

**WASHINGTON HISTORIC PRESERVATION COMMISSION**  
Regular Scheduled Meeting - Agenda  
Tuesday December 3, 2013  
7:00 PM

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**I. Opening of the meeting**

**II. Invocation**

**III. Roll call**

**IV. Old Business**

**V. Major Works, Certificate of Appropriateness**

**A. Major Works**

1. A request has been made by Gene Godley to remove two cedar trees from the lot line at 319 North Bonner Street. The tree is leaning across property lines and is in danger of falling onto a roof.

**Minor Works**

1. A request has been made by the property owner at 110 S. Respass Street to replace the current wooden door with a new wooden door.
2. A request has been made by the property owner at 310 West Main Street to replace the current roof with a new TPO membrane system, gutters and downspouts.
3. A request has been made by the property owner at 123 West 3<sup>rd</sup> Street to replace the existing gas pack with a new rooftop gas pack.

**VII. Other Business**

1. Discussion of Windows

**VII. Approval of Minutes – November 5, 2013**

**VIII. Adjourn**

**MAJOR WORKS**

**MR. GENE GODLEY**

**319 N. BONNER STREET**

**REMOVE TWO TREES FROM THE LOT LINE**

**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: 319 Bonner Street

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

Owner's Name: Mene F. Molley

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

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

Property - 319 Bonner St. There is a tree that has grown to  I just want to remove the Cedar tree in the side yard because of the Danger of it may fall on my house

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 Withdrawn	_____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)

Mene F. Molley  
(Name of Applicant - type or print)

210 Parkin LA 27889  
(Mailing Address) (Zip Code)

11-5-2013 \_\_\_\_\_  
(Date) (Daytime Phone Number)

Mene F. Molley 975-3507 Home  
(Signature of Applicant) Cell-252-721-0221

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.**

# REQUEST FOR COMMISSION ACTION

To: Historic Preservation Commission

From: Jennifer Brennan, Planning & Development

Re: Gene Godley has submitted a request to remove two trees on the lot line of the property located at 319 N. Bonner Street. The trees are leaning across the lot line and are close to the roof of a house.

*A request has been made by Gene Godley for a Certificate of Appropriateness to remove two trees at the side yard of the property located at 319 N. Bonner Street. The trees are on the lot line and in danger of falling onto a roof.* 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

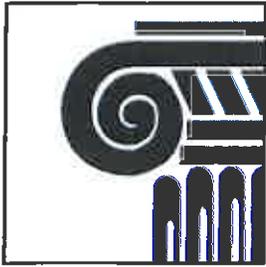
I move that the Historic Preservation Commission **grant a Certificate of Appropriateness** to Mr. Gene Godley to remove the two trees on the lot line on the property located at 319 N. Bonner Street. This motion is based on the following findings of fact: the application is congruous with the Historic Preservation Commission Design Guidelines, specifically **Section 4.1 Streetscape and Site Design**.

Or

I move that the Historic Preservation Commission **grant a Certificate of Appropriateness** to Mr. Gene Godley to remove the two trees on the lot line on the property located at 319 N. Bonner 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 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 Mr. Gene Godley to remove the two trees on the lot line on the property located at 319 N. Bonner 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 Streetscape and Site Design**.



# CITY OF WASHINGTON

DOWNTOWN DEVELOPMENT □ HISTORIC PRESERVATION

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**Subject:** Certificate of Appropriateness – 319 North Bonner 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 Gene Godley to remove the two cedar trees from the lot line. The trees are in danger of falling onto the roof of a 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 December 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](mailto:jbrennan@washingtontnc.gov)

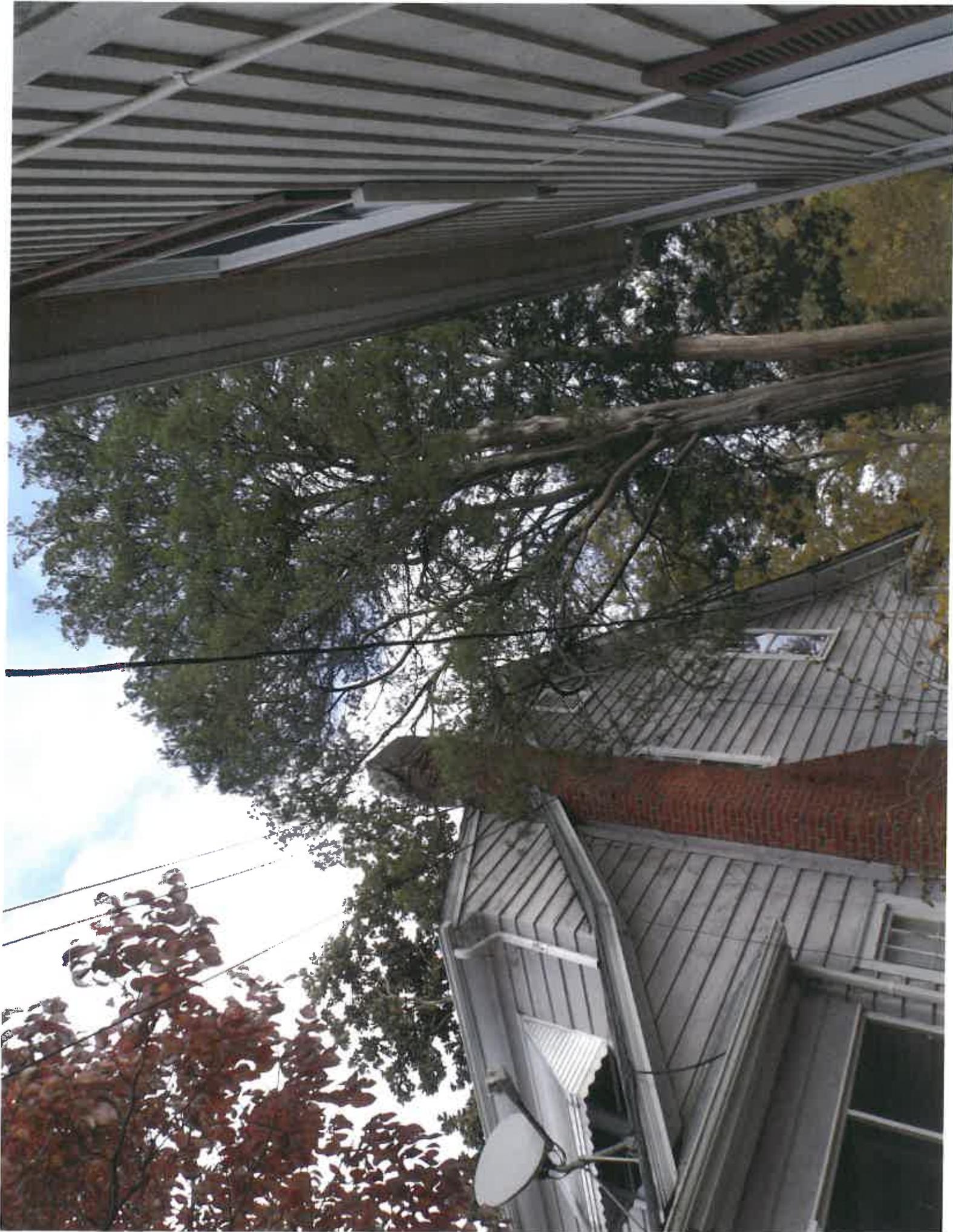
## **Adjoining Property Owners: 319 N. Bonner Street**

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- **Ford Freeman**  
208 Edgewater Drive  
Washington, NC 27889
- **William Dotson**  
2334 Tar Landing Rd.  
Williamston, NC 27892
- **Beneficial Financial Inc**  
636 Grand Regency  
Brandon, FL 33510
- **Clinton Tetterton**  
315 N. Bonner Street  
Washington, NC 27889
- **Scott Shepherd**  
323 N. Bonner Street  
Washington, NC 27889
- **Orr Lodge**  
116 East 3<sup>rd</sup> Street  
Washington, NC 27889
- **Wilhelmina Cooper**  
209 E. 4<sup>th</sup> Street  
Washington, NC 27889







# 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: 110 S. Regent St

Historic Property/Name (if applicable): Kowle Workshop

Owner's Name: Hogarth Singleton Moore & Sonny

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

Brief Description of Work to be Done:  
Replace existing wood door with new wooden door

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)

Fed Hogarth Jr  
(Name of Applicant - type or print)  
PO Box 2187 Washington 27889  
(Mailing Address) (Zip Code)  
11/19/2013 944-1944  
(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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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: 123 W. 3<sup>rd</sup> St

Historic Property/Name (if applicable): Beaufort Co. Social Services

Owner's Name: Beaufort County

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

Brief Description of Work to be Done:

Replace existing Rooftop gas pack with new  
Rooftop gas pack (6 ton)

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

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

Kathy Lewis / Eneco East Inc  
(Name of Applicant - type or print)  
PO Box 2516, Greenville, NC 27836  
(Mailing Address) (Zip Code)  
11-6-13 252-752-3686  
(Date) (Daytime Phone Number)  
Kathy Lewis  
(Signature of Applicant)

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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: 314 W. Main St.

Historic Property/Name (if applicable): Peterson Bldg.

Owner's Name: City of Washington

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

Brief Description of Work to be Done:

Replace roof with TPO membrane system and  
gutters + downspouts

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

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

CSI Roofing  
(Name of Applicant - type or print)

9401-1 Ransdell Rd. Raleigh, NC. 27603  
(Mailing Address) (Zip Code)

10/29/13 919-567-2540  
(Date) (Daytime Phone Number)

\_\_\_\_\_  
(Signature of Applicant)

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

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# **OTHER BUSINESS**

# MINUTES

**WASHINGTON HISTORIC PRESERVATION COMMISSION**

**Regular Scheduled Meeting – Minutes**

**Tuesday, November 5, 2013**

**7:00 pm**

**Members Present**

Picott Harrington    Geraldine McKinley

Jerry Creech        Judi Hickson

Ed Hodges          Seth Shoneman

Victoria Rader

**Members Absent**

None

**Others Present**

John Rodman, Director

Jennifer Brennan, Community Development 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 silent prayer was taken.

**III. Roll Call**

A silent roll call was taken by staff.

**IV. Old Business**

**1. 312 Water Street Demolition Request**

Mr. Rodman came forward and updated the Commission. He explained that last month staff did present the Commission's resolution to the City Council, which they passed. This allowed the Commission some more time on the house at Water Street to see if they can come up with some other options. He stated that they voted to allow the Commission to delay the decision for another 90 days, so that the Council could look into some other options as well. Mr. Rodman explained that anytime an application is submitted to the HPC, they have 90 days to act on that application or it is automatically approved. Unless,

there is a mutual consensus from both parties to delay that application and that is what has happened in this case. He explained that there is a mutual agreement between the City and the Commission with the recommendation to delay the decision for 90 days. He stated that it will be another 90 days before the HPC acts on the demolition request. Mr. Rodman explained that he didn't feel the issue would be on the November City Council agenda, giving the Attorney some time to investigate some options, but it may be on the December agenda.

## **V. Major Works**

### **A. Major Works**

1. A request has been made by Mr. William Kenner to install a 3.5 foot high fence at the rear of his property, install safety rails on the wrap around porch at the rear of the property and install operable shutters on the front façade of his property, located at 720 East Main Street.

Mr. Kenner came forward and presented his request to the Commission. Mr. Kenner presented a photograph of the type of fence he wanted to construct. He explained that the same kind of fence exist at his current neighbor's house on West 2<sup>nd</sup> Street. Mr. Kenner then presented a picture of what he would like to use for the railing on the wrap around porch at the rear. He stated that the picture is from a bench on Water Street that is in front of a colonial home. He stated that it is a craftsman style and his home falls into the craftsman style. Mr. Hodges and Ms. McKinley stated that the bench style is actually a Chippendale style. Mr. Kenner stated that the architects that he spoke to stated that it was craftsman. Seth Shoneman asked if the fence would be pressure treated. Mr. Kenner stated that it would be. The Commission discussed the requested further and the Chairman opened the floor. There being none coming forward the floor was closed.

Judi Hickson made the following motion: I move that the Historic Preservation Commission grant a Certificate of Appropriateness to William Kenner to install a 3.5 high wooden fence and install proposed safety rails on the wrap around porch 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 and 4.0 Streetscape and Site Design. Victory Rader seconded the motion.

Mr. Hodges stated that he thought the Commission was going to separate the fence and the railing. He stated that he didn't feel this style of railing went with the style of Mr.

Kenner's home. He stated that architecturally this is not the style that should go with the house.

Ms. Hickson amended her motion to remove the porch railing approval and only for it to approve the fence request. Mr. Hodges seconded the amended motion. All voted in favor.

Mr. Hodges stated that there is nothing Chippendale about Mr. Kenner's house and the proposed railing is a Chippendale style. Mr. Kenner stated that he wished to have this item removed from his request and he would come back with another idea for the railing. Mr. Kenner then moved on to the shutter request. He presented the Commission with a map from Google earth showing that the house did have shutters on it previously. He explained that he wished to put shutters back onto the house and make them actually work. The Commission discussed the issue further. The Chairman opened the floor for comments on the shutters. He then closed the floor with none coming forward.

Victoria stated that she felt the working shutters would add value to the home and make it look very nice. Ms. McKinley and Ms. Hickson agreed. Mr. Kenner stated that he only planned to put shutters on the upstairs windows and down the side.

Victoria Rader made the following motion: I move that the Historic Preservation Commission grant a Certificate of Appropriateness to William Kenner to allow for the return on shutters to the front façade 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 and 4.0 Streetscape and Site Design. Her motion was seconded by Jerry McKinley. The motion passed with a majority vote with Mr. Ed Hodges voting against.

2. A request has been made by Sloan Family Ventures; LLC to remove the roof and support columns from the porch at the rear of the building located at 245 West Main Street and install an awning in its place.

Mr. Mike Sloan came forward and was sworn in. He explained that they are requesting to remove the roof and column section at the rear of their building. He stated that the columns were added to the building in the 70s. He stated that they wished to replace the roof and columns with an awning identical to the awning they currently have on the back of their building. The Chairman opened the floor. There being none the floor was closed.

Ed Hodges made the following motion: I move that the Historic Preservation Commission grant a Certificate of Appropriateness to Sloan Family Ventures, LLC to remove the roof and columns and install an awning on the rear of the property located at 245 W 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 and Section 4.0 Streetscape and Site Design. His motion was seconded by Jerry McKinley. All voted in favor and the motion carried.

3. A request has been made by Ms. Rachel Mills to expand the rear porch on her property by 8 feet so that it matches the rear façade of the house in width. The property is located at 409 East Main Street.

Mr. William Cochran, representing Ms. Mills came forward and was sworn. He stated that Ms. Mill currently has an existing porch on her house that has a shed roof on it. He explained that Ms. Mills wishes to expand the rear porch and add a gable roof to match the house. Ms. McKinley stated that the expansion would not be visible from the street. The Chairman opened the floor. Ms. Brennan presented the Commission with a letter of support from Chuck and Jenna Davis, neighbors of Ms. Mills. There being no others coming forward the floor was closed.

Picott Harrington made the following motion: I move that the Historic Preservation Commission grant a Certificate of Appropriateness to Ms. Mills to extend the back porch of the property at 409 East Main Street by 8 feet in order to match the façade of the house. 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. His motion was seconded by Judi Hickson. All voted in favor and the motion carried.

4. A request has been made by Mr. Mark Kucas to replace the existing windows with vinyl replacement windows at 406 E Main Street. Windows will be identical in appearance (grids, screens, etc.) to the existing windows.

Mr. Kucas came forward and was sworn in. Mr. Kucas stated that he bought the building about a month ago and is working on the property. He explained that the building is the one that is perpendicular to East Main Street and has a total of 24 windows. Mr. Kucas stated that the purposed window is the same type of window that the Commission approved for replacement on his property at 717 West Main Street. He stated that the replacement windows would look identical to the windows currently on the building. Ms. Brennan stated that the building is considered a non-contributing structure. She also

pointed out that this is the same property that the Commission voted on the siding and trim from last month. Mr. Rodman and other members of the board spoke about how good the property looks. Mr. Rodman also stated that the windows are not visible from the street due to the fact that the building is perpendicular. The Chairman opened the floor. None came forward and the floor was closed.

Ed Hodges made the following motion: I move that the Historic Preservation Commission grant a Certificate of Appropriates to Mr. Kucas to replace existing windows with vinyl replacement windows for the property located at 406 East Main Street. Windows will be identical in appearance to the existing windows. 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. His motion was seconded by Judi Hickson. All voted in favor and the motion carried.

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

1. A request has been made by the property owner at 720 East Main Street to change out the HVAC system.
2. A request has been made by the property owner at 114 East Main Street to replace the heating system with a new HVAC system.
3. A request has been made by the property owner at 117 North Market Street to replace the roof with a new TPO membrane system.
4. A request has been made by the property owner at 210 East Main Street to replace rotten railings and balusters with new, matching historic exactly.
5. A request has been made by the property owner at 102 Stewart Parkway to change out the old FVAC system and replace with a new system.
6. A request has been made by the owner of 406 East Main Street to change out the HVAC system in six units with new systems.
7. A request has been made by the property owner at 322 East Main Street to change out the gas pack system.

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

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

1. Election of New Officers

Judi Hickson nominated Ed Hodges for Commission Chairman. Jerry Creech seconded the nomination and Mr. Hodges accepted the position.

Ed Hodges nominated Judi Hickson for Vice-Chair. Seth Shoneman seconded and Ms. Hickson accepted.

## 2. Design Guidelines Sub-Committee

Ms. Brennan updated the Commission on the Design Guidelines.

### **VII. Approval of Minutes – October 1, 2013**

Ed Hodges made a motion to approve the October minutes. His motion was seconded by Judi Hickson. All voted in favor and the minutes were approved.

### **VIII. Adjourn**

There being no other business Judi Hickson made a motion to adjourn. Her motion was seconded by Victoria Rader.