



**WASHINGTON HISTORIC PRESERVATION COMMISSION**  
Regular Scheduled Meeting - Agenda  
Tuesday March 4, 2014  
7:00 PM

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**I. Opening of the meeting**

**II. Invocation**

**III. Roll call**

**IV. Old Business**

Demolition by Neglect – 739 West Second Street

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

**A. Major Works**

1. A request has been made by the owner of 323 E. Main Street to install a new storm door on the front of the house
2. A request has been by the owner of 622 West Second Street to replace windows on the garage and on the back of the house. Additionally, the would like to replace the current wooden fence on the side lot lines.

**Minor Works**

1. A request has been made by the owner at 331 East Main Street to replace the gas pack on the property.
2. A request has been made by the owner at 725 West Second Street to change out the HVAC system.
3. A request has been made by the City of Washington to remove the five pine trees and front porch of the house at 312 Water Street.

**VII. Other Business**

1. Design Guidelines

**VII. Approval of Minutes – February 4, 2014**

**VIII. Adjourn**

# **OLD BUSINESS**



**ADDRESS:** 739 W. 2<sup>nd</sup> Street

**TAX PARCEL NUMBER:** 5675-59-7709

**CONTRIBUTING:** Yes

**CONTRIBUTING NUMBER:** 391      **NON-CONTRIBUTING NUMBER:**

**CURRENT OWNER:** David and Robin McCook

**FLOOD ZONE:** Yes

**SQUARE FOOTAGE OF STRUCTURE:** 1604

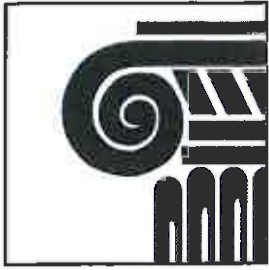
**WINDOW STYLE:** upstairs: 4/1    downstairs: same

**DOOR STYLE:** 1 lite/ 2,panel

**ROOF MATERIAL:** Tin

**DESCRIPTION:** Similar to #389.

**OTHER FEATURES:** (i.e. fences, accessory building, etc.):



# CITY OF WASHINGTON

DOWNTOWN DEVELOPMENT □ HISTORIC PRESERVATION

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**Subject:** 739 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 meeting will be held on March 4, 2014 to discuss the demolition by neglect by the owner of the property located at 739 West Second Street.

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

**Date:** Tuesday March 4, 2014

**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  
jbbrennan@washingtontnc.gov

## **Adjoining Property Owners: 739 West Second Street**

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- **David Gilbert**  
35 W. Second Street  
Washington, NC 27889
- **Michael Overland**  
3927 Mobley Bridge Rd.  
Grimesland, NC 27837
- **Cyle Swanner**  
731 West Second Street  
Washington, NC 27889
- **Walter Melton**  
729 West Second Street  
Washington, NC 27889
- **Gregory Barmer**  
741 West Second Street  
Washington, NC 27889
- **William Kenner**  
743 West Second Street  
Washington, NC 27889
- **Jeffrey Wood**  
747 West Second Street  
Washington, NC 27889
- **Mark Everett**  
734 West Second Street  
Washington, NC 27889
- **Greg Hecimovich**  
740 West Second Street  
Washington, NC 27889
- **Tom Dean**  
744 West Second Street  
Washington, NC 27889

- Harriet Ange  
748 West Second Street  
Washington, NC 27889
- Bruce Donald  
1737 Fairfax Street  
Petersburg, VA 23805

# **MAJOR WORKS**

**James and Sarah Withers**

**622 West Second Street**

**Install new windows on garage and rear  
façade of house**

**A.4.2**

**CITY OF WASHINGTON  
HISTORIC PRESERVATION COMMISSION  
APPLICATION FOR A CERTIFICATE OF APPROPRIATENESS**

Date February 21, 2014

Fee \_\_\_\_\_

**A: Information on Structure Under Consideration**

Address: 622 West 2nd Street

Current Owner: James and Sarah Withers

Tax Parcel Number: 5675-69-3790

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 Dept. at 975-9383. Has a Building Permit been obtained? YES X NO \_\_\_\_\_ N/A \_\_\_\_\_.

**B: Information on Person Making Application**

Name: James and Sarah Withers

Address: 1088 Allen Road, Apt. 1H

City: Greenville State: NC Zip: 27834 Phone: (252) 646-2257

**C: Proposed Changes to Structure**

I (We) respectfully request a Certificate of Appropriateness be issued in accordance with the City of Washington Zoning Ordinance for the following reason: (details of the proposed project)

This COA request is in addition to or modifies the previous COA approved on October 1, 2013.

We propose the following items:

Two 2'8" x 5'2" double (twin) windows, one on either end of the attic space of the garage approved by the previous COA. One 2'8" x 5'2" double (twin) window to replace the existing downstairs garage window. Windows will be wooden, with external 2-over-2 grid pattern.

One 20"H x 48"W single panel wooden awning window to replace the upstairs bathroom window.

Replace all remaining existing fence in back yard to match portion of wooden fence that has been previously replaced. See attached photograph.

**D: I (We) understand approved requests are valid for one year.**

Note: Applicants, and/or their agents or parties of interest are prohibited from any contact in relation to this matter with Historic Preservation Commission members prior to the public hearing.

**FOR OFFICE USE ONLY:**

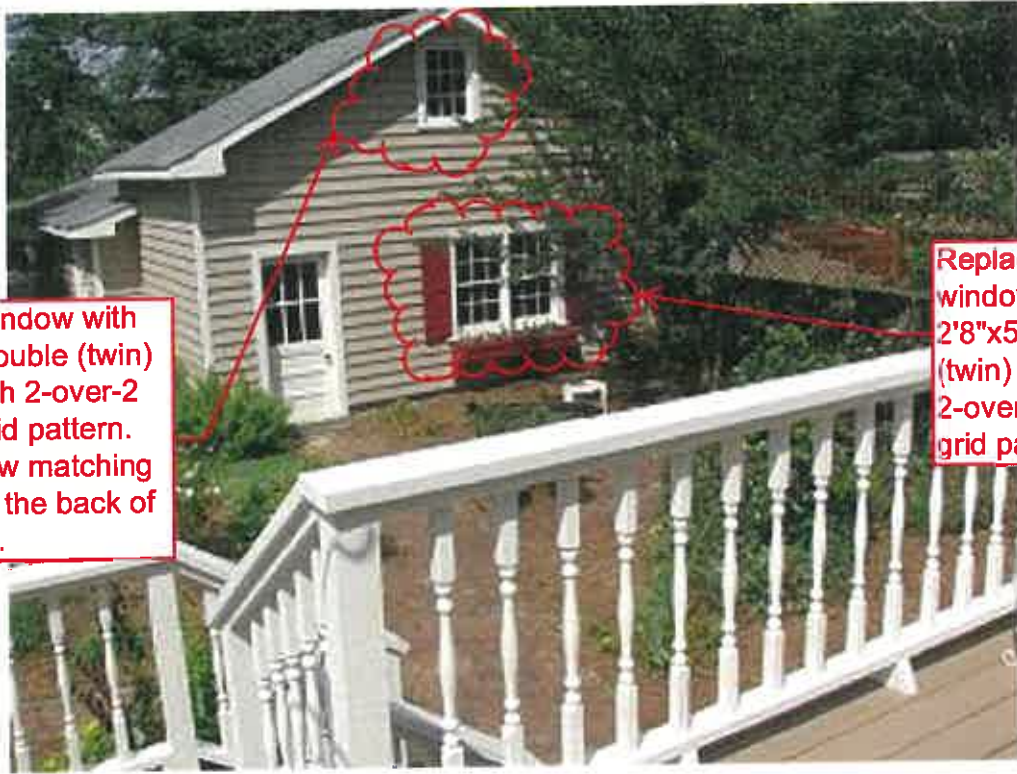
<u>ACTION</u>	<u>DATE</u>
<input type="checkbox"/> Approved	_____
<input type="checkbox"/> Approved with Conditions	_____
<input type="checkbox"/> Denied	_____
<input type="checkbox"/> Withdrawn	_____
<input type="checkbox"/> Staff Approval	_____

Respectfully Submitted,



Signature





Replace window with 2'8"x5'2" double (twin) window with 2-over-2 external grid pattern. Provide new matching window on the back of the garage.

Replace existing window with 2'8"x5'2" double (twin) window with 2-over-2 external grid pattern.



Replace existing window with 48"Wx20"H single panel window placed slightly higher on wall.



Fence on east and west sides of yard will be replaced to match this existing wooden fence.

# REQUEST FOR COMMISSION ACTION

To: Historic Preservation Commission

From: Jennifer Brennan, Planning & Development

Re: Sarah and James Withers have submitted a request to install two new windows on the garage and a new window on the rear façade. Additionally, they request to replace in kind the fence on the side lot lines.

*A request has been made by Sarah and James Withers for a Certificate of Appropriateness to replace two windows on the garage and a window on the rear façade of the house. Also, they request to replace in kind the fence.* 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

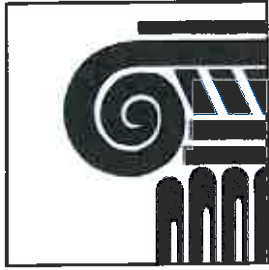
I move that the Historic Preservation Commission **grant a Certificate of Appropriateness** to Mr. and Mrs. James Withers to replace the existing windows on the garage and on the rear façade of the house on the property located at 622 West Second Street. Additionally I move that they be allowed to replace the current fence in kind. This motion is based on the following findings of fact: the application is congruous with the Historic Preservation Commission Design Guidelines, specifically **Section 3.4 Changes to Existing Building and 4.6 Streetscape and Site Design**.

Or

I move that the Historic Preservation Commission **grant a Certificate of Appropriateness** to Mr. and Mrs. James Withers to replace the existing windows on the garage and on the rear façade of the house on the property located at 622 West Second Street. Additionally I move that they be allowed to replace the current fence in kind. This motion is based on the following findings of fact: the application is congruous with the Historic Preservation Commission Design Guidelines, specifically **Section 3.4 Changes to Existing Building and 4.6 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. and Mrs. James Withers to replace the existing windows on the garage and on the rear façade of the house on the property located at 622 West Second Street. Additionally I move that they be allowed to replace the current fence in kind. This motion is based on the following findings of fact: the application is congruous with the Historic Preservation Commission Design Guidelines, specifically **Section 3.4 Changes to Existing Building and 4.6 Streetscape and Site Design**.



# CITY OF WASHINGTON

DOWNTOWN DEVELOPMENT □ HISTORIC PRESERVATION

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**Subject:** Certificate of Appropriateness – 622 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 to replace existing windows on the garage and rear façade of the main house. Additionally, a request has been made to install a new fence on the side lot lines.

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 4, 2014

**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  
jbrannan@washingtontc.gov

## **Adjoining Property Owners: 622 West Second Street**

---

- **William Deathridge**  
106 Beechtree Rd.  
Washington, NC 27889
- **Torseten Warnatsch**  
620 West Second Street  
Washington, NC 27889
- **Evelyn Dickerson**  
109 West 13<sup>th</sup> Street  
Washington, NC 27889
- **Margaret Branchaud**  
610 West Second Street  
Washington, NC 27889

**Justin Ferrai**  
117 Arbor Dr.  
Washington, NC 27889

**Gary Williams**  
600 West Second Street  
Washington, NC 27889

**Judi Hickson**  
627 West Second Street  
Washington, NC 27889

**Jean Gaumont**  
617 West Second Street  
Washington, NC 27889

**Ronald Buttry**  
514 Bay Lake Dr.  
Chocowinity, NC 27817

**Donny Leggett**  
601 West Second Street  
Washington, NC 27889



**ADDRESS:** 622 W. 2<sup>nd</sup> Street

**TAX PARCEL NUMBER:** 5675-69-3790

**CONTRIBUTING:** Yes

**CONTRIBUTING NUMBER:** 258      **NON-CONTRIBUTING NUMBER:**

**CURRENT OWNER:** James and Sarah Witherse

**FLOOD ZONE:** Yes

**SQUARE FOOTAGE OF STRUCTURE:** 2167

**WINDOW STYLE:** upstairs: 2/2    downstairs: 1/1

**DOOR STYLE:**

**ROOF MATERIAL:** Tin

**DESCRIPTION:** 2 story late 19<sup>th</sup> early 20<sup>th</sup> century frame L-shaped house with bracketed detail, 1920s porch posts.

**OTHER FEATURES:** (i.e. fences, accessory building, etc.): Garage- 1.5 S FR 16 x 32

# **MAJOR WORKS**

**323 East Main Street**

**Install Screen Door on Front Façade**

APPLICATION FOR A CERTIFICATE OF APPROPRIATENESS

Historic Preservation Commission  
Washington, NC

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

Please use Black Ink

Street Address of Property: 323 E. Main St, Wash. NC 27889

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

Owner's Name: ANNETTE L. JEFFERSON

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

Brief Description of Work to be Done:

Install a storm door at the front entrance of the house to give protection to the wooden door. The storm door will be full view, trimmed in white and handles will be brushed or satin nickel which will match the handles on 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)

ANNETTE L. JEFFERSON  
(Name of Applicant - type or print)

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

2/12/14 252-974-4548  
(Date) (Daytime Phone Number)

Annette L. Jefferson  
(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.



# Innovative thinking.

We like to call them "Features Plus." Our built-in innovations enhance both the form and function of storm doors. Look for these state-of-the-art technologies when choosing your door.

## Efficiency

Keep draft and moisture out, and save on energy.

Increase energy efficiency by up to 80%.<sup>1</sup> Storm doors at Lowe's reduce energy loss, making your home more energy efficient.



## Security

Get access and protection when you need it the most.



KeepSafe Glass® with protective security shield provides break-in protection for your home—guaranteed.



eTouch™ keyless entry keeps your family safe. The digital access pad lets you control your level of security and eliminates the need for another set of keys in your pocket.

## Ventilation

Keep your home comfortable with natural breezes and light.



LARSON® Screen Away® retractable screen provides natural ventilation and conveniently hides in top cassette when not in use.

Pella® Rolscreen® Storm Doors provide the best of beauty and ventilation with a screen that glides out of sight when not in use.

## Durability

Quality construction, backed by a warranty, insures your investment.



SmoothGlide® closer provides fluid closing motion. Touch'n Hold® design allows hands free operation.



Limited Lifetime Warranty offers peace of mind for your storm door investment.

## Learn More

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

## Installation

We took the guesswork out of installation, making it easy.



Pella's Express Install® gets your new storm door installed in as little as 60 minutes. No hassles with preassembled parts, no cutting, and no guesswork with predrilled assembly holes to make installation easy.



The LARSON® EasyHang® system is designed to guide storm door installation in half the time with few tools. By eliminating the cutting of the mounting frame rails and adding a hanging hole to assist in placement, installation involves only four easy steps.



*Brushed or satin nickel*

*right side swing top of my door*

<sup>1</sup> Results based on independent laboratory testing of storm door on a 3x2 light, raised panel, rail and stile construction wood entry door.



Date: 02/03/2014

1701 CAROLINA AVENUE  
WASHINGTON, NC 27889  
(252) 975-1006

**Project #:** 400822130  
**Customer Name:** JEFFERSON ANNETTE  
**Customer Phone:** (252) 974-4548  
**Customer Address:** 323 E MAIN  
WASHINGTON NC 27889

**Project name:** detail for ext dr ut

**Product List**

Item Description	Availability	Qty	Unit Price	Total Price
<i>Image not currently available</i> SINGLE STORM DOOR FULLVIEW STORM <b>Item #:</b> 106126 <b>Manufacturer:</b> Model #: 6000E	Estimated 02/24/2014	1	\$530.00	\$530.00
<b>Product Subtotal:</b>				<b>\$530.00</b>

**Installation**

Installation Configuration	Total Price
<b>Exterior and Patio Doors - Labor Configuration</b>	
<b>Front Door</b>	
LAB INST EXT DR-SIDELIGHT/TRAN	
<b>Front Door Total</b>	<b>\$93.00</b>
LAB INST EXT DOOR-ADDL/CUSTM WORK	
<b>Project Level Fees Total</b>	<b>\$160.00</b>
<b>Deductible Detail #400560268</b>	<b>\$-35.00</b>
<b>Installation Subtotal:</b>	<b>\$218.00</b>
<b>Order Subtotal:</b>	<b>\$748.00</b>

**Salesperson:** EDMON JONES

**Accepted By:**

**Date:** 02/03/2014

This Quote is valid until 03/05/2014 This is an estimate only. This estimate does not include tax, special fees (e.g., White Goods Tax), or delivery charges. Delivery of all materials contained in this estimate are subject to availability from the manufacturer or supplier. All the above quantities, dimensions, specifications and accessories have been verified and accepted. I understand that this order will be placed according to these specifications and is non-refundable.



# REQUEST FOR COMMISSION ACTION

To: Historic Preservation Commission

From: Jennifer Brennan, Planning & Development

Re: Annette Jefferson has submitted a request to install a storm door at the front entrance of the house.

***A request has been made by Annette Jefferson for a Certificate of Appropriateness to install a new storm door on the front door of the house.*** To grant such a request, the Historic Preservation Commission must make findings of fact, which are included in the sample motions below. Any conditions the Commission feels appropriate may be attached to the motion.

## Possible Actions

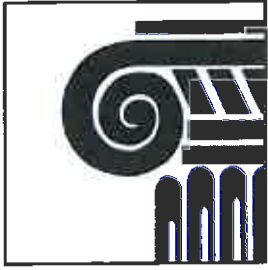
I move that the Historic Preservation Commission **grant a Certificate of Appropriateness** to Ms. Jefferson to install a storm door on the front door of her house. This motion is based on the following findings of fact: the application is congruous with the Historic Preservation Commission Design Guidelines, specifically **Section 3.4 Changes to Existing Building**.

Or

I move that the Historic Preservation Commission **grant a Certificate of Appropriateness** to Ms. Jefferson to install a storm door on the front door of her house. This motion is based on the following findings of fact: the application is congruous with the Historic Preservation Commission Design Guidelines, specifically **Section 3.4 Changes to Existing Building**. I further move that the Historic Preservation Commission **place the following conditions** on the approval:

Or

I move that the Historic Preservation Commission **grant a Certificate of Appropriateness** to Ms. Jefferson to install a storm door on the front door of her house. This motion is based on the following findings of fact: the application is congruous with the Historic Preservation Commission Design Guidelines, specifically **Section 3.4 Changes to Existing Building**.



# CITY OF WASHINGTON

DOWNTOWN DEVELOPMENT □ HISTORIC PRESERVATION

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**Subject:** Certificate of Appropriateness – 323 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 to install a storm door on the front of the house located at 323 East Main Street.

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

**Date:** Tuesday March 4, 2014

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

**Time:** 7:00 PM

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

Sincerely,

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

## **Adjoining Property Owners: 323 East Main Street**

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- **John and Sandra Harvey**  
8714 Cypress Club Dr.  
Raleigh, NC 27615
- **Betty Jane Green**  
307 East Main Street  
Washington, NC 27889
- **Denver Steinmetz**  
303 E. Main Street  
Washington, NC 27889
- **Rachel Cahoon**  
1149A Nicklous Dr.  
Greenville, NC 27834
- **Laura Darre**  
316 Riverside Dr.  
Washington, NC 27889
- **Joseph Wooten**  
221 Lake Rd.  
Greenville, NC 27834
- **Henry Carter**  
325 E. Main Street  
Washington, NC 27889
- **Crystal Phillips**  
331 E. Main Street  
Washington, NC 27889
- **Glenn Simpson**  
322 E. Main Street  
Washington, NC 27889
- **First Baptist Church**  
113 N. Harvey Street  
Washington, NC 27889



**ADDRESS:** 323 E Main St

**TAX PARCEL NUMBER:** 5675-97-8100

**CONTRIBUTING:** Yes

**CONTRIBUTING NUMBER:** 135 **NON-CONTRIBUTING NUMBER:**

**CURRENT OWNER:** Annette L. Jefferson

**FLOOD ZONE:** No

**SQUARE FOOTAGE OF STRUCTURE:** 1432

**WINDOW STYLE:** 6/6      Downstairs: same

**DOOR STYLE:** 6 Panel Colonial

**ROOF MATERIAL:** Tin

**DESCRIPTION:** 2 story early 20<sup>th</sup> century plain frame house with bracketed trim..

**OTHER FEATURES:** (i.e. fences, accessory buildings, etc.):

# 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: 312 Water Street

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

Owner's Name: Henry

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

Brief Description of Work to be Done:

Remove Spine trees + front porch per  
City Council.

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

Jennifer Brennan  
(Name of Applicant - type or print)

\_\_\_\_\_  
(Mailing Address) (Zip Code)

\_\_\_\_\_  
(Date) (Daytime Phone Number)

J Brennan  
(Signature of Applicant)

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

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

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

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: 331 E MAIN ST

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

Owner's Name: Christal Phillips

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

Brief Description of Work to be Done:

Replace Gas Pack

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)

Roberson's Htg & A/C Inc  
(Name of Applicant - type or print)

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

02-14-2014 (252) 792-3006  
(Date) (Daytime Phone Number)

Danilaj Roberson Burbage  
(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: 725 W 2nd St

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

Owner's Name: Peggy Hope

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

Brief Description of Work to be Done:

Changeout of HVAC

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)

Trent Murray  
(Name of Applicant - type or print)

134 W 5th St 27889  
(Mailing Address) (Zip Code)

2/11/14 252-644-3060  
(Date) (Daytime Phone Number)

[Signature]  
(Signature of Applicant)

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

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

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

# OTHER BUSINESS

# MINUTES

**WASHINGTON HISTORIC PRESERVATION COMMISSION**  
**Regular Scheduled Meeting – Agenda**  
**Tuesday February 4, 2014**  
**7:00 pm**

**Members Present**

Geraldine McKinley   Seth Shoneman  
Jerry Creech   Ed Hodges  
Victoria Rader

**Members Absent**

Picott Harrington  
Judi Hickson

**Others Present**

Jennifer Brennan, Community Development Planner

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**I.      Opening of the meeting**

The Chairman called the meeting to order.

**II.     Invocation**

A moment of silence was taken.

**III.    Roll Call**

A silent roll call was taken by staff.

**IV.     Old Business**

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

**A. Major Works**

1. None

**B. Minor Works**

1. A request has been made by the owner at 629 East Main Street to repair several rotted and missing areas around the property. See list.

2. A request has been made by the owner at 141 South Market Street to install a sign for the Little Washington Sailing School.

Jerry Creech made a motion to approve all the minor works. His motion was seconded by Seth Shoneman. All voted in favor and the motion carried.

**VI. Other Business**

Jennifer Brennan came forward to address the Commission. She explained that in the fall several organizations were approached by the Visitor Center to discuss the potential of reprinting the Washington walking tour. She stated that the idea has grown and developed into ideas for smart phone apps and along the way it was found that the current walking tour may have inaccuracies. Ms. Brennan explained that thru conversations it has been discussed applying for a grant through the State Historic Preservation Office to hire a consultant to update the current walking tour. She explained that it would cost approximately \$10,000 to update the tour. She stated that the grant would be a 60 40 match through the state, so the stated would provide 60% and they would provide 40%. Ms. Brennan asked for the Commission to pass a resolution asking City Council to allow her to apply for that grant. She explained that the grant is due by the end of February and they should receive notice by May. She stated that the grant would allow them to hire a consultant to do research and update the current walking tour. Ms. Brennan provided the Commission with the resolution. The Chairman then read the resolution.

Seth Shoneman made a motion to pass the resolution. His motion was seconded by Victoria Rader. All voted in favor and the motion carried.

**VII. Approval of Minutes – January 7, 2014**

**VIII. Adjourn**

There being no other business the meeting was adjourned.