

WASHINGTON HISTORIC PRESERVATION COMMISSION
Regular Scheduled Meeting - Agenda
Tuesday November 5, 2013
7:00 PM

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

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

- V. Major Works, Certificate of Appropriateness**

- 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.
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.
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.
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.

- 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 HVAC 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 owner at 322 East Main Street to change out the gas pack system.

- VII. Other Business**

1. Election of New Officers
2. Design Guidelines Sub-Committee

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

- VIII. Adjourn**

OLD BUSINESS

APPLICATION FOR A CERTIFICATE OF APPROPRIATENESS

Historic Preservation Commission

Washington, NC

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

Please use Black Ink

Street Address of Property: 312 Water Street

Historic Property/Name (if applicable): _____

Owner's Name: William Henry Jr.

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

Brief Description of Work to be Done:

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

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

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 Withdrawn	_____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

Jennifer Brennan
(Name of Applicant - type or print)

City of Washington
(Mailing Address) (Zip Code)

7/31/13
(Date) (Daytime Phone Number)

J Brennan
(Signature of Applicant)

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

(Minor Work Auth. Sig.) (Date)

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

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

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

Type of structure- single family residence.

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

1/31/13

Date

J. R. [Signature]

Signed

Historic Preservation Action taken: _____

Date taken

Authorizing Official

REQUEST FOR COMMISSION ACTION

To: Historic Preservation Commission

From: Jennifer Brennan, Planning & Development

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

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

To grant such a request, the Historic Preservation Commission must make findings of fact, which are included in the sample motions below. Any conditions the Commission feels appropriate may be attached to the motion.

Possible Actions

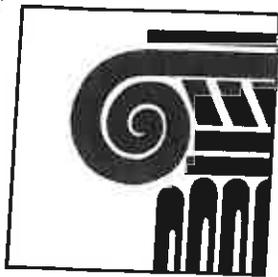
I move that the Historic Preservation Commission **grant a Certificate of Appropriateness** to the City of Washington to allow for the demolition of the property located at 312 Water Street. This motion is based on the following findings of fact: the application is congruous with the Historic Preservation Commission Design Guidelines, specifically **Section 6.0 Demolition and Relocation**.

Or

I move that the Historic Preservation Commission **grant a Certificate of Appropriateness** to the City of Washington to allow for the demolition of the property located at 312 Water Street. This motion is based on the following findings of fact: the application is congruous with the Historic Preservation Commission Design Guidelines, specifically **Section 6.0 Demolition and Relocation**. I further move that the Historic Preservation Commission **place the following conditions** on the approval:

Or

I move that the Historic Preservation Commission **deny a Certificate of Appropriateness** to the City of Washington to allow the demolition of the property located at 312 Water Street. This motion is based on the following findings of fact: the application is congruous with the Historic Preservation Commission Design Guidelines, specifically **Section 4.0 Streetscape and Site Design**.



CITY OF WASHINGTON

DOWNTOWN DEVELOPMENT □ HISTORIC PRESERVATION

Subject: Certificate of Appropriateness – 312 Water Street

Dear Adjoining Property Owner,

Whenever exterior renovation work is being conducted in the Washington Historic District all property owners within 100 feet of the proposed construction activities are required to be notified by the City of Washington. According to the application submitted by the City of Washington, your property is located within 100 feet of the above referenced property.

A request has been made by the City of Washington for a Notice of Intent To Demolish for the property located at 312 Water Street.

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

Date: Tuesday November 5, 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
jbreannan@washingtontnc.gov

Adjoining Property Owners: 312 Water Street

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

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

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



ADDRESS: 312 Water St

TAX PARCEL NUMBER: 5675-97-5062

CONTRIBUTING: Yes

CONTRIBUTING NUMBER: 458 **NON-CONTRIBUTING NUMBER:**

CURRENT OWNER: - William R. Henry Jr.

FLOOD ZONE: No

SQUARE FOOTAGE OF STRUCTURE: 1836

WINDOW STYLE: upstairs: downstairs:

DOOR STYLE:

ROOF MATERIAL: Asphalt Shingle

DESCRIPTION: John Mayo House. 2 Story symmetrical late 19th century frame house. Turned porch posts, diagonal sheathing under porch, simple molded trim.

OTHER FEATURES: (i.e., fences, accessory building, etc.): Shed- 41 x 10, Shelter- 8 x 20

MAJOR WORKS

Mr. William Kenner

720 East Main Street

Fence in Rear of Property

Safety Railings for Deck

Shutters on Front Facade

APPLICATION FOR A CERTIFICATE OF APPROPRIATENESS

Historic Preservation Commission
Washington, NC

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

Please use Black Ink

Street Address of Property: 720 East main

Historic Property/Name (if applicable): Kenner

Owner's Name: William Kenner

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

Brief Description of Work to be Done:

install fence 3 1/2 high 4.5
install softy rails Back of house
put shutter Back on

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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ACTION	
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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)

William D Kenner
(Name of Applicant - type or print)

743 West 2 St
(Mailing Address) (Zip Code)

09-23-2013 919-345-8761
(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.







REQUEST FOR COMMISSION ACTION

To: Historic Preservation Commission

From: Jennifer Brennan, Planning & Development

Re: William Kenner has submitted a request to install shutters on the front façade, install a 3.5 foot high fence at the rear of the property and is submitting final plans for the safety railing on his wrap around porch at the rear of his property located at 720 E. Main Street.

A request has been made by William Kenner for a Certificate of Appropriateness to return shutters on the front façade, install a 3.5 high fence in the back of the property and install safety rails on his wrap around porch on the property located at 720 E. Main Street.

To grant such a request, the Historic Preservation Commission must make findings of fact, which are included in the sample motions below. Any conditions the Commission feels appropriate may be attached to the motion.

Possible Actions

I move that the Historic Preservation Commission **grant a Certificate of Appropriateness** to William Kenner to allow for the return of shutters to the front façade, install a 3.5 high wooden fence and install proposed safety rails on the wrap around porch on the property located at 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**.

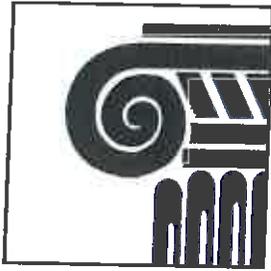
Or

I move that the Historic Preservation Commission **grant a Certificate of Appropriateness** to William Kenner to allow for the return of shutters to the front façade, install a 3.5 high wooden fence and install proposed safety rails on the wrap around porch on the property located at 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**. I further move that the Historic Preservation Commission **place the following conditions** on the approval:

Or

I move that the Historic Preservation Commission **deny a Certificate of Appropriateness** to William Kenner to allow for the return of shutters to the front façade, install a 3.5 high wooden fence and install proposed safety rails on the wrap around porch on the property located at 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 Design.**



CITY OF WASHINGTON

DOWNTOWN DEVELOPMENT □ HISTORIC PRESERVATION

Subject: Certificate of Appropriateness – 720 East Main Street

Dear Adjoining Property Owner,

Whenever exterior renovation work is being conducted in the Washington Historic District all property owners within 100 feet of the proposed construction activities are required to be notified by the City of Washington. According to the application submitted by Mr. Kenner, your property is located within 100 feet of the above referenced property.

Mr. Kenner requests to install a 3.5 foot tall fence at the rear of his property located at 720 East Main Street. Additionally, he has submitted final plans for his wrap around porch on the rear façade of his property and to reinstall shutters on the front façade of the 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 November 5, 2013

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

Time: 7:00 PM

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

Sincerely,

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

Adjoining Property Owners: 720 East Main Street

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

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



ADDRESS: 720 E. Main Street

TAX PARCEL NUMBER: 5685-16-4223

CONTRIBUTING: Yes

CONTRIBUTING NUMBER: 100

NON-CONTRIBUTING NUMBER:

CURRENT OWNER: William Keller

FLOOD ZONE: Yes

SQUARE FOOTAGE OF STRUCTURE: 1935

WINDOW STYLE: upstairs: 4/1 downstairs: same

DOOR STYLE: 4 lite/3 panel

ROOF MATERIAL: Asphalt Shingle

DESCRIPTION: 2 story early 20th century frame house with 1920s type porch.

OTHER FEATURES: (i.e. fences, accessory building, etc.): Storage- 1 S 10 x 12

MAJOR WORKS

Sloan Family Ventures, LLC

245 West Main Street

**Remove Rear Porch and Replace with a
New Awning**

APPLICATION FOR A CERTIFICATE OF APPROPRIATENESS

Historic Preservation Commission
Washington, NC

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

Please use Black Ink

Street Address of Property: 245 WEST MAIN STREET, WASHINGTON NC 27889

Historic Property/Name (if applicable): _____

Owner's Name: SLOAN FAMILY VENTURES, LLC

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

Brief Description of Work to be Done:

REMOVAL OF ROOF & COLUMN SUPPORT OF REAR PORCH. THIS PORCH WAS ADDED TO THE BUILDING IN THE LATE 1970'S SO WE DON'T BELIEVE IT TO BE SIGNIFICANT. OUR INTENTION IS TO REPLACE WITH A SQUARE / SLOPED AWNING SIMILAR TO THE EXISTING REAR AWNING WHICH IS IN THE ATTACHED PHOTO.

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

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

SLOAN FAMILY VENTURES, LLC
(Name of Applicant - type or print)

P.O. Box 1847 27889
(Mailing Address) (Zip Code)

10/24/2013 252 945 7704
(Date) (Daytime Phone Number)

Thomas M. Sloan
(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.

REQUEST FOR COMMISSION ACTION

To: Historic Preservation Commission

From: Jennifer Brennan, Planning & Development

Re: Sloan Family Ventures LLC has submitted a request to remove the roof and columns on the porch at the rear of the building and install an awning to match remainder on building located at 245 W. Main Street.

A request has been made by Sloan Family Ventures for a Certificate of Appropriateness to remove the roof and columns on the porch at the rear of the building and install an awning to match remainder on building located at 245 W. Main Street. To grant such a request, the Historic Preservation Commission must make findings of fact, which are included in the sample motions below. Any conditions the Commission feels appropriate may be attached to the motion.

Possible Actions

I move that the Historic Preservation Commission **grant a Certificate of Appropriateness to 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.**

Or

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.** I further move that the Historic Preservation Commission **place the following conditions** on the approval:

Or

I move that the Historic Preservation Commission **deny a Certificate of Appropriateness to Sloan Family Ventures, LLC to 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.**

245
WEST MAIN ST.







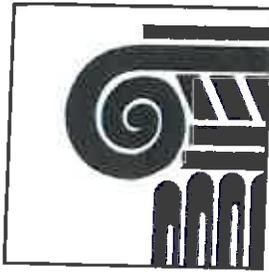


245
WEST MAIN ST.



245
WEST MAIN ST.





CITY OF WASHINGTON

DOWNTOWN DEVELOPMENT □ HISTORIC PRESERVATION

Subject: Certificate of Appropriateness – 245 West Main Street

Dear Adjoining Property Owner,

Whenever exterior renovation work is being conducted in the Washington Historic District all property owners within 100 feet of the proposed construction activities are required to be notified by the City of Washington. According to the application submitted by the City of Washington, your property is located within 100 feet of the above referenced property.

A request has been made by Thomas Sloan to remove the roof and columns on the rear stoop of the property and install an awning over the entry on the building located at 245 W. Main Street.

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

Date: Tuesday November 5, 2013

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

Time: 7:00 PM

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

Sincerely,

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

Adjoining Property Owners: 245 W. Main Street

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

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

MAJOR WORKS

Ms. Rachel Mills

409 East Main Street

**Expand Rear Porch 8 Feet to Match Width
of House**

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 E MAIN ST, WASHINGTON

Historic Property/Name (if applicable): _____

Owner's Name: RACHEL VICTORIA MILLS

Lot Size: 50 feet by 100 feet. approx
(width) (depth)

Brief Description of Work to be Done:

8' Extension of Back Porch to ^{better} fit, look
appearance of house + facilitate
structure

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)

RACHEL VICTORIA MILLS
(Name of Applicant - type or print)

P.O. Box 1325, WASHINGTON 27883
(Mailing Address) (Zip Code)

Oct. 25 2013 / 252-414-9684
(Date) (Daytime Phone Number)

Rachel Mills
(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.

To: Washington Planning Department; Washington Historic Commission

October 25, 2013

The enclosed rendering describes the **planned extension of my back porch** at 409 East Main Street, Washington.

Shown on sketch 1 is the **exterior planned view**.

Shown on sketch 2 is the footprint with **current porch shaded** and the **planned extension 8 feet to the west unshaded**.

Photograph shows the **current view of porch**. All architectural details of the porch will remain the same except for a new gabled porch roof, which will connect to the back of the currently gabled roof over the kitchen portion of the house.

Background: the porch was added by one of the previous owners, either Lonnie Squires or before him Max Chestnutt. It sits simply on a concrete base with wooden studs and screening on its three sides. It has a metal roof (as does the house) in a shed style.

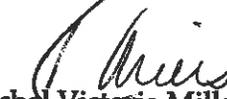
Problems to be addressed by the extension:

- 1) The current porch is too small for practical use.
- 2) It is also too small for the proper architectural balance of the back of the house.
- 3) There is occasional leakage between the porch shed roof and the upper frame of the kitchen back door.

Procedure: The current wood supports and screen, as well as the shed-style roof, will be removed. The concrete pad will remain. A new pad will be constructed to attach to the current pad, going (see sketch) eight feet out to the west to meet the southwest corner of the house and coming forward (south) to meet the width of the current pad. A new gabled roof will be attached to the current gabling on the back of the house (see sketch), so that it appears almost a seamless metal roof line. Wooden supports and screening (see sketch) will be replaced in the same pattern as current porch. Porch supports will be painted white, the current color of the trim on the whole house. Porch trim will match house trim.

PLEASE NOTE: Unfortunately, I will not be in town at the November Commission meeting to answer questions myself; instead, Mr. William Cochran, the builder, will address planning questions for you. I can, however, be reached at ~~252-414-9684~~, if necessary.

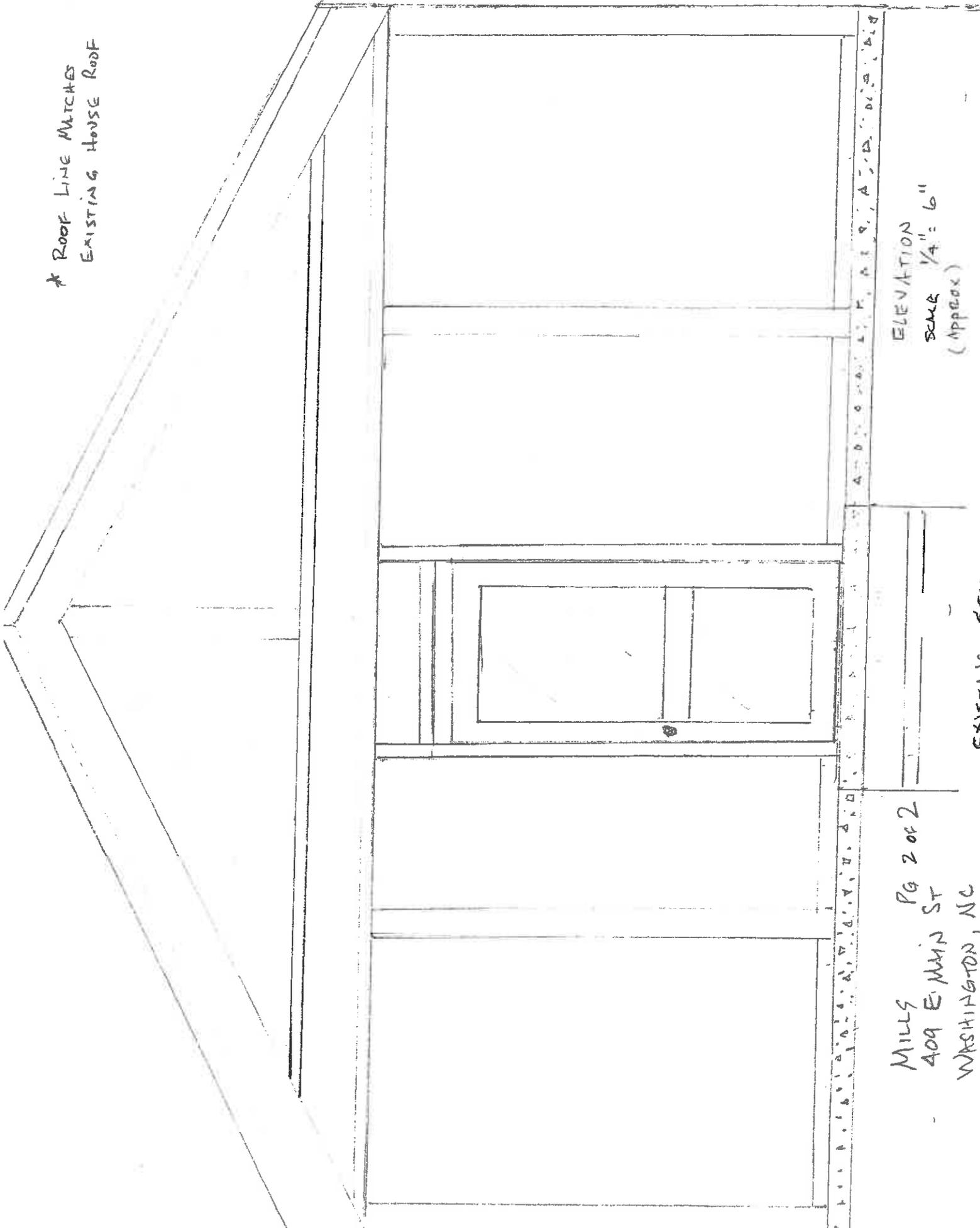
Thank you for your assistance with this plan.


Rachel Victoria Mills, owner

* ROOF LINE MATCHES
EXISTING HOUSE ROOF

5'

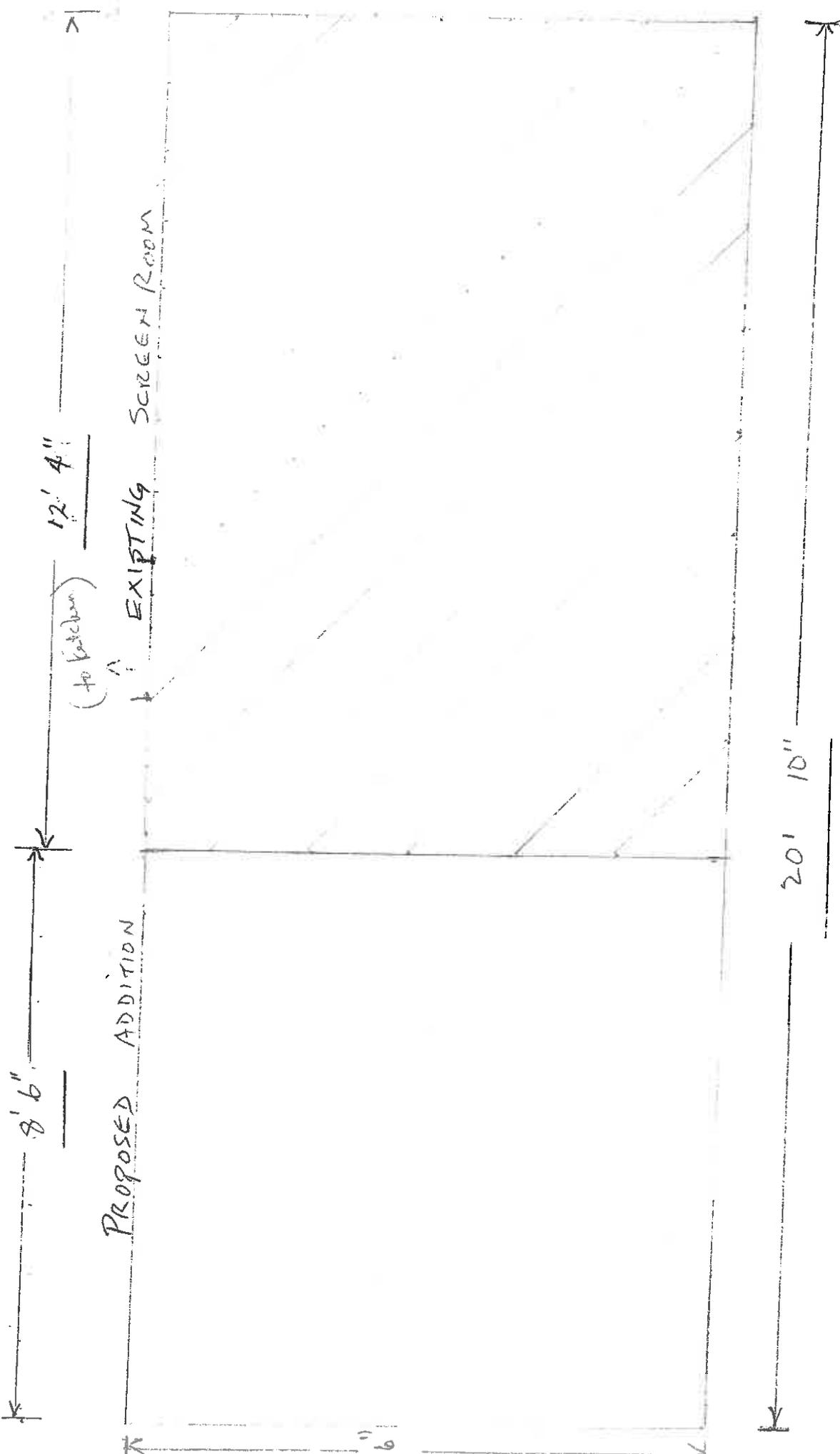
83'



ELEVATION
SCALE 1/4" = 6"
(APPROX)

MILLS Pg 2 of 2
409 E. MAIN ST
WASHINGTON, NC

EXISTING ELEVATION



FOOTPRINT

SCALE 1/4" = 6"
(Approx)

MILLS
409 E. MAIN ST
WASHINGTON N.C.

PG 1 OF 2





REQUEST FOR COMMISSION ACTION

To: Historic Preservation Commission

From: Jennifer Brennan, Planning & Development

Re: Ms. Rachel Mills has requested to extend the back porch on her property by 8 feet to fit the width of the house at 409 East Main Street.

A request has been made by Ms. Mills for a Certificate of Appropriateness to extend the rear porch on the back of the house located at 409 East Main Street. The extension will go 8 feet beyond the current porch and fit the entire rear 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

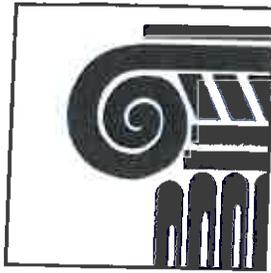
I move that the Historic Preservation Commission **grant a Certificate of Appropriateness** to Ms. Mills to extend the back porch of the property at 409 East Main Street by 8 feet in order to match the façade of the house. This motion is based on the following findings of fact: the application is congruous with the Historic Preservation Commission Design Guidelines, specifically **Section 3.0 Changes to Existing Buildings**.

Or

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**. 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 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**.



CITY OF WASHINGTON

DOWNTOWN DEVELOPMENT □ HISTORIC PRESERVATION

Subject: Certificate of Appropriateness – 409 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 Ms. Rachel Mills, your property is located within 100 feet of the above referenced property.

Ms. Mills has submitted a request to extend the back porch on the property at 409 East Main Street. The extension will cover the width of the rear façade of the 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 November 5, 2013

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

Time: 7:00 PM

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

Sincerely,

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

Adjoining Property Owners: 409 East Main Street

- Virginia Finnerty
400 East Main Street
Washington, NC 27889
- Vergil Jenkins, Jr.
412 East Main Street
Washington, NC 27889
- John O'Neil
420 East Main Street
Washington, NC 277889
- Kirk Stamant
427 E. Main Street
Washington, NC 27889
- Litchfield Holding
135 Harbor Rd
Washington, NC 27889
- Ana Maria Investments
122 S. Academy Street
Washington, NC 27889
- Leslie Moore
31 Evanshire Dr.
Fredericksburg, VA 22406
- Crystal Phillips
331 East Main Street
Washington, NC 27889
- David Clark
401 E. Main Street
Washington, NC 27889
- Geraldine Bennett
405 East Main Street
Washington, NC 27889

- **Charles Davis**
413 East Main Street
Washington, NC 27889
- **Walter Hannan**
1721 Anderson Street
Wilson, NC 27893



ADDRESS: 409 E Main St

TAX PARCEL NUMBER: 5685-06-0966

CONTRIBUTING: Yes

CONTRIBUTING NUMBER: 130 **NON-CONTRIBUTING NUMBER:**

CURRENT OWNER: Jerry Leath and Rachel Mills

FLOOD ZONE: No

SQUARE FOOTAGE OF STRUCTURE: 2010

WINDOW STYLE: 6/1 Downstairs: same

DOOR STYLE:

ROOF MATERIAL: Tin

DESCRIPTION: 2 story late 19th century gable end frame house with bracketed detail, diagonal treatment under porch.

OTHER FEATURES: (i.e. fences, accessory buildings, etc.): Garage – 1S FR 29 x 21

Major Works

Mr. Mark Kucas

406 E Main Street

**Replace existing windows with
vinyl replacement windows**

A.4.2

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

Date 10/28/13

Fee _____

A: Information on Structure Under Consideration

Address: 406 E MAIN ST. WASHINGTON, NC 27889

Current Owner: MARK KUCAS

Tax Parcel Number: _____

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 _____ NO _____ N/A X

B: Information on Person Making Application

Name: MARK KUCAS

Address: 107 BENEDUM PLACE

City: CARY State: NC Zip: 27518 Phone: 919-412-1556

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)

- TO REPLACE THE EXISTING WINDOWS WITH VINYL REPLACEMENT WINDOWS. WINDOWS WILL BE IDENTICAL IN APPEARANCE (GRIDS, SCREENS, COLOR ETC...) TO THE EXISTING WINDOWS. (SIMILAR TO WHAT WAS APPROVED ON MY OTHER WASHINGTON PROPERTY LOCATED @ 717 W MAIN ST) PROPERTY IS A NON-CONTRIBUTING BUILDING.

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:

ACTION

DATE

- | | |
|---|-------|
| <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,

Mark A Kucas
Signature

REQUEST FOR COMMISSION ACTION

To: Historic Preservation Commission

From: Jennifer Brennan, Planning & Development

Re: Mr. Mark Kucas has requested permission to replace the existing windows with vinyl replacement windows on the property located at 406 East Main Street.

A request has been made by Mr. Kuckas for a Certificate of Appropriateness to replace the existing windows with vinyl replacement windows on the property located at 406 East Main Street. Windows will be identical in appearance to the existing windows.

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

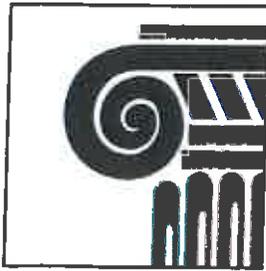
I move that the Historic Preservation Commission **grant a Certificate of Appropriateness** to Mr. Kucas to replace existing windows with vinyl replacement windows for the property located at 406 East Main Street. Windows will be identical in appearance to the existing windows. This motion is based on the following findings of fact: the application is congruous with the Historic Preservation Commission Design Guidelines, specifically **Section 3.0 Changes to Existing Buildings**.

Or

I move that the Historic Preservation Commission **grant a Certificate of Appropriateness** 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**. 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. 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**.



CITY OF WASHINGTON

DOWNTOWN DEVELOPMENT □ HISTORIC PRESERVATION

Subject: Certificate of Appropriateness – 406 East Main Street

Dear Adjoining Property Owner,

Whenever exterior renovation work is being conducted in the Washington Historic District all property owners within 100 feet of the proposed construction activities are required to be notified by the City of Washington. According to the application submitted by Mr. Mark Kucas, your property is located within 100 feet of the above referenced property.

Mr. Kucas has submitted a request to replace existing windows with vinyl replacement windows at 406 E Main Street. Windows will be identical in appearance to the existing windows.

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 October 1, 2013

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

Time: 7:00 PM

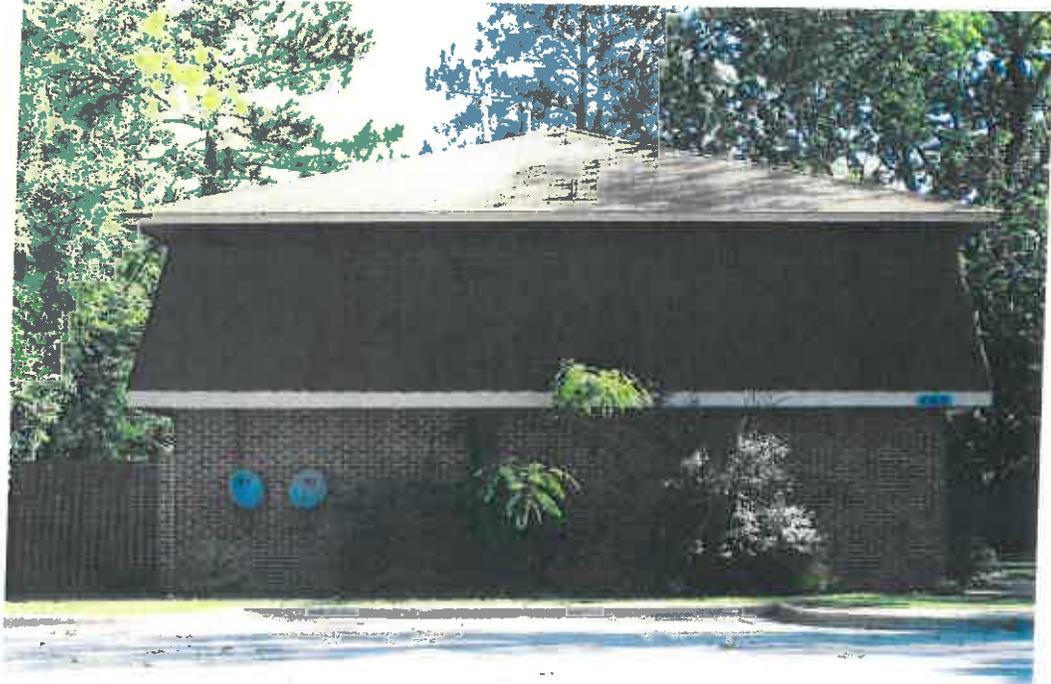
In the meantime, should you have any questions please feel free to contact me.

Sincerely,

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

Adjoining Property Owners: 406 East Main Street

- **Virginia Finnerty**
400 East Main Street
Washington, NC 27889
- **Vergil Jenkins, Jr.**
412 East Main Street
Washington, NC 27889
- **John O'Neil**
420 East Main Street
Washington, NC 277889
- **Keith Hardt**
424 East Main Street
Washington, NC 27889
- **Michael Messner**
428 East Main Street
Washington, NC 27889
- **Leslie Moore**
31 Evanshire Dr.
Fredericksburg, VA 22406
- **Henry Carter**
325 East Main Street
Washington, NC 27889
- **Crystal Phillips**
331 East Main Street
Washington, NC 27889
- **David Clark**
401 E. Main Street
Washington, NC 27889
- **Geraldine Bennett**
405 East Main Street
Washington, NC 27889



ADDRESS: 406 E Main St

TAX PARCEL NUMBER: 5685-07-1213

CONTRIBUTING: No

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

CURRENT OWNER: IBX Development, LLC

FLOOD ZONE: No

SQUARE FOOTAGE OF STRUCTURE: 5958

WINDOW STYLE: Downstairs: same

DOOR STYLE:

ROOF MATERIAL: Asphalt Shingle

DESCRIPTION: 2 story late 19th, early 20th century frame house with bay windows, wide porch, diagonal treatment under porch.

OTHER FEATURES: (i.e. fences, accessory buildings, etc.): Tax Card addressed as 1 Lot N/S E Main St, Apts. 1-6





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 E Main St

Historic Property/Name (if applicable): _____

Owner's Name: William Fenner

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

Brief Description of Work to be Done:
Change out HVAC System
4 Ton 2 staged split HP (zoned)

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)

Rex D Lilly
(Name of Applicant - type or print)

687 Piney Neck Rd. 28576
(Mailing Address) (Zip Code)

10-28-13 252 244-0038
(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.

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: 114 E MAIN ST.

Historic Property/Name (if applicable): _____

Owner's Name: LUIZ DOUGLAS MERCER

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

Brief Description of Work to be Done:

Replace heating system with new HVAC system

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

DOUGLAS MERCER
(Name of Applicant - type or print)

105 Lawson Road Washington N.C 27889
(Mailing Address) (Zip Code)

SEP 26, 2013 946-8538
(Date) (Daytime Phone Number)

Douglas Mercer
(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.

J. Bunnan 9/26/13
(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: 117 N. Market St.

Historic Property/Name (if applicable): _____

Owner's Name: Wayland Jenkins

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

Brief Description of Work to be Done:

Replace roof system with CLASS A TPO Membrane System.

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)

Bud Brooks
(Name of Applicant - type or print)

555 BARWICK DR. WASH. NC. 27889
(Mailing Address) (Zip Code)

10/24/13 943-7057
(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.

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: 210 E. Washington Main

Historic Property/Name (if applicable): _____

Owner's Name: Kevin P. Connors

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

Brief Description of Work to be Done:
Replace Railings and Balusters w/
new - using Treated LUMBER -
spindles will be turned to approximate
old.

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)

MICHAEL F. CONNORS
(Name of Applicant - type or print)

1384 Tom chartered 29148
(Mailing Address) (Zip Code)

9-28-13 803-225-2238
(Date) (Daytime Phone Number)

Michael F. Connors
(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: 102 Stewart Pkwy Washington, NC 27889

Historic Property/Name (if applicable): Chamber of Commerce Building

Owner's Name: _____

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

Brief Description of Work to be Done:

Change out old system + replace with new
same location

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)

Advanced Air Solutions Systems
(Name of Applicant - type or print)

1809 Corsica Rd. 27889
(Mailing Address) (Zip Code)

1/4/13 252-946-6474
(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)

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: 406 E. Main St. Washington, NC 27889

Historic Property/Name (if applicable): _____

Owner's Name: Mark Lucas

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

Brief Description of Work to be Done: (split) Charge out 6 units / AC units

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)

Advanced Air Solutions Systems
(Name of Applicant - type or print)

1809 Corsica Road 27889
(Mailing Address) (Zip Code)

10/22/13 251-946-6474
(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)

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: 322 E Main Street

Historic Property/Name (if applicable): _____

Owner's Name: Glen Simpson

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

Brief Description of Work to be Done:
Change out of gas pack system

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)

Aire Serv
(Name of Applicant - type or print)

134 E 8th St 27889
(Mailing Address) (Zip Code)

10/23/13 252-796-7356
(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.

MINUTES

**Washington HISTORIC PRESERVATION COMMISSION
Regular Scheduled Meeting – Agenda
Tuesday October 1, 2013
7:00 PM**

Members Present

Picott Harrington Geraldine McKinley
Ed Hodges Jerry Creech
Victoria Rader

Members Absent

Seth Shoneman
Judi Hickson

Others Present

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

I. Opening of the meeting

The Chairman called the meeting to order.

II. Invocation

A moment of silent meditation 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. A request has been made by Mr. and Mrs. Richard Mechling to construct a two story addition on to the rear of their property, located at 603 West Main Street.

Mr. Mechling came forward and was sworn in. Mr. Mechling presented the plans for the addition and explained the plans in detail. Mr. Mechling explained that all the new construction would be wood, no vinyl. Mr. Hodges asked if the patio doors were siding

doors. Mr. Mechling stated that they would be swinging. Mr. Mechling stated that they are going to have the new banisters cut to match the existing.

The Chairman opened the floor. Steve Rader came forward. He spoke in favor of the addition. There being no others coming forward the floor was closed.

Victoria Rader made the following motion: I move that the Historic Preservation Commission grant a Certificate of Appropriateness to Mr. and Mrs. Mechling to construct a two story addition on the rear of the property located at 603 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 3.0 Changes to Existing Buildings. Her motion was seconded by Ed Hodges. All voted in favor and the motion carried.

2. A request has been made by Mr. John and Deborah Logelfo to replace the windows on the second floor and add a fire escape to the side alley for their property, located at 126 W. Main Street.

Mr. John Logelfo came forward and was sworn in. He explained that this property is the Labela's pizzeria downtown. He stated that they would really like to get the boards off of the windows. Mr. Logelfo spoke about his love of the downtown and stated that they wanted to beautify their building and make it more functional. He explained that they would like to utilize the almost 3,000sqft on the second floor for residential use. To do that Mr. Logelfo stated that a fire escape will have to be installed. He explained that they would be installing a fire escape similar to the one currently located on the 3rd Street side of the Washington Daily News building. He stated that there would be nothing coming down into the alley, it would be at second floor height.

Mr. Creech stated that he felt windows and doors are right at the heart of the historical architecture representation of the town. He stated that the windows in this building still have the fittings where the shutters use to be, which is very unique. He stated to see those windows come down would make his heart bleed and would compromise the whole building. Mr. Creech stated that the sashes, muttons, and moldings look like they can be repaired. He explained that he would like that option looked into before the windows on the front of the building are removed and replaced with new windows. Mr. Rodman stated that the only windows open in this building are the three on the front, all the others are boarded up. Mr. Creech spoke further about the uniqueness of the front windows. He stated this is the only building with 2 over 4 windows, which makes it very historically significant. Mr. Creech did speak in favor of opening the windows and installing new windows in the alley way. Ms. Rader agreed that the front windows are very unique. A representative from the window company came forward and stated that the new windows would have the same grind pattern as the existing windows. Mr. Logelfo spoke more about the current bad condition of the front windows and his desire to make the building more energy efficient. Ms. Rader asked if the new windows

would be wood and if they would look identical to the existing windows. Mr. Logelfo stated that the new windows can be manufactured to look identical to the existing windows with the modern day efficiency ratings. Mr. Logelfo stated that the design would stay the same but the material would not be wood. Mr. Creech then pointed out the fact that the mutton on the proposed window was not on the outside. He stated that one of the Commission's requirements is that the mutton is affixed to the outside of the window. Mr. Hodges asked where that requirement was located in the design guidelines. Mr. Rodman stated that it was not located in the Commercial section, but it is listed in the residential section of the guidelines.

Mr. Hodges stated that since he has been on the Commission they have allowed seconded story window replacement. Mr. Rodman stated that he believed the last one was at Mr. Sermon's building on Market Street and before that the Commission approved window replacement of the Wash and Wag building on Main Street. Ms. McKinley asked if the outside frame would be removed. The representative from Carolina Windows and Doors showed the Commission what would be removed from the existing windows and what would stay. He stated that the only thing that would be replaced would be the glass and the sash around the glass on the top and bottom of the window. Mr. Hodges asked about the number of windows that would be replaced. Mr. Logelfo stated that he believed they counted 15. Mr. Hodges stated that he felt replacing 15 windows; all but three being boarded up, with workable windows on the second floor is a good thing.

The Chairman opened the floor.

Mr. Rader came forward. He stated that windows are very critical in historic architecture. He agreed that the front windows are much more significant for the appearance of a building than the side and the rear. He stated that he felt going with the proposed window on the side and rear would not be as big of a deal as on the front. He explained that even though the windows are on the second story people walking by can still look up and see the difference, so he felt the fact that they are on the second floor should not be a significant factor in the decision. Mr. Rader stated that he would like to see someone compile a list of contractors that can repair historic windows. He stated that the wood in the historic windows is usually far superior to the window materials that you get today. Mr. Rader explained his own experience with repairing the windows in his own house. He stated that they should encourage repair and not replacement not just in the residential area, but in the commercial section also. Mr. Rader asked the Commission to look at the rear and side windows in a different way than the front. He stated that he felt there is a significant difference there.

William Kenner came forward. He stated that he came before the Commission last month about windows on the second floor of his home. He explained that the muttons on his windows are on the exterior of the windows and they are real wood installed glass. Mr. Kenner stated that he found them locally at a local supplier in Washington.

He stated that he was in support of preserving the historical integrity of the front windows. He stated that he would prefer the Commission to require wood replacement windows with the muttons on the exterior.

Mr. Doug Mercer came forward to address the Commission. He stated that he does have a specific interest in window replacement now because he is working on a historic building in the downtown area. He stated that his building has four downstairs windows that need to be worked on and 7 upstairs windows. He stated that if the Commission is going to allow vinyl windows on the upstairs, then he is going to come and tell the Commission that he would like the 4 downstairs windows to match the upstairs windows. He stated that he felt the Commission would be setting a precedent if they allow vinyl and they shouldn't do it. He stated that the Commission shouldn't try to differentiate between the first floor and second floor or the area of the building. He urged the Commission to stick to their guidelines.

Mr. Rodman stated that staff would prefer the Commission to address the items in the request separately. Ms. Rader asked if the Commission could ask Mr. Logelfo to consider repairing the front three windows to keep the historical elements and just replace the ones on the side and rear. Mr. Logelfo talked about the condition of the front windows and the possible safety hazard. He stated that he would try and do whatever the Commission requested.

Picott Harrington made the following motion: I move that the Historic Preservation Commission grant a Certificate of Appropriateness to Mr. and Mrs. Logelfo to add a fire escape at the side alley of their property at 126 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 3.0 Changes to Existing Buildings. His motion was seconded by Victoria Rader. All voted in favor and the motion carried.

The Commission discussed the window issue further. The Commission asked Mr. Logelfo if he would consider having someone look at the front windows and investigate the repair and other options, and then bring back the findings to the Commission. Mr. Logelfo stated that he could do that.

Victoria Rader made the following motion: I move that the Historic Preservation Commission grant a Certificate of Appropriateness to Mr. and Mrs. Logelfo to replace the windows on the east side, west side and rear windows on the second floor of the property located at 126 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 3.0 Changes to Existing Buildings. Ed Hodges seconded the motion. All voted in favor and the motion carried.

3. A request has been made by James and Sarah Withers to construct a wooden fence in the rear yard, expand bathroom at rear of property on the second floor, alter the pitch of the garage roof, modify roof at rear of the house for better drainage, remove tree in the rear of the yard. All work is located at 622 West Second Street.

Mr. and Mrs. Withers came forward and were sworn in. Mr. Withers stated that they are currently under contract to purchase the Rumley House located at 622 West Second Street. He stated that all the work they plan to do is on the exterior of the home. He explained that they are going to have an engineering analysis of the foundation. He stated that they believe the house is stable but they would like to confirm that. He explained that they plan on re-erecting a wooden fence in the rear yard which appears to have been there in the past. He stated that the entire exterior of the home and the detached garage are going to be completely stripped, sanded and repaired as needed and repainted. Mr. Withers stated that they would also like to put a new metal roof on the entire structure, both the garage and the main house. He then explained the bathroom renovation to the Commission. He stated that they plan on modifying the roof to fix some drainage issues. Mr. Withers stated that none of the proposed improvements are visible from Second Street. He explained that they do not plan on altering the front façade or character of the house. Mr. Withers explained the garage renovations in detail. He stated that the last request is to remove a Bradford pear tree. He explained that they wish to landscape the back yard in a way that is appropriate, but the pear tree is currently encroaching on the back porch. He stated that they would like to replace it with a more appropriate tree.

The Chairman opened the floor. Mr. Kenner stated that he is in favor of taking down the pear tree. The Commission discussed the request further.

Ed Hodges made the following motion: I move that the Historic Preservation Commission grant a Certificate of Appropriateness to Mr. and Mrs. Withers to replace their fence, expand the second floor bathroom, install a metal roof on the main house and garage as well as change the pitch of the garage roof to improve drainage, and finally, to remove a Bradford Pear tree from their rear yard, at the property located at 622 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 Section 3.0 Changes to Existing Buildings and Section 4.0 Streetscape and Site Design. Victoria Rader seconded the motion. All voted in favor and the motion carried.

4. A request has been submitted by Thomas and Gail Colley to replace the existing front door with a new fiberglass door on their property located at 523 East Second Street.

This item was removed due to the fact that the Colleys decided to keep the door.

5. A request has been submitted by William Kenner to install lights on the front porch, add a wraparound balcony to the rear porch and stair, use architectural wire on the balcony, and add operable wooden shutters on his property located at 720 East Main Street.

Mr. Kenner stated that he would like to install recessed lighting all the way across the front and down the side of the front porch. He stated that they would be 4 inch diameter halogen lights. Mr. Kenner then explained the design of the wraparound balcony and its function. Mr. Kenner then moved onto the architectural wiring. He explained that it has been around for the last 10 or 15 years. He explained how the wiring works and presented the Commission with a picture. He stated that he does not like the 2x2 wooden rails and wanted to use the wiring instead. He stated that this is the rear of the property and cannot be seen from the road. Mr. Kenner and the Commission discussed his request further. Mr. Creech asked if the house currently has shutters. Mr. Kenner stated that it does not and never has had shutters. He explained that the shutters are something his wife wanted to add. Ms. Rader stated that she would be in favor of the shutters if they added to the beauty of the house. Mr. Kenner explained that the top three windows on the front would have shutters and the two going down on the west side. The Commission discussed the shutters and how the guidelines address them.

The Chairman opened the floor. There being none coming forward the floor was closed.

Ed Hodges made the following motion: I move that the Historic Preservation Commission grant a Certificate of Appropriateness to William Kenner to allow for the construction of a wraparound balcony off the rear deck and install stair at 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. Geraldine McKinley seconded the motion. All voted in favor and the motion carried.

Mr. Kenner stated that he would like to come back before the Commission about the shutters at their next meeting.

Ed Hodges made the following motion: I move that the Historic Preservation Commission deny a Certificate of Appropriateness to William Kenner to allow for the use of architectural wiring in place of wooden rails at 720 E Main Street. This motion is based on the following findings of fact: the application is incongruous with the Historic Preservation Commission Design Guidelines, specifically Section 3.0 Changes to Existing Buildings. Geraldine McKinley seconded the motion. All voted in favor and the motion carried.

6. A request has been made by Mark Kucas to replace the Existing Masonite siding with fiber cement siding, replace any rotten exterior wood with new wood trim, and wrap the existing soffit and fascia with vinyl siding.

Mr. Kucas was not present at the meeting. Mr. Rodman stated that they do allow the replace of the Masonite siding with the hardi- plank as an administrative approval item. He explained that they feel Masonite is a lesser material then hardi-plank. He explained that replacing the rotten wood with new wood trim would be allowed also, but they need to make sure the soffit and fascia is not replaced with vinyl siding until they come before the Commission. Ms. Brennan stated that Mr. Kucas stated that if the Commission would not allow vinyl then he would be willing to replace with wood.

Geraldine McKinley made the following motion: I move that the Historic Preservation Commission grant a Certificate of Appropriateness to Mr. Kucas to replace existing Masonite siding with new fiber cement siding, replace any rotten wood with new wood trim and all wood trim for the soffit and fascia, no vinyl, for the property located at 406 East Main Street. The motion is based on the following findings of fact: the application is congruous with the Historic Preservation Commission Design Guidelines, specifically Section 3.0 Changed to Existing Buildings. Ed Hodges seconded the motion. All voted in favor and the motion carried.

B. Minor Works

1. A request has been made by the property owner at 149 North Market Street to replace air conditioning unit and replace with a new unit.
2. A request has been made by the property owner at 228 Stewart Parkway to change the wording on sign on the building.
3. A request has been made by the property owner at 409 N. Bonner Street to repair the floor of the front porch. The owner plans to maintain the original dimensions of the porch.

Ed Hodges made a motion to approve all the minor works. His motion was seconded by Picott Harrington. All voted in favor.

VI. Other Business

1. Election of New Officers

This item was continued.

2. Design Guidelines Sub-Committee

Ms. Brenan stated that she has contacted everyone who was on the sub-committee and everyone but one person was interested in returning. She stated that she has

sent out the guidelines for review and they are almost complete. She stated that the Committee would be meeting later in the month to discuss any changes or updates that need to be made and she will have another report for the Commission in November.

Ms. Brennan also reminded the Commission about the upcoming tax credit workshop on October 15th at 5:30pm.

She then updated the Commission on the house on East 2nd Street that they approved for demolition. She explained that the house is due to be demolition on November 4th.

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

Ms. Brennan stated that the Conference started tomorrow and the City has a very good representation going to the Conference.

The staff also gave an update on the Water Street house.

VII. Approval of Minutes – September 3, 2013

Ed Hodges made a motion to approve the minutes. Geraldine McKinley seconded the motion. All voted in favor.

VIII. Adjourn

There being no further business the meeting was adjourned.