



**WASHINGTON HISTORIC PRESERVATION
COMMISSION**

Regular Scheduled Meeting - Agenda
Tuesday, March 1st, 2016
7:00 PM

I. Opening of the meeting

II. Invocation

III. Roll call

IV. Old Business

V. Certificate of Appropriateness

A. Major Works

1. A request has been made by Mr. Jim Wiley, acting as agent for Beacon Street, for a Certificate of Appropriateness to construct a new single family, two-story dwelling on either Lot #36 or #37. The home 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 220 East Water Street to repair broken window panes and chimneys using like materials on the property. They will also be repairing rotten wood on the porch using like materials.
2. A request has been made and approved by staff for a Certificate of Appropriateness for the owner of 117 North Market Street to re-mortar the brick ledges on the top of the building of the property.
3. A request has been made and approved by staff for a Certificate of Appropriateness for the owner of 140 East Main Street to replace the gas-pack located on the left side of the property, behind a fence.

VI. Other Business

1. Demolition By Neglect Ordinance: property status

VII. Approval of Minutes – February 2nd, 2015

VIII. Adjourn

OLD BUSINESS

none

MAJOR WORKS

Lot #36 or #37

**New construction of a
two-story dwelling in
Moss Landing
Development**

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 #36 or 37

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

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

Lot Size: 50' feet by 120' feet. 0.14 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:

Construct new single family two-story dwelling on Lot #36 or #37. 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)
ACTION	
<input type="radio"/> Approved	_____
<input type="radio"/> Approved with Conditions	_____
<input type="radio"/> Denied	_____
<input type="radio"/> Withdrawn	_____
<input type="radio"/> Staff Approval	_____
(Date)	(Authorized Signature)

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

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

2/19/16 919-785-1445
(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:

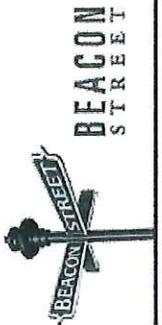
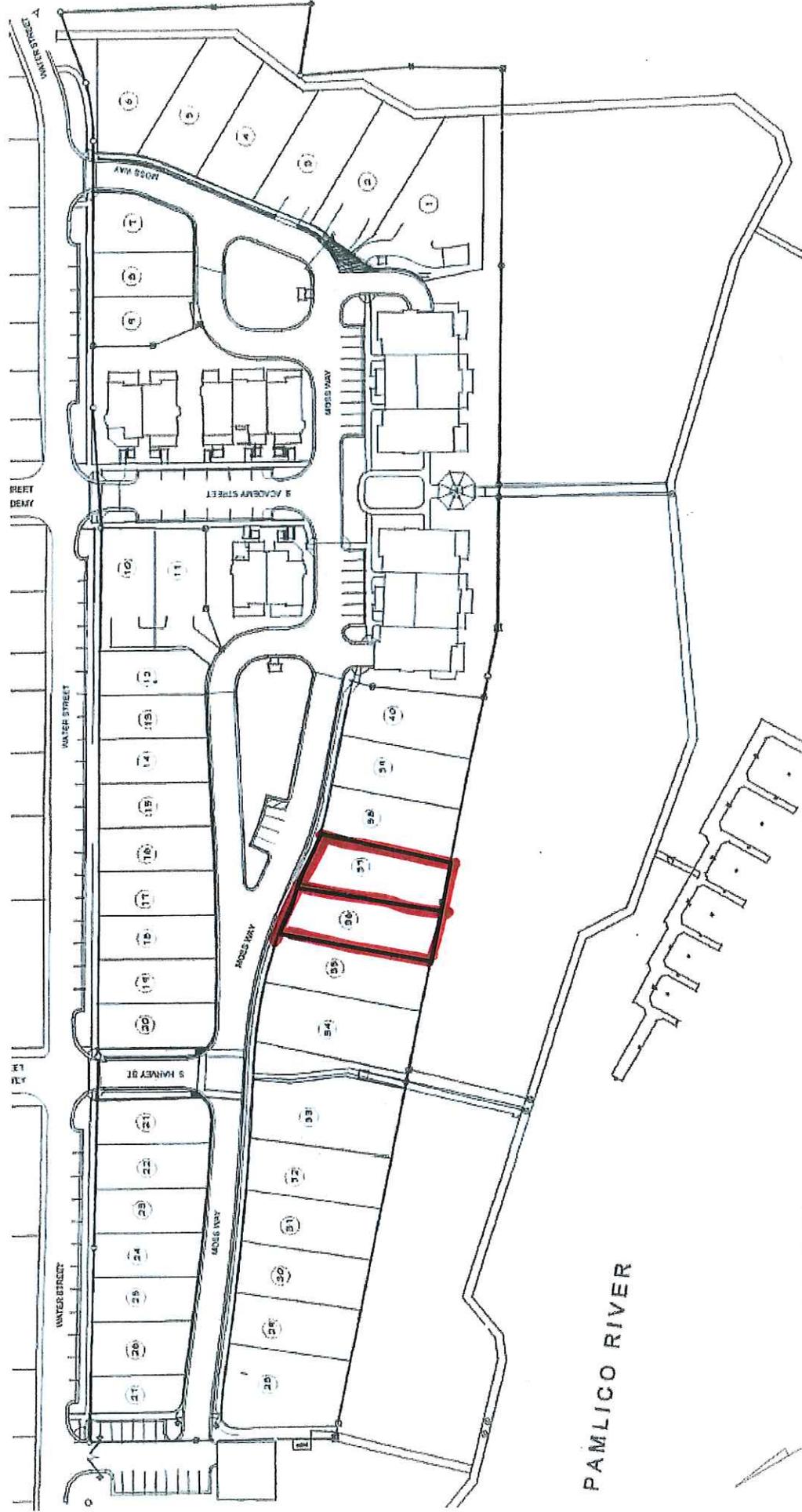
Attach 8-1/2" x 11" sheets with written descriptions and drawings, photographs, and other graphic information necessary to completely describe the project. Use the checklist below to be sure that your application is complete. INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED. (Leave the checkbox blank if 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 single family dwelling
Section 5.2	Residential Construction	

Moss Landing – Approved Subdivision Plan





DOWNTOWN DEVELOPMENT
& HISTORIC PRESERVATION

February 22, 2016

Subject: Certificate of Appropriateness – Moss Landing- Lots #36 or #37

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 Moss Landing and Beacon Street Development your property is located adjacent to the above subject property. A request has been made by

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 #36 or #37 at Moss Landing on East Water Street.

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 March 1, 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

Adjacent Property Owners – Moss Landing – Harbour Homes

Jim Nance
PO Box 2247
Washington, NC 27889

Stan Friedman
401 Moss Way Ste 301
Washington, NC 27889

Vickie Dotson
620 Duck Creek Rd
Washington, NC 27889

Moss Property Partners
1589 West 5th 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 5th Street
Greenville, NC 27858

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

Arthur Tyndall
110 S. Harvey Street
Washington, NC 27889

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

Dorothy Wheeler
512 Hickory Woods Way
Antioch, TN 37013

Richard Couch
207 S Academy Street
Washington, NC 27889

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

Emerson Strader
309 Moss Way Ste 202
Washington, NC 27889

Robert Farrar
309 Moss Way Ste 203
Washington, NC 27889

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

Bonnie Greenhalgh
309 Moss Way Ste 102
Washington, NC 27889

Lawrence Berman
309 Moss Way Ste 103
Washington, NC 27889

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

REQUEST FOR COMMISSION ACTION

To: Historic Preservation Commission
From: Emily Rebert, Planning and Development
Re: Lot # 36 or #37 Moss Landing – 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 #36 or #37 Moss Landing. Please review the Design Guidelines, specifically Chapter 5.0 New Construction Section 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 #36 or #37 Moss Landing. This motion is based on the following findings of fact: the application is congruous with the Historic Preservation Commission Design Guidelines, specifically Chapter 5.0 New Construction Section 5.2 Residential Construction.

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 #36 or #37 Moss Landing. This motion is based on the following findings of fact: the application is congruous with the Historic Preservation Commission Design Guidelines, specifically Chapter 5.0 New Construction Section 5.2 Residential Construction. 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 #36 or #37 Moss Landing. This motion is based on the following findings of fact: the application is not congruous with the Historic Preservation Commission Design Guidelines, specifically Chapter 5.0 New Construction Section 5.2 Residential Construction.

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: 220 East Water Street

Historic Property/Name (if applicable): Hyatt House

Owner's Name: Vicki Dotson

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

Brief Description of Work to be Done:

Repairing windows and chimney using like materials. Repairing rotten wood on porch using like materials.

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

Vicki Dotson
(Name of Applicant - type or print)

27889
(Mailing Address) (Zip Code)

Feb 8 2016
(Date) (Daytime Phone Number)

Vicki Dotson
(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: 117 N. Market St.

Historic Property/Name (if applicable): _____

Owner's Name: Wayland Sermas

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

Brief Description of Work to be Done:

re-mortar brick ledges on top of Bldg.

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

W.J. Sermas, Jr.
(Name of Applicant - type or print)

PO Box 69, Wash. NC 27889
(Mailing Address) (Zip Code)

252 943-1690
(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: 140 E Main St. Washington NC

Historic Property/Name (if applicable): _____

Owner's Name: Martha Matthews

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

Brief Description of Work to be Done:

Change out 4ten Coor Pack on left side of House
behind Fence

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

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

Roberson Heating & Air
(Name of Applicant - type or print)

14698 Hwy 64 W. Washington 27889
(Mailing Address) (Zip Code)

2-15-16 252-792-3006
(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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OTHER BUSINESS

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

MINUTES

**WASHINGTON HISTORIC PRESERVATION
COMMISSION**

Regular Scheduled Meeting – Minutes

Tuesday, February 2, 2016

7:00 pm

Members Present

Monica Ferrari Geraldine McKinley
Ed Hodges Seth Shoneman
Judi Hickson William Kenner

Members Absent

Mary Pat Musselman

Others Present

Emily Rebert, Community Development Planner
John Rodman, Director
Jessica Green, Administrative Support

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.

Geraldine McKinley made a motion to accept the agenda. Her motion was seconded by Seth Shoneman.

IV. Old Business

1. Demolition By Neglect Ordinance improvements

Emily Rebert came forward to address the Commission. She presented the edited/updated copy of the Demolition by Neglect Ordinance and answered questions from the Commission.

Monica Ferrari made a motion to accept the ordinance improvements and send them to the City Council for approval. Her motion was seconded by William Kenner. All voted in favor and the motion carried.

V. Certificate of Appropriateness

A. Major Works

1. A request has been made by Ms. Annette Jefferson for a Certificate of Appropriateness to replace two wooden windows on the rear elevation on the property located at 323 East Main Street.

Ms. Annette Jefferson came forward and was sworn in. She explained that she would like to replace two windows on the rear elevation of her property on the 2nd floor. She explained that the window facing Water Street actually has wood rot. She stated that the other window does not have wood rot but she would like to replace it so that the windows across the back would all look uniform. She explained that there are only two windows at that level across the back and she would like to replace both of them. Ms. Jefferson stated that she would be replacing them with a six over six windows to match the original.

The Chairman opened the floor. No one came forward to speak for or against.

Monica Ferrari made the following motion: I move that the Historic Preservation Commission grant a Certificate of Appropriateness to Ms. Annette Jefferson to install new windows on the second floor on the rear elevation on the property located at 323 East Main Street. This motion is based on the following findings of fact: the application is congruous with the Historic Preservation Commission Design Guidelines, specifically Chapter 3.4 Windows and Doors. Her motion was seconded by William Kenner. All voted in favor and the motion carried.

B. Minor Works

1. A request has been made and approved by staff for a Certificate of Appropriateness for the owner of 432 East Main Street to replace the asphalt shingles with metal on the roof of the property.

2. A request has been made and approved by staff for a Certificate of Appropriateness for the owner of 120 West Main Street to repair the rotten wood and replace broken tile around the glass windows on the front façade. The owner would also like to replace the worn awning and repair the sign on the rear of the store

Seth Shoneman made a motion to approve all the minor works. William Kenner seconded the motion. All voted in favor and the motion carried.

VI. Other Business

1. Demolition By Neglect Ordinance: property status

Emily Rebert came forward and stated that every month she will be sending the Commission a spreadsheet with updates and a status on each property. She stated that by the end of the year they will be sitting at different stages for 36 properties if they tackle 3 properties a month. Ms. Rebert stated that she did hear back from all the properties that she sent letters of concern to in January. She explained that all the property owners do not want the properties to fall into Demolition by Neglect, so staff provided them with letters stating what needs to be fixed. She

stated that each owner has a month to come up with an action plan. Ms. Rebert then presented the next three properties that she will be pursuing for the month of February. The Commission stated that they appreciate Ms. Robert's work on this matter.

VII. Approval of Minutes – January 5, 2015

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

VIII. Adjourn

There being no other business the meeting was adjourned.