage, or is a safety hazard to historic structures. Once the tree is removed, the home owner has sixty days to replace it with another suitable species.

# REQUEST FOR COMMISSION ACTION

To: Historic Preservation Commission

From: Emily Rebert, Planning & Development

Re: The owner of the Chamber of Commerce Building has submitted a request to remove an oak tree on the west side of the property.

***A request has been made by The City of Washington to remove an oak tree on the west side of the property located on 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 the City of Washington *to remove an oak tree located on the west side of the property located on 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 4.1 Landscaping.*

Or

I move that the Historic Preservation Commission **grant a Certificate of Appropriateness** to the City of Washington *to remove an oak tree located on the west side of the property located on 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 4.1 Landscaping.* 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 remove an oak tree located on the west side of the property located on Stewart Parkway. This motion is based on the following findings of fact: the application is not congruous with the Historic Preservation Commission Design Guidelines, specifically Section 4.1 Landscaping.*

**317 West 2<sup>nd</sup> Street**

**Installation of wooden  
partition**

**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: 317 W 2<sup>nd</sup> Street

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

Owner's Name: James F Bagwell

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

Brief Description of Work to be Done:

Property owner would like to install a 6 foot, wooden privacy partition in the rear elevation of the house. The partition will be on the ~~the~~ eastern side of the backyard only. There will be landscaping in front of the partition.

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)

James F. Bagwell by Patrick Griffin  
(Name of Applicant - type or print)

414 Lodge Rd. Washington NC. 27889  
(Mailing Address) (Zip Code)

25 Nov 2015 252-946-7700  
(Date) (Daytime Phone Number)

Patrick Griffin  
(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.

Example:



Example of Proposed Partition: 6 Feet tall, "Dog Ear" style, board to board

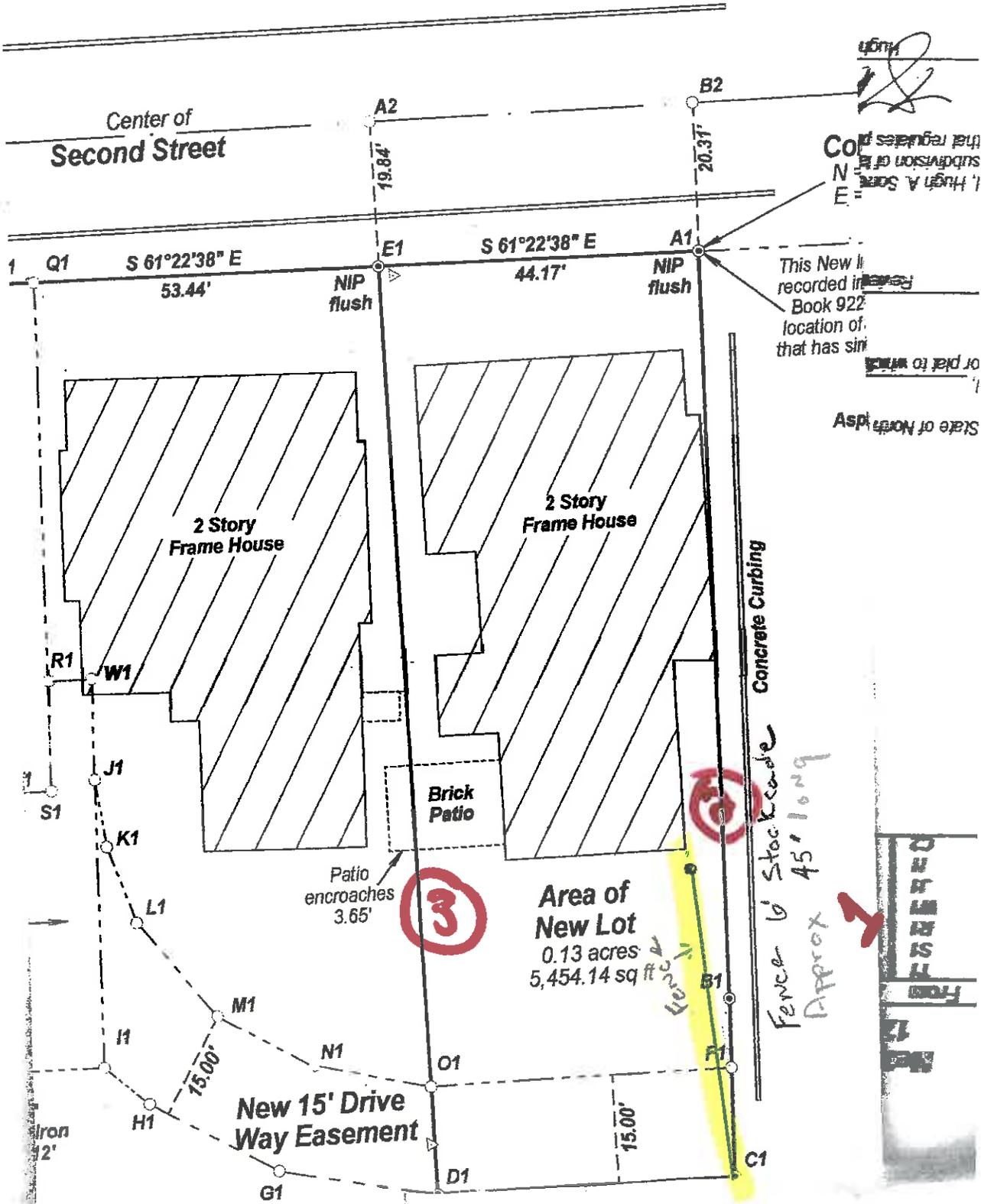


Google Street view

Distance
53.44'
108.56'
19.28'
19.84'
20.31'
52.85'
44.64'
76.55'
0.49'

Metes & Bounds of New Lot			
From	To	Bearing	Distance
B1	A1	N 29°17'53" E	103.01'
B1	C1	S 29°40'53" W	24.51'
C1	D1	N 62°07'52" W	41.03'
E1	D1	S 27°52'50" W	128.06'
E1	A1	S 61°22'38" E	44.17'

Hugh A. Sorrell  
 in actual survey  
 deed Book 1385  
 courses as desc  
 with GS 47-30 as  
 This day  
 Hugh A. Sorrell



Hugh  
 Hugh A. Sorrell  
 subdivision of  
 that regulates  
 State of North Dakota  
 or plat to which  
 location of  
 Book 922  
 This New is  
 recorded in  
 that has siri

Fence of Stockade  
 Approx 45' long

DEEDS FROM 12



# Beaufort County Property Photos

**PIN: 01016718**

Photo: 01016718.jpg

01-016718



Copyright 2015 by Mobile311, LLC



Parcels

Property Land Owners

GPIN

Interior Tract Lines

Centerlines

County Line

County Line (Solid)

State



**Adjacent Property Owners – 315 & 319 West 2<sup>nd</sup> Street**

Rivertowne Properties  
328 West Main Street  
Washington, NC 27889

Jeffrey Furst  
129 Van Norden Street  
Washington, NC 27889

David Harrison  
119 Van Norden Street  
Washington, NC 27889

City of Washington  
PO Box 1988  
Washington, NC 27889

Archie Jennings  
328 West Main Street  
Washington, NC 27889

Ronald Clark  
334 West Main Street  
Washington, NC 27889

First United Methodist Church  
304 West 2<sup>nd</sup> Street  
Washington, NC 27889

Fred Larson  
316 West Main Street  
Washington, NC 27889



DOWNTOWN DEVELOPMENT  
& HISTORIC PRESERVATION

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December 30th, 2015

Subject: Certificate of Appropriateness – 317 West 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 317 West Second Street to install a 6 foot wooden privacy partition in the back yard, on the eastern 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 January 5th, 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 R. Rebert*

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

# Staff Report

## 317 West Second Street

The application for the property located at 317 West Second Street is requesting approval to install a 6 foot wooden partition on the rear, eastern side of the property.

Applicants are looking to construct a 6 foot wooden partition in their back yard. Mr. Griffin also wants to do landscaping in front of the partition.

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

- **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 4.6.9** "A rear yard....The outside of all wooden rear yard privacy fences shall be finished using an opaque stain or paint. If painted, the color shall be compatible with the structure."

# REQUEST FOR COMMISSION ACTION

To: Historic Preservation Commission

From: Emily Rebert, Planning & Development

Re: 317 West Second Street- Construction of a wooden partition

***A request has been made by Mr. Pat Griffin for a Certificate of Appropriateness to install a 6 foot wooden partition on the east side of the rear property located at 317 West Second 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. Pat Griffin to install a wooden partition on the property located at 317 West 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 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. Pat Griffin to install a wooden partition on the property located at 317 West 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 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. Pat Griffin to install a wooden partition on the property located at 317 West 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 4.0 Streetscape and Site Design Section 4.6 Fences and Walls**.

**405 East Main Street**

**Alteration of front and  
side façade fenestrations**

**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: 405 E. Main St.

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

Owner's Name: Geraldine Bennett McKinley

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

Brief Description of Work to be Done:  
I am converting my 2-family home (an attached efficiency apartment) back to a one family home — Changing apartment to a downstairs bedroom + bath. Would like to change front door + window to single window — so not to have an exterior door into bedroom. Would also like to change the other windows to match. Apartment was not original to house, formally part of the wraparound porch. Wood composite windows to more match rest of house — 2 over 2 panes.

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)

Geraldine Bennett McKinley  
(Name of Applicant - type or print)

405 E. Main St. 27889  
(Mailing Address) (Zip Code)

Washington, NC 252-945-1582  
(Date) (Daytime Phone Number)

Geraldine Bennett McKinley  
(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.**

IMG\_0474.JPG

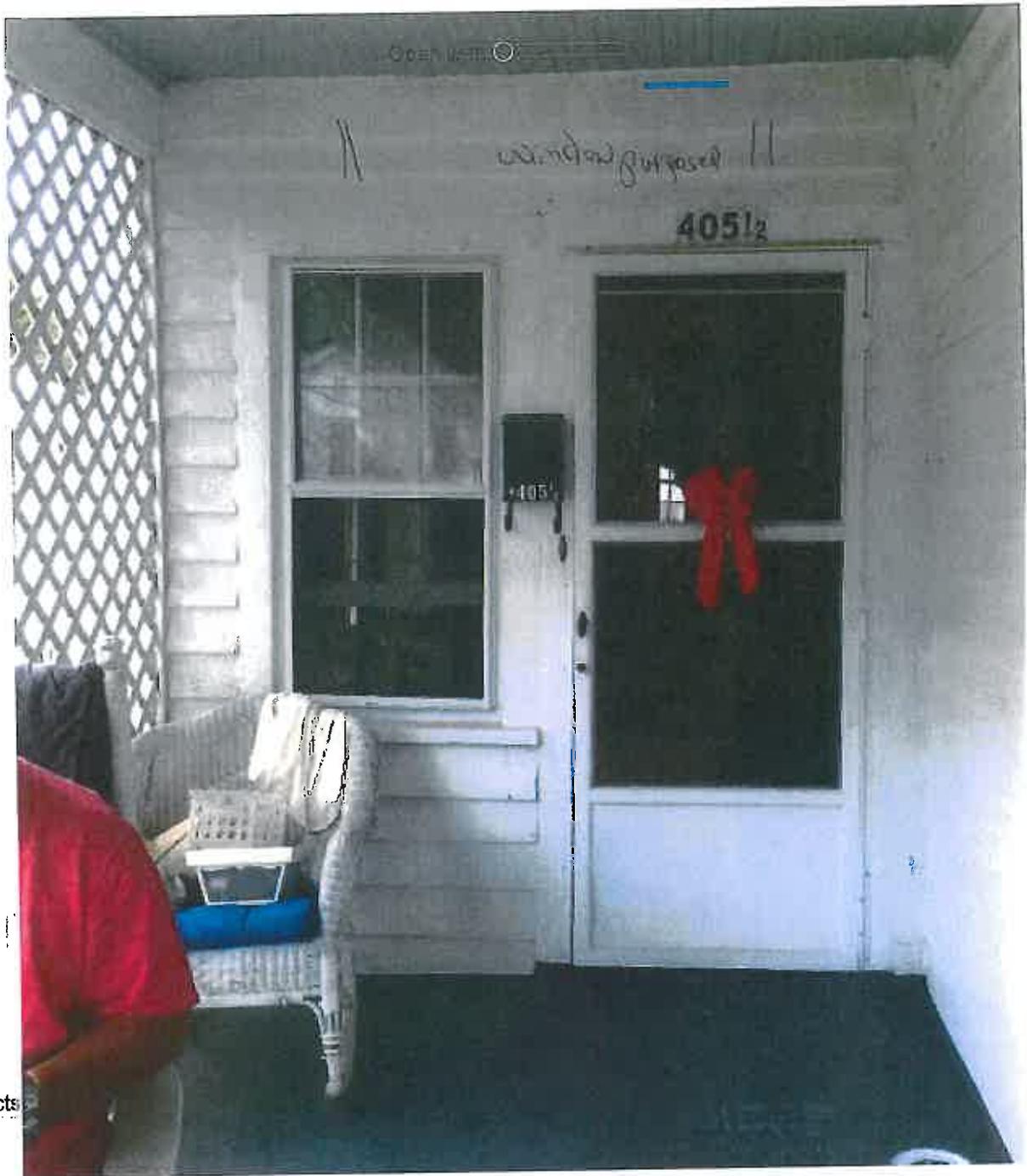
# Gmail

COMPOSE

- Inbox (86)**
- Starred
- Important
- Sent Mail
- Drafts (3)
- All Mail
- Spam (165)
- Circles
- Junk E-mail
- Notes
- Personal
- Travel
- More

 Gerri

No Hangouts Contacts



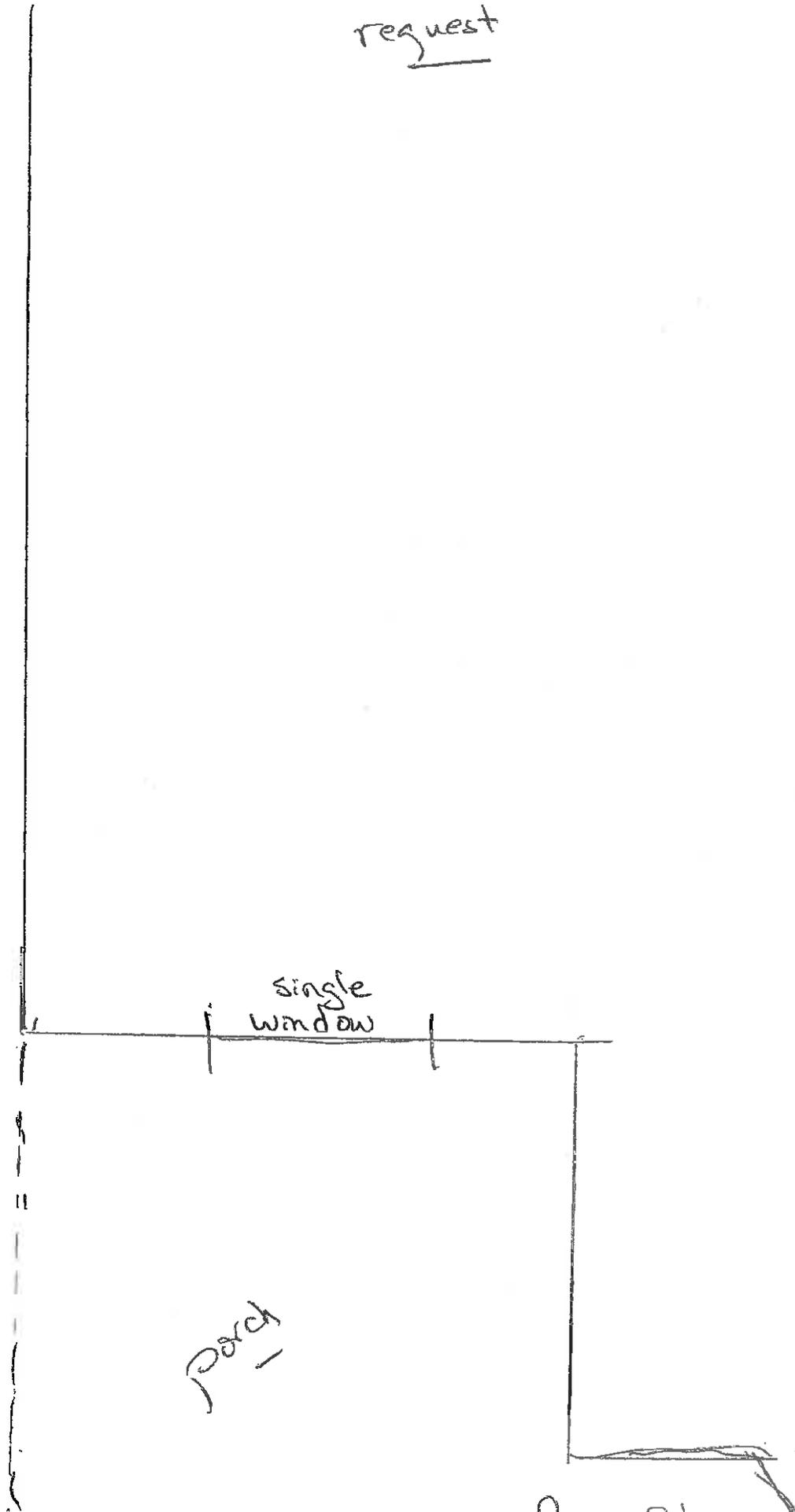
Present front door to apartment

request

driveway

single  
window

porch





# Beaufort County Property Photos

PIN: 01033080

Photo: 01033080.jpg



Photo: 01033080.1.jpg





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

<b>OBJECTID</b> 10971	<b>PIN</b> 01033080	<b>GPIN</b> 5685-07-0031
<b>GPIN Long</b> 5685-07-0031	<b>OWNER NAME</b> BENNETT GERALD!NE BOYD	<b>OWNER NAME2</b>
<b>MAILING ADDRESS</b> 405 E MAIN ST	<b>MAILING ADDRESS 2</b>	<b>CITY</b> WASHINGTON
<b>STATE</b> NC	<b>ZIP</b> 27889	<b>PROPERTY ADDRESS</b> 405 E MAIN ST
<b>ACRES</b> 0	<b>ACCT NBR</b> 29998	<b>MAP SHEET</b> 568509
<b>NBR BLDG</b> 3	<b>DATE</b> 02/13/2002	<b>DEED BOOK and PAGE</b> 1242/0663
<b>LAND VAL</b> 43500	<b>BLDG VAL</b> 208646	<b>DEFR VAL</b> 0
<b>TOT VAL</b> 252146	<b>NBHD CDE</b> H	<b>NBHD DESC</b> HISTORICAL
<b>SUB CDE</b>	<b>SUB DESC</b>	<b>STAMPS</b>
<b>SALE PRICE</b>	<b>ZONE</b> RHD	<b>LAND USE</b>
<b>DISTRICT</b> 1	<b>PROP DESC</b> 1 LOT 405 EAST MAIN STREET	<b>MBL</b> 568509113
<b>EXEMPT AMT</b>	<b>ROAD TYPE</b> P	<b>PREV ASSESS</b> 178072
<b>YR BUILT</b> 1880	<b>SQ FT</b> 2975	<b>NBR BED</b> 4
<b>NBR BATHS</b> 3	<b>EFF YR</b> 1980	

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.

**Adjoining Property Owners: 405 East Main Street**

ANNA MARIA IS INVESTMENTS LLC  
122 S ACADEMY ST  
WASHINGTON NC 27889

LITCHFIELD HOLDINGS LLC  
135 HARBOR RD  
WASHINGTON NC 27889

DAVID AND SHERRI CLARK  
401 E MAIN STREET  
WASHINGTON NC 27889

COOPER PROPERTIES LLC  
107 BENEDUM PLACE  
CARY NC 27518

EDITH DUDLEY JENKINS  
412 EAST MAIN ST  
WASHINGTON NC 27889

RICHARD AND NANCY COLWELL  
409 E MAIN STREET  
WASHINGTON NC 27889



DOWNTOWN DEVELOPMENT  
& HISTORIC PRESERVATION

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December 30th, 2015

Subject: Certificate of Appropriateness – 405 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 405 East Main Street to replace 6 windows and enclose a door way on 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 January 5th, 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 R. Rebert*

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

# Staff Report

## 405 East Main Street

The application for the property located at 405 East Main Street is requesting approval to alter fenestrations on the front façade of the property.

The homeowner would like to convert her 2-family home back to its original state as a single family dwelling. She would like to install a window where the current door is, and close up the opening where the current window is.

Also, the homeowner would like to replace a total of 5 other windows to better match the house: four windows on the 1<sup>st</sup> floor located on the eastern side of the house and one window on the rear elevation of the house. The current windows are not original.

Washington's Design Guidelines Chapter 3.4.1 states to retain and preserve historic windows and doors. In this situation, the homeowner is requesting to replace windows that are not original to the house. Fenestrations are being altered, but in a way to convert the home back to its original state.

# REQUEST FOR COMMISSION ACTION

To: Historic Preservation Commission

From: Emily Rebert, Planning & Development

Re: 405 East Main Street: Alteration of fenestrations

***A request has been made by Mrs. Geraldine McKinley for a Certificate of Appropriateness to make alterations of fenestrations to her house located at 405 East Main Street. Please review the Design Guidelines, specifically Chapter 3.0***

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 Mrs. Geraldine McKinley to make the fenestration alterations and updates on the property located at 405 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 3.0 Changes to Existing Buildings**.

Or

I move that the Historic Preservation Commission **grant a Certificate of Appropriateness** to Mrs. Geraldine McKinley to make the fenestration alterations and updates on the property located at 405 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 3.0 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 Mrs. Geraldine McKinley to make the fenestration alterations and updates on the property located at 405 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 3.0 Changes to Existing Buildings**.

**Water & Harvey Streets**

**Moss Landing- Lot #33**

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: Water & Harvey Streets - Moss Landing Development - Lot #33

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

Owner's Name: Beacon Street Development Co. - Jim Wiley

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:

Revise previous COA application to include a different style of home rather than what was approved.

Construct new single family two-story dwelling on Lot #33. The home will be consistent with other homes in the District.

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)

Jim Wiley - Beacon Street Development Co.  
(Name of Applicant - type or print)

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

8/24/15 23 Dec 2015 919-785-1445  
(Date) EW (Daytime Phone Number)

Jim Wiley  
(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.

**PROJECT CATEGORIES** (check all that apply):

- Exterior Alteration     Addition  
 New Construction     Demolition

**This document does not constitute the issuance of a Building Permit. It is the responsibility of the applicant to obtain all necessary permits before commencing work. Contact the Inspections Department at 252-975-9304.**

**SUPPORTING INFORMATION:**

Attach 8-1/2" x 11" sheets with written descriptions and drawings, photographs, and other graphic information necessary to completely describe the project. Use the checklist below to be sure that your application is complete. INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED. (Leave the checkbox blank if the item is not applicable).

- **Written Description.** Describe clearly and in detail the nature of your project. Include exact dimensions for materials to be used (ie. Width of siding, window trim, etc.)
- **Plot Plan** (if applicable). A plot plan showing the relationship of buildings, additions, sidewalks, drives, trees, property lines, etc., must be provided if your project includes any addition, demolition, fences, walls, or other landscape work. Show accurate measurements. You may also use a copy of the survey that you received when you bought your property. Revise the copy as needed to show existing conditions and your proposed work.
- **Description of Materials** (provide samples if appropriate).
- **Photographs** of existing conditions.
- **Drawings** showing proposed work. Include one set of full size drawings when available.
  - **Plan** drawings.
  - **Elevation** drawings showing the new façade(s).
  - **Dimensions** shown on drawings.
  - **8-12" x 11" reductions** of full-size drawings. If reduced size is so small as to be illegible, make 8-1/2" x 11" snapshots of individual drawings on the bigsheet. Photocopy reductions may be obtained from a number of blueprinting and photocopying businesses.
- **State or Federal Tax Credits/Funds or CAMA Permits.** If you are applying for any of these programs, you must include a copy of your letter or permit from the State.
- **Black Ink.** Your application must be prepared in black ink on 8-1/2" x 11" sheets so that it can be copied for commission members. Applications prepared in blue, red, or other colored inks and/or pencil copy poorly and will not be accepted.

**(Office Use Only)**

Section (page)	Topic	Brief Description of Work
Chapter 5.0	New Construction	Construct single family dwelling
Section 5.2	Residential Construction	

## REQUEST FOR COMMISSION ACTION

To: Historic Preservation Commission  
From: Emily Rebert, Preservation Planner  
Re: Lot #33 Moss Landing Homes – Construction of a single family dwelling

A request has been made by Mr. Jim Wiley of Beacon Street Development for a Certificate of Appropriateness to construct a new single family dwelling on the property located at Lot #33 Moss Landing Homes. Please review the Design Guidelines, specifically Section 5.0 New Construction Chapter 5.2 Residential Construction.

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*

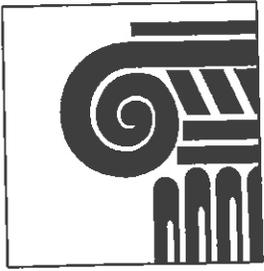
I move that the Historic Preservation Commission grant a Certificate of Appropriateness to Mr. Jim Wiley of Beacon Street Development to construct a new single family dwelling on the property located at Lot #33 Moss Landing Homes. This motion is based on the following findings of fact: the application is congruous with the Historic Preservation Commission Design Guidelines, specifically Section 5.0 New Construction Chapter 5.2 Residential Construction.

*or*

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 #33 Moss Landing Homes. This motion is based on the following findings of fact: the application is congruous with the Historic Preservation Commission Design Guidelines, specifically Section 5.0 New Construction Chapter 5.2 Residential Construction. 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. Jim Wiley of Beacon Street Development to construct a new single family dwelling on the property located at Lot #33 Moss Landing Homes. This motion is based on the following findings of fact: the application is not congruous with the Historic Preservation Commission Design Guidelines, specifically Section 5.0 New Construction Chapter 5.2 Residential Construction.



**CITY OF WASHINGTON**  
**DOWNTOWN DEVELOPMENT □ HISTORIC PRESERVATION**

December 23, 2015

**Subject:** Certificate of Appropriateness – Moss Landing – Lots #27 & #33

Dear Adjoining Property Owner,

Whenever exterior construction 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 Moss Landing and Beacon Street Development your property is located adjacent to the above subject property. A request has been made by Beacon Street for a Certificate of Appropriateness to construct a new single family dwelling on the property located on Lot #33 and to make changes to the Marina Office on Lot #27 at Moss Landing on East Water Street.

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, January 5, 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 Mr. John Rodman, Planning and Development, by phoning 975-9384 during normal working hours Monday through Friday, 8:00 A.M. to 5:00 P.M.

Sincerely,

*Emily Rebert*

Emily Rebert, Preservation Planner  
Planning and Development

**Adjacent Property Owners – Moss Landing**

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

**Water & Harvey Streets**

**Moss Landing – Lot #27**

**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: Water & Harvey Streets - Moss Landing Development - Lot #27

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

Owner's Name: Beacon Street Development Co. - Jim Wiley

Lot Size: 32' feet by 76' feet. 0.056 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:

Revise new Moss Marina Office structure. Will change structure from a double porch to a single porch.

Will be consistent and will match single family residences in the Development.

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)

Jim Wiley - Beacon Street Development Co.  
 (Name of Applicant - type or print)

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

23 SEP  
12/22/15 919-785-1445  
 (Date) (Daytime Phone Number)

Jim Wiley  
 (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.**

**PROJECT CATEGORIES** (check all that apply):

- Exterior Alteration     Addition  
 New Construction     Demolition

**This document does not constitute the issuance of a Building Permit. It is the responsibility of the applicant to obtain all necessary permits before commencing work. Contact the Inspections Department at 252-975-9304.**

**SUPPORTING INFORMATION:**

Attach 8-1/2" x 11" sheets with written descriptions and drawings, photographs, and other graphic information necessary to completely describe the project. Use the checklist below to be sure that your application is complete. INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED. (Leave the checkbox blank if the item is not applicable).

- **Written Description.** Describe clearly and in detail the nature of your project. Include exact dimensions for materials to be used (ie. Width of siding, window trim, etc.)
- **Plot Plan** (if applicable). A plot plan showing the relationship of buildings, additions, sidewalks, drives, trees, property lines, etc., must be provided if your project includes any addition, demolition, fences, walls, or other landscape work. Show accurate measurements. You may also use a copy of the survey that you received when you bought your property. Revise the copy as needed to show existing conditions and your proposed work.
- **Description of Materials** (provide samples if appropriate).
- **Photographs** of existing conditions.
- **Drawings** showing proposed work. Include one set of full size drawings when available.
  - **Plan drawings.**
  - **Elevation drawings** showing the new façade(s).
  - **Dimensions** shown on drawings.
  - **8-12" x 11" reductions** of full-size drawings. If reduced size is so small as to be illegible, make 8-1/2" x 11" snapshots of individual drawings on the bigsheet. Photocopy reductions may be obtained from a number of blueprinting and photocopying businesses.
- **State or Federal Tax Credits/Funds or CAMA Permits.** If you are applying for any of these programs, you must include a copy of your letter or permit from the State.
- **Black Ink.** Your application must be prepared in black ink on 8-1/2" x 11" sheets so that it can be copied for commission members. Applications prepared in blue, red, or other colored inks and/or pencil copy poorly and will not be accepted.

**(Office Use Only)**

Section (page)	Topic	Brief Description of Work
Chapter 5.0	New Construction	Construct marina dwelling
Section 5.2	Residential Construction	

## REQUEST FOR COMMISSION ACTION

To: Historic Preservation Commission  
From: Emily Rebert, Preservation Planner  
Re: Lot #27 Moss Landing Homes – Construction of Moss Marina Office

A request has been made by Mr. Jim Wiley of Beacon Street Development for a Certificate of Appropriateness to make changes on a new Moss Marina Office structure on the property located at Lot #27 Moss Landing. Please review the Design Guidelines, specifically Section 5.0 New Construction Chapter 5.1 & Chapter 5.2.

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. Jim Wiley of Beacon Street Development to construct a new Moss Marina Office structure on the property located at Lot #27 Moss Landing Homes. This motion is based on the following findings of fact: the application is congruous with the Historic Preservation Commission Design Guidelines, specifically Section 5.0 New Construction Chapter 5.1 & Chapter 5.2.

*or*

I move that the Historic Preservation Commission grant a Certificate of Appropriateness to Mr. Jim Wiley of Beacon Street Development to make changes on a new Moss Marina Office structure on the property located at Lot #27 Moss Landing Homes. This motion is based on the following findings of fact: the application is congruous with the Historic Preservation Commission Design Guidelines, specifically Section 5.0 New Construction Chapter 5.1 & Chapter 5.2. 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. Jim Wiley of Beacon Street Development to make changes on a new Moss Marina Office structure on the property located at Lot #27 Moss Landing Homes. This motion is based on the following findings of fact: the application is not congruous with the Historic Preservation Commission Design Guidelines, specifically Section 5.0 New Construction Chapter 5.1 & Chapter 5.2.

**Adjacent Property Owners – Moss Landing**

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  
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Herman Gaskins Jr.  
PO Box 933  
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NC Estuarium  
223 E. Water Street  
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Charlie Hough  
201 S. Academy Street  
Washington, NC 27889

William Toler  
224 Water Street  
Washington, NC 27889

Rebecca Clark  
203 S. Academy Street  
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Richard H. Hodges  
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A.L. Crisp  
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Charlotte N. Mason  
119 S. Harvey Street  
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Victoria Rader  
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Hampton, Va. 23663

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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

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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

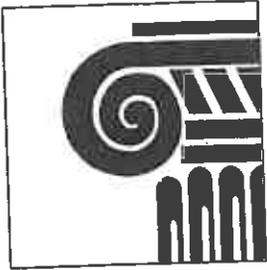
Robert Farrar  
309 Moss Way Ste 203  
Washington, NC 27889

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



**CITY OF WASHINGTON**  
**DOWNTOWN DEVELOPMENT □ HISTORIC PRESERVATION**

December 23, 2015

**Subject:** Certificate of Appropriateness – Moss Landing – Lots #27 & #33

Dear Adjoining Property Owner,

Whenever exterior construction 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 Moss Landing and Beacon Street Development your property is located adjacent to the above subject property. A request has been made by Beacon Street for a Certificate of Appropriateness to construct a new single family dwelling on the property located on Lot #33 and to make changes to the Marina Office on Lot #27 at Moss Landing on East Water Street.

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, January 5, 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 Mr. John Rodman, Planning and Development, by phoning 975-9384 during normal working hours Monday through Friday, 8:00 A.M. to 5:00 P.M.

Sincerely,

*Emily Rebert*

Emily Rebert, Preservation Planner  
Planning and Development

# MINOR WORKS

**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: 317 W 2nd St

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

Owner's Name: James F Bagwell

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

Brief Description of Work to be Done:  
~~Replace Air Heat pump~~  
Replace Air Heat pump - same place and size

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>	<u>JFB</u>
<input checked="" 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)

James F Bagwell by Patrick Griffin  
(Name of Applicant - type or print)

414 Lodge Rd Washington, NC 278  
(Mailing Address) (Zip/Code)

11-25-15 252-946-7700  
(Date) (Daytime Phone Number)

Patrick Griffin  
(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.**

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: 409 West Main St.

Historic Property/Name (if applicable): Havens Wharf

Owner's Name: Travis Stephenson

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

Brief Description of Work to be Done:

Repair existing walkway to building with same material and same design

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

Travis Stephenson  
(Name of Applicant - type or print)

409 West Main St.  
(Mailing Address) (Zip Code)

12/4/15  
(Date) (Daytime Phone Number)

[Signature]  
(Signature of Applicant)

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

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**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: 100 E. MAIN ST.

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

Owner's Name: THE CORNER AT MAIN & MARKET, LLC

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

**Brief Description of Work to be Done:**

repair roof section by replacing rotten wood  
and reshingle.  
No change in appearance.  
Not visible from anywhere except  
above.

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Office Use Only	
(Date Received)	(Initials)
<b>ACTION</b>	
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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)

W.J. Sermans, Jr. OR MGR  
(Name of Applicant - type or print)  
P.O. Box 69, Wash. N.C. 27889  
(Mailing Address) (Zip Code)  
12/4/15 252-943-1690  
(Date) (Daytime Phone Number)  
W.J. Sermans Jr.  
(Signature of Applicant)

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

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**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. Pierce St Washington NC

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

Owner's Name: Maggie Poston

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

Brief Description of Work to be Done:

change out split system upstairs and downstairs  
Unit in same place as original units

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Office Use Only	
(Date Received)	(Initials)
<b>ACTION</b>	
<input checked="" 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)

Roberson's Heating & Air Inc.  
(Name of Applicant - type or print)

14698 US Hwy 64 Williamston 27892  
(Mailing Address) (Zip Code)

12-19-15 252-792-3006  
(Date) (Daytime Phone Number)

Alana Roberson  
(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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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: 156 Water Street

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

Owner's Name: Mac Hodges

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

Brief Description of Work to be Done:  
Replace old split heat  
pump with new.

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Office Use Only	
(Date Received)	(Initials)
<b>ACTION</b>	<u>PH</u>
<input checked="" 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)

Advanced Air Solutions Systems, Inc  
(Name of Applicant - type or print)  
1809 Corsica Rd. 27889  
(Mailing Address) (Zip Code)  
12/21/15 252-946-6474  
(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)

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# **OTHER BUSINESS**

**Washington's  
Demolition by Neglect  
Ordinance**

# MINUTES

**WASHINGTON HISTORIC PRESERVATION  
COMMISSION**

**Regular Scheduled Meeting – Minutes  
Tuesday, December 1, 2015  
7:00 pm**

**Members Present**

William Kenner      Mary Pat Musselman  
Geraldine McKinley   Ed Hodges  
Judi Hickson      Monica Ferrari

**Members Absent**

Seth Shoneman

**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.

Judi Hickson made a motion to approve the amended agenda. Her motion was seconded by Geraldine McKinley and all voted in favor.

Emily Rebert came forward and introduced the newest member of the Commission William Kenner.

**IV. Old Business – Major Works**

1. A request has been made by Ms. Patricia Lewis for a Certificate of Appropriateness to install a 6' privacy fence in her backyard located at 409 E. Second Street.

Ms. Patricia Lewis came forward and was sworn in. Ms. Lewis stated that she got the paperwork that the Commission requested submitted and she is hoping that the site plan will satisfy their questions.

The Chairman opened the floor and no one came forward to speak for or against the request.

The Commission discussed the request and fences amongst themselves. Ed Hodges stated that as the guidelines stated now Ms. Lewis's request is within the guidelines. William Kenner asked why Ms. Lewis wanted such a tall fence. Ms. Lewis stated that 6ft fences are allowed in the guidelines and she wants the

fence for privacy and for security. Ms. Lewis stated that someone had visited her neighbor's home and asked if the 6ft fence would obstruct their view and her neighbor said absolutely not and she has no objections. Ms. Lewis also stated that the 6ft fence is more economical. She explained that if they request a 5ft fence then she would have to buy the fence and then cut it down a foot. Mary Pat Musselman asked if Ms. Lewis planned on giving the fence any type of decorative look. Ms. Lewis stated that on one would be able to see the fence. Mr. Hodges explained that her fence would not be on the property line, it is inside the line.

Monica Ferrari made the following motion: I move that the Historic Preservation Commission grant a Certificate of Appropriateness to Ms. Pat Lewis to add a six foot high wooden privacy fence to enclose the rear property yard located at 409 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 4.0 Streetscape and Site Design Section 4.6 Fences and Walls. Her motion was seconded by Judi Hickson. All voted in favor and the motion carried.

## V. Certificate of Appropriateness

### A. Major Works

1. A request has been made by Ms. Sarah Ninan for a Certificate of Appropriateness to remove a cedar tree in the front lawn of the property located at 621 W. Main Street.

Ms. Sarah Ninan came forward and was sworn in. She explained that she has a very large disproportioned cedar tree in her front yard. She stated that the tree is so large that it grew into the power lines and the Electric Company came and had to shave up about 3 ft. of the tree. She stated that the roots have also extended into the driveway and has caused damaged to the driveway. Mr. Kenner asked what type of tree she would be replacing the tree with. Ms. Ninan stated that she could plant a crepe myrtle in her back yard.

Rebecca Clark came forward and was sworn in. Ms. Clark stated that she is not necessarily speaking against her request. She talked about her concern about so many old growth trees being taken down and then replaced with Crepe Myrtle trees. She stated that they need to be replacing with shade trees. She stated that she understands that some trees need to be taken down due to circumstances but she does not feel a Crepe Myrtle is not an appropriate replacement for a large old growth shade tree. She stated that they need to make sure they protect the canopy of the town.

Ms. Ninan came forward and stated that she has planted numerous large trees on her property since being the owner for approximately 11 years now. She stated that she understands the need for trees in their town. She explained that this is not an old tree, in fact there were three others planted right before she purchased the house that became diseased and had to be removed. She stated that this one tree has strived and unfortunately has become a nuisance. Monica Ferrari stated that she agreed with Rebecca Clark. Ms. Ninan then asked what they would like her to plant. Ms. Ferrari suggested a Crab Apple or Redbud tree.

Judi Hickson made the following motion: I move that the Historic Preservation Commission grant a Certificate of Appropriateness to Ms. Ninan to remove a cedar tree located in the front yard of the property located at 621 West 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 an appropriate shade baring tree is planted somewhere on the property. Her motion was seconded by Monica Ferrari. All voted in favor and the motion carried.

2. A request has been made by Mr. Ambrose and Ms. Diane Lewis for a Certificate of Appropriateness to install gates and fencing to enclose the existing fence on the property located at 227 E. Second Street.

Mr. Ambrose and Ms. Lewis came forward and were sworn in. Mr. Ambrose explained their request. He stated that they would like to enclose the yard so that their dog can run free. He explained that he is not wedded to the 6ft privacy fence he is just trying to match the existing fence. Mary Pat Musselman suggested a shadow box fence. William Kenner stated that a picket fence would look nice on the property. Mr. Ambrose and the Commission discussed the fence further and some options he has.

Dee Congleton came forward and was sworn in. She applauded the property owners for all the work they have done to improve the property. Ms. Congleton stated that she is in favor of the shade box type fence.

Geraldine McKinley made the following motion: I move that the Historic Preservation Commission grant a Certificate of Appropriateness to Mr. Ambrose and Ms. Diane Lewis to install gates and fencing to enclose the existing fence on the property located at 227 E. 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 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: that he may choose between the shadow box type fence and a spaced fence. Her motion was seconded by Monica Ferrari. All voted in favor.

#### **B. Minor Works**

1. A request has been made and approved by staff for a Certificate of Appropriateness for the owner of 401 N. Market Street to replace the HVAC unit in the same location on the property.

2. A request has been made and approved by staff for a Certificate of Appropriateness for the owner of 101 N. Bridge Street to install vinyl signs on the building. A 4'x8' sign will be located on the north side of the building while a 2'x16' sign will be placed on the west side of the building.

3. A request has been made and approved by staff for a Certificate of Appropriateness for the owner at 221-225 West Main Street to repair loose brick at the peak of the front façade of the structure. The owner will stabilize the damaged brick by wrapping it with aluminum. Aluminum will match other features on the façade.

Geraldine McKinley made a motion to approve the minor works. Judi Hickson seconded the motion and all voted in favor.

#### **VI. Other Business**

1. Design Guidelines – Masonry

Emily Rebert came forward and presented the proposed changes to the masonry section of the guidelines.

Monica Ferrari made a motion accept the revised guidelines and to send the proposed changes to the City Council for approval. Her motion was seconded by Judi Hickson. All voted in favor.

## 2. Fence Guidelines

John Rodman explained that City Council sent the proposed guidelines back to the Commission. He stated that they had some concerns with the language in the guidelines. Mr. Rodman then went through and pointed out the specific concerns they had. He stated that they will meet to strengthen some the language and address some of the Council's concerns. The commission agreed to meet at 6pm before their regular meeting on January 5<sup>th</sup>.

## **VII. Approval of Minutes**

Judi Hickson made a motion to approve the minutes. Her motion was seconded by Monica Ferrari. All voted in favor and the motion carried.

## **VIII. Adjourn**

There being no other business the meeting was adjourned.