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

I. **Opening of the meeting**
II. **Invocation**
III. **Roll call**
IV. **Old Business**

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

Major Works

1. A request has been made by the owner of 409-411 West Main Street to install a deck to the back of the Haven's Wharf annex.
2. A request has been made by the City of Washington to demolish the property located at 223 East Third Street to demolish the house due to hazardous conditions.
3. A request has been made by the owner of 126 North Market Street to install new exterior lights, install a new door on the side façade, install outdoor seating on the side façade, install new door at rear façade and enclose mechanical systems with a 6 foot shadowbox fence.
4. A request has been made by the owner of 164 East Main Street to replace windows with new vinyl windows, replace the roof at the rear of the property, and repair and expand the garage at the rear of the property.
5. A request has been submitted by the owner of 108 S. Market Street to install a handrail at the entrance of the property.
6. A request has been submitted by the owner of 324 East Second Street to construct a new garage, install a new 6 foot fence around the rear yard of the property, and remove one tree from the yard.
7. A request has been submitted by the owner of 710 West Main Street to construct a new screen porch at the rear of the property, replace several windows on rear of the property and remove two chimney's from property.
8. A request has been submitted by the owner of 189 West Main Street to construct a covered deck at the rear of the property, change several doors to windows, construct a roof deck, and construct an elevator shaft and stairwell on the roof of the property.

Minor Works

1. A request has been made by the owner of 722 West Main Street to replace the upstairs gas furnace and air conditioning unit, change out downstairs gas pack and change out the downstairs gas furnace and air conditioning.
2. A request has been made by the owner of 130 Van Norden Street to install a satellite dish on the property.

VII. Other Business

1. Scott Campbell
2. Design Guidelines – Fencing
3. New Design Guidelines

VIII. Approval of Minutes – September 2, 2014
VIII. Adjourn

MAJOR WORK

409-411 West Main Street

Install New Metal Deck

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: 409-411 W. Main St.

Historic Property/Name (if applicable): Havens Wharf

Owner's Name: BBL Ventures

Lot Size: 135 (width) feet by 145 (depth) feet.

Brief Description of Work to be Done:
Add a deck to the back of the HW annex (newer building). Same black metal materials as used on original building. No stairs needed, access by existing 2nd floor door. Also removal of (3) Crepe Myrtles @ waters edge that are obstructing view.

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Office Use Only	
(Date Received)	(Initials)
ACTION	
○ Approved	
○ Approved with Conditions	
○ Denied	
○ Withdrawn	
○ Staff Approval	
(Date)	(Authorized Signature)

Travis Stedenson
(Name of Applicant - type or print)

127 Whichard Lane, Chocowinity 27817
(Mailing Address) (Zip Code)

9.3.14 (Date)

919.669.5053 (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 fowarded 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.

HAVEN

CAROLINA WIND
411

CITY OF WASHINGTON

DOWNTOWN DEVELOPMENT □ HISTORIC PRESERVATION

Subject: Certificate of Appropriateness – 409-411 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 propety is located within 100 feet of the above referenced property.

> A request has been made by the owner of 409-411 West Main Street to construct a black metal deck at the rear of the property.

If you would like to see plans for this work, please visit the City Planning Office prior to the meeting. Additionally, the full application is available on the city website.

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

> **Date**: Tuesday October 7, 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@washingtonnc.gov

Adjoining Property Owners: 409-411 West Main Street

- Haven's Mill Properties, LLC
  108 Hardy's Hill Lane
  Edenton, NC 27932

- Pirate Properties Development, LLC
  8737 Bald Eagle Lane
  Wilmington, NC 28411

- Charles Major
  404 W. Main Street
  Washington, NC 27889

- Kimberly Melk
  412 W. Main Street
  Washington, NC 27889

- Elizabeth Morton
  414 W. Main Street
  Washington, NC 27889

- James Duncan
  PO Box 609
  Chocowinity, NC 27817

- Ronald Clark
  334 W. Main Street
  Washington, NC 27889

- Archie Jennings
  328 W. Main Street
  Washington, NC 27889

223 East Third Street

Demolish Due to Condition

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: 223 E. 3rd. ST.

Historic Property/Name (if applicable): _____

Owner's Name: JAMIE BAKER

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

Brief Description of Work to be Done:

TO DEMOLISH STRUCTURE DUE TO CONDITION. HOUSE IS NOT SAFE TO BE OCCUPIED HOUSE HAS BEEN CONDEMNED

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○ Withdrawn	
○ Staff Approval	
(Date)	(Authorized Signature)

ALLEN PITTMAN CITY OF WASHINGTON
(Name of Applicant - type or print)

PO BOX 1988 WASHINGTON
(Mailing Address) (Zip Code)

8/29/2014 (252) 975-9334
(Date) (Daytime Phone Number)

allen Pittman
(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 fowarded to the Historic Preservation Commission for review at its next meeting.

(Minor Work Auth. Sig.) (Date)

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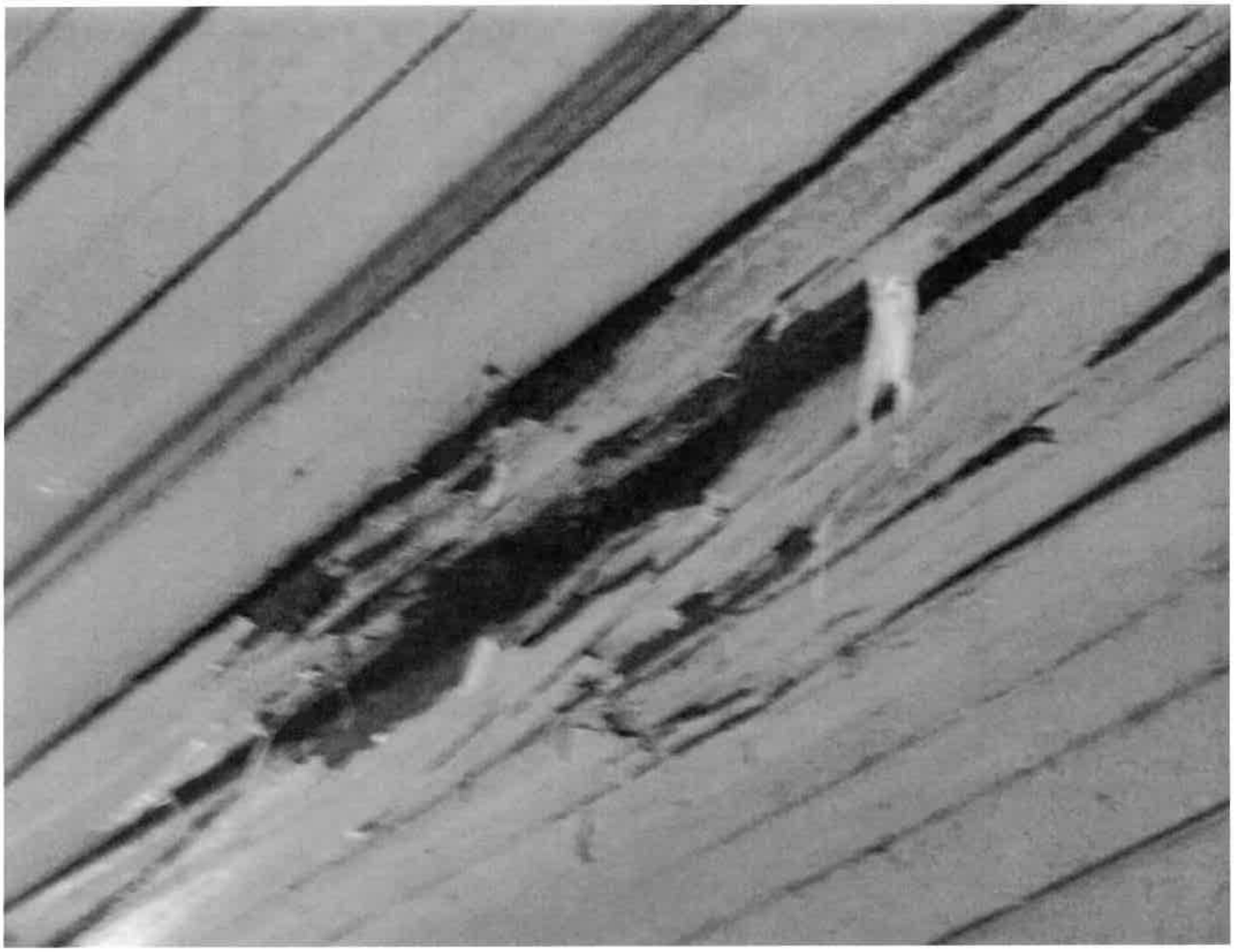

CITY OF WASHINGTON

DOWNTOWN DEVELOPMENT □ HISTORIC PRESERVATION

Subject: Certificate of Appropriateness – 223 East Third 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 propety is located within 100 feet of the above referenced property.

A request has been made by the City of Washington to demolish the property located at 223 East Third Street due to poor condition.

If you would like to see plans for this work, please visit the City Planning Office prior to the meeting. Additionally, the full application is available on the city website.

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

Date: Tuesday October 7, 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@washingtonnc.gov

Adjoining Property Owners: 223 East Third Street

- Moore Muriel, Jr.
  PO Box 82
  Washington, NC 27889

- Linyear Woolard Heirs
  135 Cremona Drive
  Newport News, VA 23608

- Evelyne Roerson
  402 Broad Creek Drive
  Washington, NC 27889

- Louise Farris
  PO Box 501
  Washington, NC 27889

- Debra Freeman
  220 East Third Street
  Washington, NC 27889

- Lula Credle
  226 East Third Street
  Washington, NC 27889

- Caroline Cutler
  1912 Bingham Court
  Myrtle Beach, SC 29588

- Floyd Brooks
  558 Barwick Drive
  Washington, NC 27889

- Paul Arnold
  22 East Second Street
  Washington, NC 27889

- Guy Soloman
  117 West 11th Street
  Washington, NC 27889

- Jose Gonzalez
  228 East Second Street
  Washington, NC 27889

126 North Market Street

New Exterior Lights, New Door on Side Façade, New Outdoor Seating on Side, New Door at Rear Façade, Enclose Mechanical System with 6 Fence

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: 126 N. Market Street

Historic Property/Name (if applicable): Old City Hall / DeMille Building

Owner's Name: Rachel J. Midgette

Lot Size: ~42.5 feet (width) by 101.5 feet (depth).

Brief Description of Work to be Done:

See attachments

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ACTION	
○ Approved	
○ Approved with Conditions	
○ Denied	
○ Withdrawn	
○ Staff Approval	
(Date)	(Authorized Signature)

Rachel J. Midgette
(Name of Applicant - type or print)

322 Post Rd Bath NC 27808
(Mailing Address) (Zip Code)

9/18/14 252-495-2760
(Date) (Daytime Phone Number)

Rachel J Midgette
(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 fowarded to the Historic Preservation Commission for review at its next meeting.

(Minor Work Auth. Sig.) (Date)

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Rachel J. Midgette
126 N. Market Street

Attachment for 'Application for a Certificate of Appropriateness'

126 N. Market Street Washington, NC 27889

Description of work to be done

For the Front façade:

- Install awnings over front 1st floor entry doors (Exhibit B). Awnings will have logo/signage on end cap & side(s).
- Install emergency lights as required by NC Building Code at doors. Lights to be located under awnings. (Exhibit C)
- Install decorative light fixture over center doorway above stairway. This is based on a photo from approx. 1900 showing a similar light fixture in the same place. (Exhibit C for photo and example of fixture chosen)
- Repoint brick masonry and repair front steps as needed.
- Repair, reglaze when necessary, and repaint existing windows.
- Paint front façade, trim, doors, handrails, and cupola.

For the side façade:

- Provide new door to fill in existing masonry opening, which is currently boarded up. (Exhibit E)
- Remove overgrown shrubbery and re-landscape as needed. This area will be disturbed due to water line connections.
- Plant evergreen shrubs/plants around required RPZ 'hotbox'. (See site plan for location)
- Place café seating in side area between building and existing brick sidewalk. (Exhibit D)
- No paint will be applied on this side of the building, as original brick is not currently painted.

For the rear façade:

- Repair & refurbish existing 3'-0" door.
- Provide new 4'-0" door in existing 6'-0" masonry opening, and brick in excess opening. (Exhibit E)
- Install awning over 3'-0" door. Awning to have logo on endcap. (Exhibit B)
- Install emergency lights as required by NC Building Code at doors. Lights to be located under awning where possible.
- Repair, reglaze when necessary, and repaint existing windows.
- Locate mechanical units and electrical cabinet in grassy area. Enclose with 6' high shadowbox board fence. (Exhibit D)
- Paint rear façade, trim, and doors.
- Add bike rack in grassy area near mechanical unit enclosure.
- Repair existing gutters to function correctly.

List of Exhibits

A - Photos of building as of August 2014
B - Awning example
C - Emergency & Exterior Lights example with historical photo
D - sidewalk seating examples, bike rack example, & fence example
F - Door example
G – Site plan

ADDRESS: 126 N. Market St.

TAX PARCEL NUMBER: 5675-88-5187

CONTRIBUTING: Yes

CONTRIBUTING NUMBER: 227 **NON-CONTRIBUTING NUMBER:**

CURRENT OWNER: City of Washington

FLOOD ZONE: Yes

SQUARE FOOTAGE OF STRUCTURE:

WINDOW STYLE: upstairs: downstairs:

DOOR STYLE:

ROOF MATERIAL:

DESCRIPTION: Old Municipal Building and Firehouse. Important 2 story brick public building with open cupola. Elaborately corbelled façade with notable cornice and arched opening. Hood molds, pedimented frontispiece on brackets. Built 1884.

OTHER FEATURES: (i.e. fences, accessory building, etc.): Old City Hall

Exhibit A

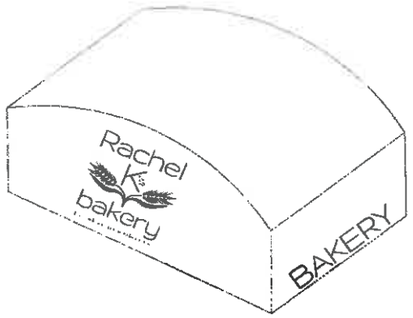
North (Side) Elevation

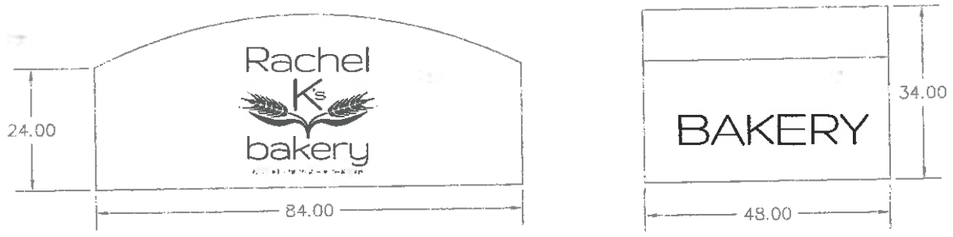
West (Rear) Elevation

East (Front) Elevation

Exhibit B

Awnings – front & rear doors

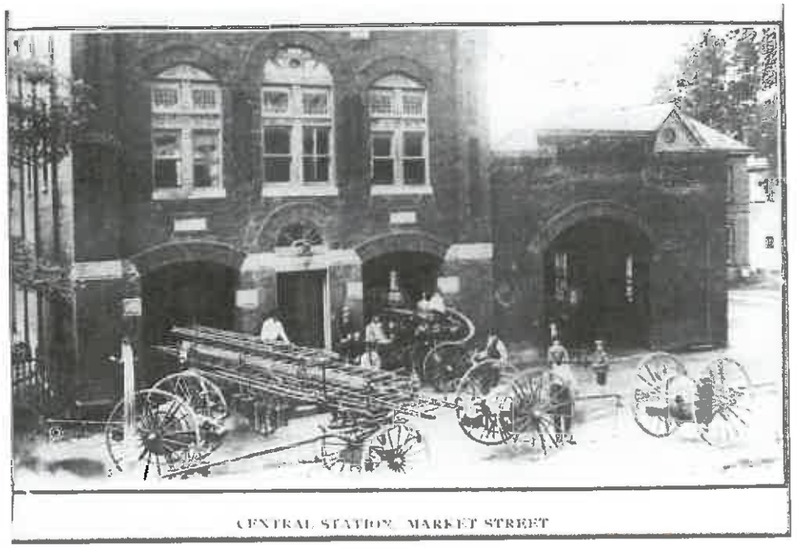




Picture of awning example

(final color TBD)

Exhibit C



CENTRAL STATION, MARKET STREET

Exterior light examples over middle door/steps

Galaxy 14.5

Portfolio Lunden 14

Galaxy 15

Acclaim Surrey

Exterior emergency lights

Exhibit D

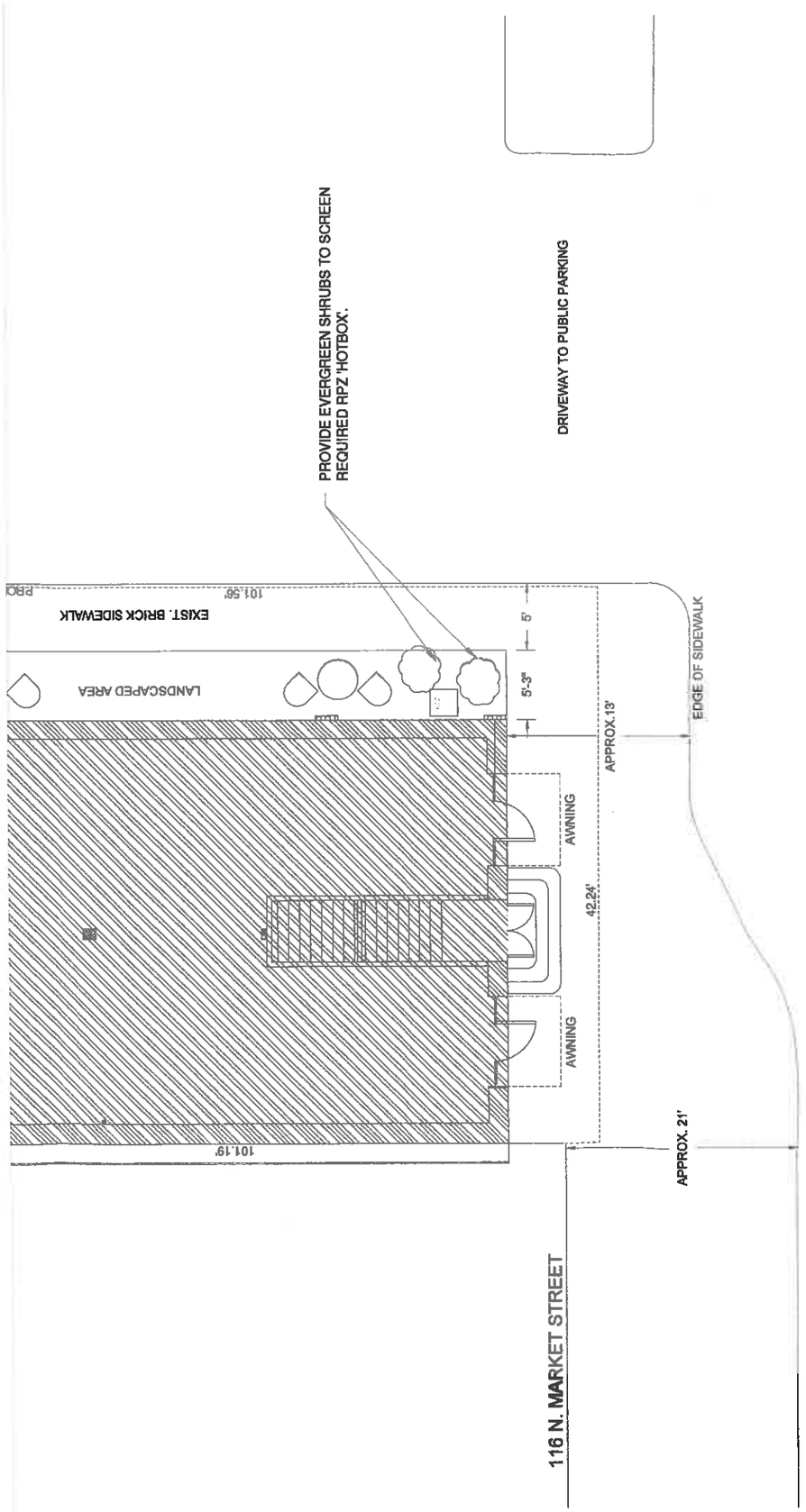
Outdoor seating example:

Shadow box fence example:

Bike Rack example:

Exhibit E

Exterior door example: rear kitchen & side 2ND floor:



SITE PLAN

SCALE: 3/32" = 1'-0"

CITY OF WASHINGTON

DOWNTOWN DEVELOPMENT ❑ HISTORIC PRESERVATION

Subject: Certificate of Appropriateness – 126 North Market 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 propety is located within 100 feet of the above referenced property.

> A request has been made by the owner of 126 North Market Street to install exterior lighting, install two new doors, install outdoor seating at side façade, and enclose the mechanical systems with a fence.

If you would like to see plans for this work, please visit the City Planning Office prior to the meeting. Additionally, the full application is available on the city website.

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>
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>
> **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: 126 North Market Street

- Greg Ward
  503 Bay Lake Street
  Chocowinity, NC 27817

- Beaufort County
  112 West Second Street
  Washington, NC 27889

- Keith Mason
  PO Box 1945
  Washington, NC 27889

- Stephen Graves
  PO Box 430
  Washington, NC 27889

- Select Real Estate Holdings
  3600 Charles Blvd
  Greenville, NC 27858

- Clarence Tetterton
  PO Box 324
  Washington, NC 27889

- Nancy McLendon
  PO Box 1362
  Washington, NC 27889

- Jesse Rawls
  127 N. Market Street
  Washington, NC 27889

- Betty Stewart
  121 N. Market Street
  Washington, NC 27889

164 East Main Street

Replace Windows With New Vinyl Windows, Replace Roof at the Rear of the Property, Repair and Expand Garage at Rear of Property

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: 164 E main

Historic Property/Name (if applicable): Styron House

Owner's Name: Richard + Leigh Gertz

Lot Size: 53 (width) feet by 146 (depth) feet.

Brief Description of Work to be Done:

Paint Exterior + interior
Replace windows
Replace roof in rear over addition - create A
Repair fencing
Repair and Build Garage / Shop

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Office Use Only

(Date Received) (Initials)

ACTION

- ○ Approved
- ○ Approved with Conditions
- ○ Denied
- ○ Withdrawn
- ○ Staff Approval

(Date) (Authorized Signature)

(Name of Applicant - type or print)

(Mailing Address) (Zip Code)

(Date) (Daytime Phone Number)

(Signature of Applicant)

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(Minor Work Auth. Sig.) (Date)

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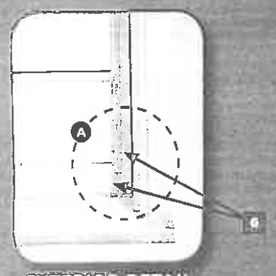
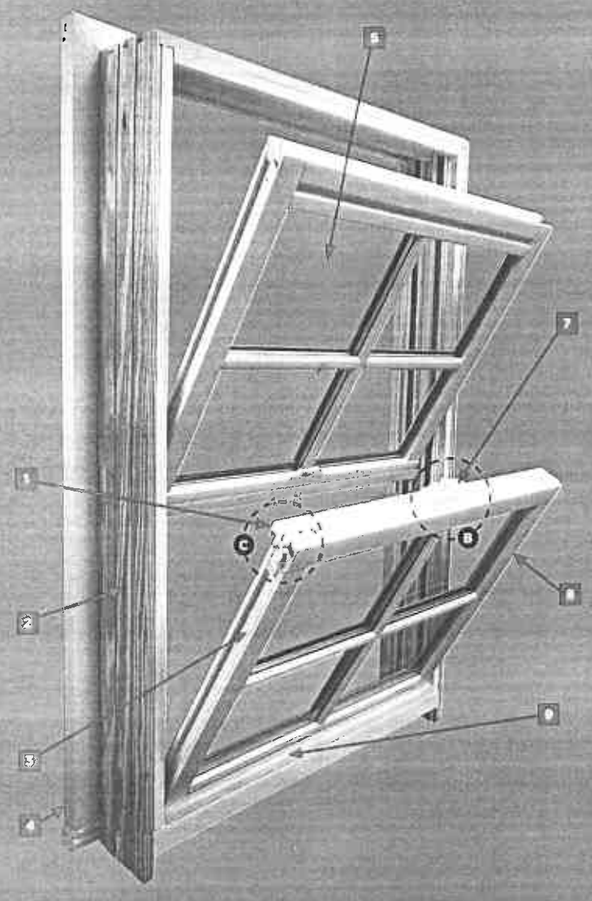
400 DOUBLE HUNG



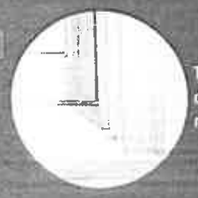
EXTERIOR DETAIL



FEATURES

1. Robust interlock design for enhanced structural performance
2. 4 9/16" jambs eliminate extensive drywall work
3. With standard compression balance system both sash tilt in and remove for safe and easy cleaning of exterior glass (shown with optional Easy Tilt sash system)
4. Low-maintenance cellular PVC exterior components and brick mould ready to accept acrylic latex paints
5. Energy-efficient Warm Edge insulating glass
6. Traditional wood designed stile and rail construction
7. Cam lock provides security and enhanced performance
8. Sash made from low-maintenance cellular PVC components ready to accept acrylic latex paints
9. Foam-filled bulb weatherstripping on bottom rail creates an efficient weather barrier

The style. The features. The value. Our 400 double hung wood/composite units feature sash and exterior components made from low-maintenance cellular PVC to help increase performance and resist rot. They are optionally configured with our Easy-Tilt sash system, which makes cleaning your windows virtually effortless. Our selection of exterior casing options and simulated-divided-lite (SDL) provide a historically accurate look to help enhance the beauty of your home.



A — Traditional wood designed stile and rail construction

B — Cam lock provides security and enhanced performance

C — Robust interlock design for enhanced structural performance

1. Available option. 2. HP glass option combines Low-E with argon gas fill for high performance.

VVX-306A

CITY OF WASHINGTON

DOWNTOWN DEVELOPMENT ❑ HISTORIC PRESERVATION

Subject: Certificate of Appropriateness – 164 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 propety is located within 100 feet of the above referenced property.

> A request has been made by the owner of 164 East Main Street to replace the existing windows with new vinyl, change the roofline on the back addition of the property, and repair and rebuild the garage at the back of the property.

If you would like to see plans for this work, please visit the City Planning Office prior to the meeting. Additionally, the full application is available on the city website.

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

> **Date**: Tuesday October 7, 2014
>
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>
> **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: 164 East Main Street

- Patricia Lovely
  144 East Main Street
  Washington, NC 27889

- Richard Young
  142 East Main Street
  Washington, NC 27889

- Martha Matthews
  140 East Main Street
  Washington, NC 27889

- Elmo Carawan
  114 N. Bonner Street
  Washington, NC 27889

- Benjamin Clarke
  116 Bonner Street
  Washington, NC 27889

- Robin Turner
  145 East Main Street
  Washington, NC 27889

- Vickie Dotson
  620 Duck Creek Rd
  Washington, NC 27889

- St. Peters Episcopal Church
  101 North Bonner Street
  Washington, NC 27889

108 South Market Street

Install an Iron Handrail At Entrance

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: 108 S. Market Street

Historic Property/Name (if applicable): _____

Owner's Name: Rodman Properties, LLC

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

Brief Description of Work to be Done:

Rod iron painted black. Railing itself would be 1inch to 1¼" wide Square post. Installed directly into brick/concrete. To be installed on righthand side. Plan for work to be done by Matt Sypher.

No Expressions is current tenant.

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○ Withdrawn	
○ Staff Approval	
(Date)	(Authorized Signature)

Pamlico Properties
(Name of Applicant - type or print)

222 Stewart Parkway, Suite 202 Washington, NC
(Mailing Address) (Zip Code) 27889

9/23/14 252-946-9808
(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 fowarded to the Historic Preservation Commission for review at its next meeting.

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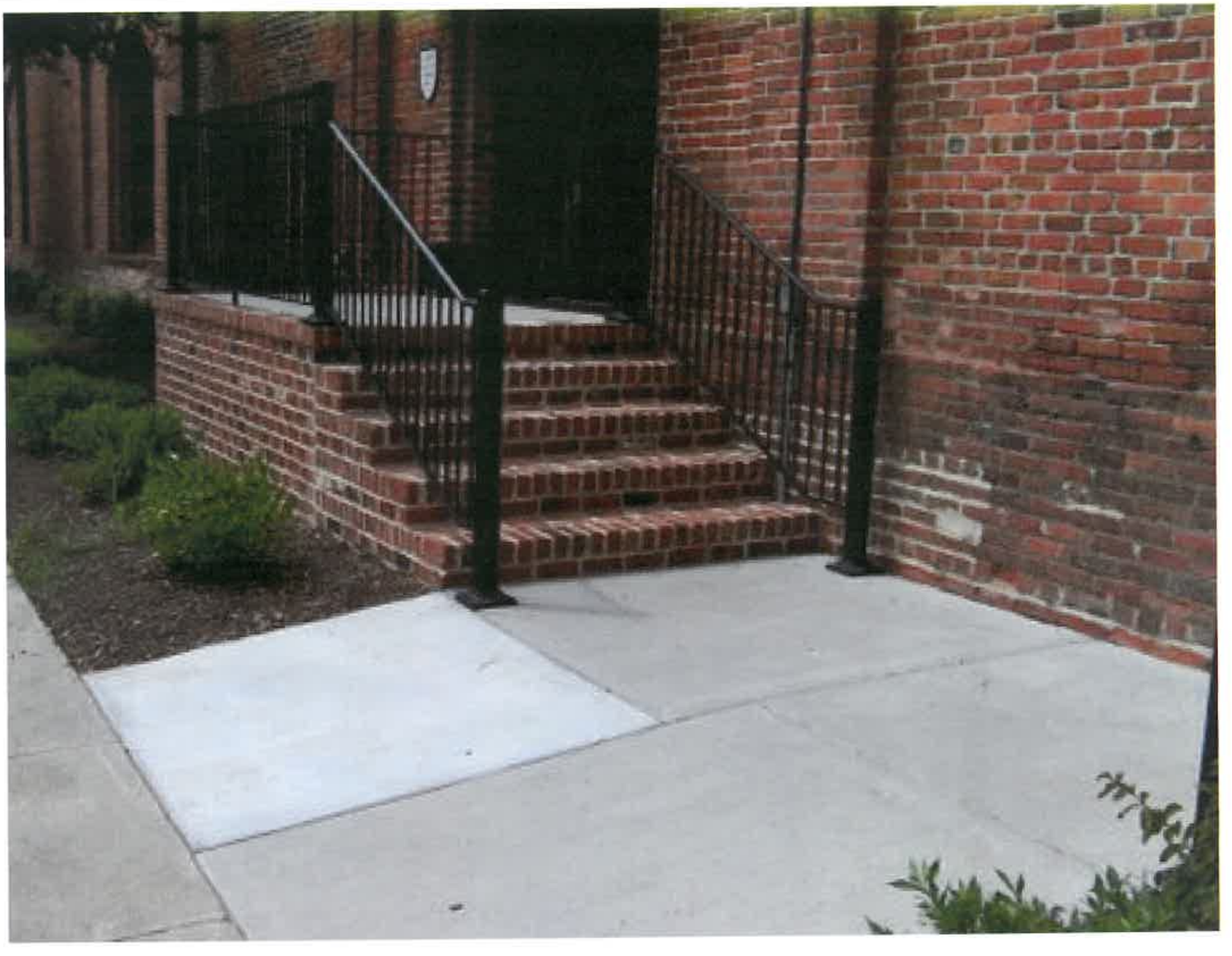
SEP-23-2014 14:35 FROM:PAMLICOPROPTIES 12529752349 TO:9461965 P.2/2

Shabby Chic



CITY OF WASHINGTON

DOWNTOWN DEVELOPMENT ◻ HISTORIC PRESERVATION

Subject: Certificate of Appropriateness – 108 South Market 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 propety is located within 100 feet of the above referenced property.

A request has been made by the owner of 108 South Market Street to install a iron handrail at the front entrance.

If you would like to see plans for this work, please visit the City Planning Office prior to the meeting. Additionally, the full application is available on the city website.

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

Date: Tuesday October 7, 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@washingtonnc.gov

Adjoining Property Owners: 108 S. Market Street

- Garry Keech
  120 South Market Street
  Washington, NC 27889

- South Market Properties, LLC
  PO Box 668
  Washington, NC 27889

- Wells Fargo Bank
  PO Box 2609
  Carlsbad, CA 92018

- Warren Smith
  601 Shorewood Dr.
  Washington, NC 27889

- Josephine Nobles
  600 Winged Foot Ct
  New Bern, NC 28562

- Chris Furlough
  PO Box 818
  Washington, NC 27889

324 East Second Street

Construct New Garage and Install Privacy Fence at Rear of Property

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: 324 E SECOND ST

Historic Property/Name (if applicable): _____

Owner's Name: MATTHEW + ANNE WILLARD

Lot Size: 55 (width) feet by 210 (depth) feet.

Brief Description of Work to be Done:

CONSTRUCT A 24'-0" x 40'-0" GARAGE / LIVING AREA - SEE ATTACHED PLAN
EXTERIOR FINISHES WILL BE PAINTED HARDIPLANK AND ARCHITECTURAL
SHINGLES TO MATCH EXISTING HOUSE LOCATED AT 318 E SECOND ST.
ALSO ATTACHED IS GARAGE DOOR AND WINDOW SPECIFICATIONS.
ONE TREE WILL NEED TO BE REMOVED ON THE FRONT OF THE PROPERTY.
Construct 6 foot fence around rear yard/side yard

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

- ○ Approved
- ○ Approved with Conditions
- ○ Denied
- ○ Withdrawn
- ○ Staff Approval

(Date) (Authorized Signature)

BRAD HOLTON
(Name of Applicant - type or print)

1109 W 5TH ST WASHINGTON 27889
(Mailing Address) (Zip Code)

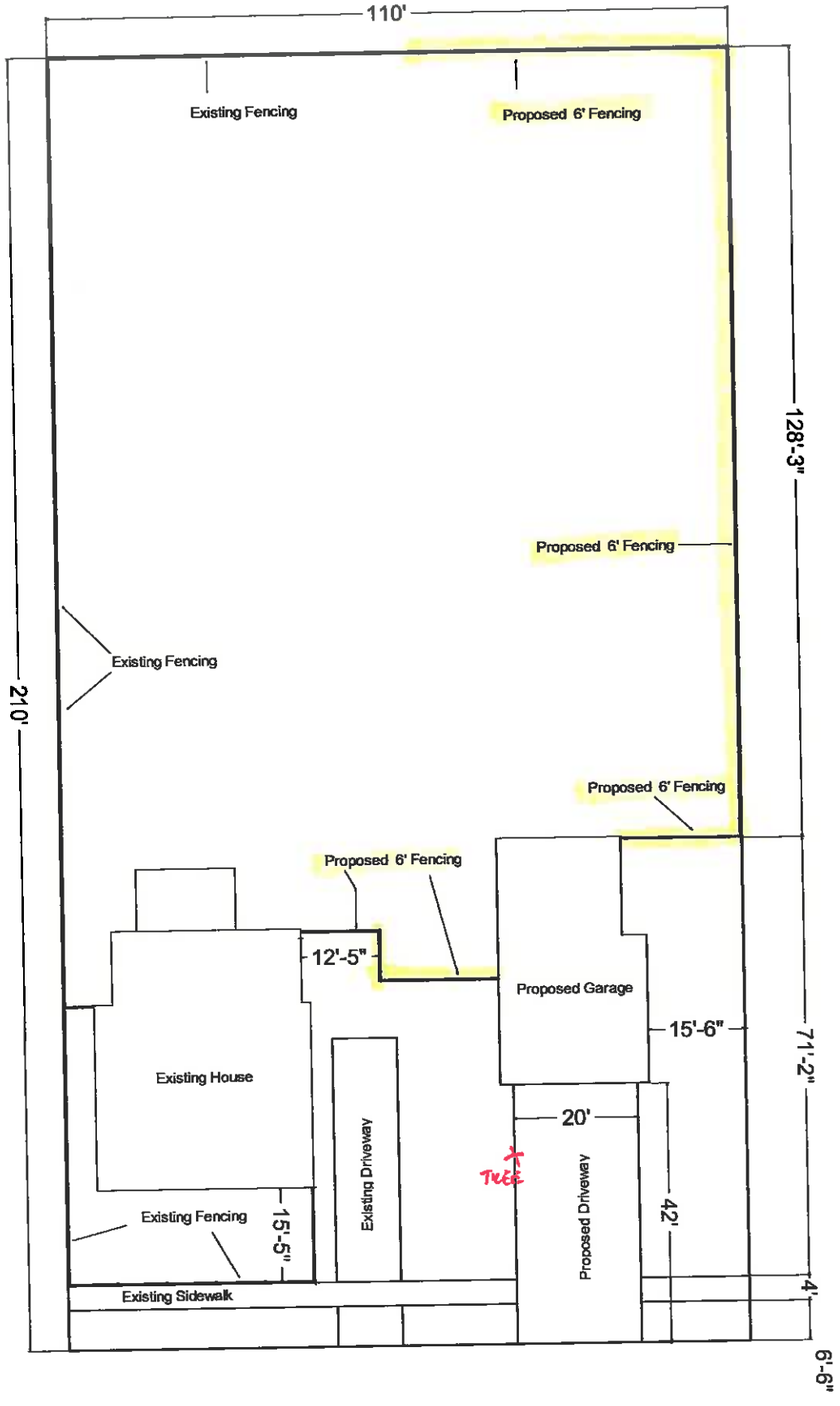
9-15-14 252-638-9038
(Date) (Daytime Phone Number)

(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 fowarded to the Historic Preservation Commission for review at its next meeting.

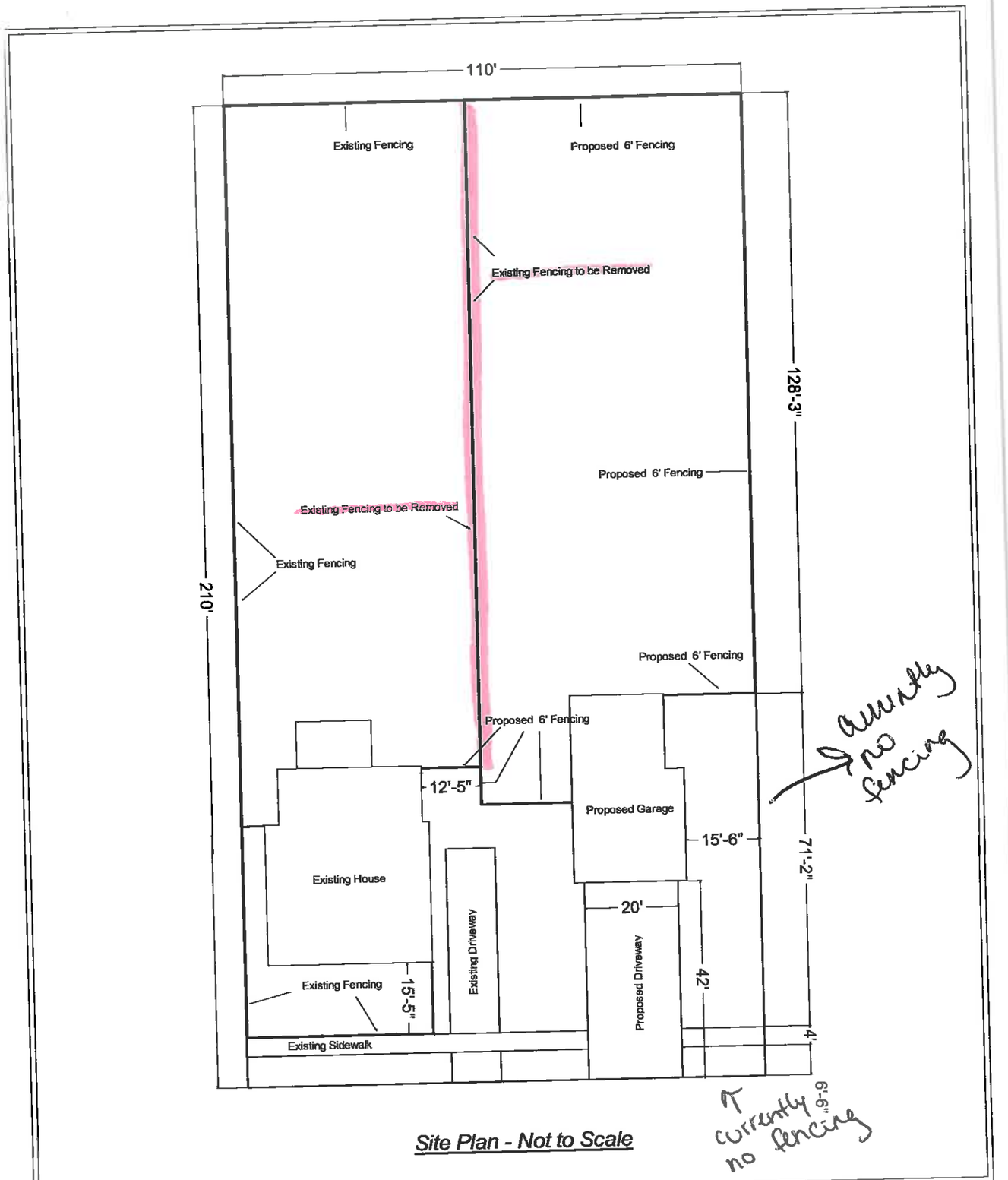
(Minor Work Auth. Sig.) (Date)

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.



Site Plan - Not to Scale

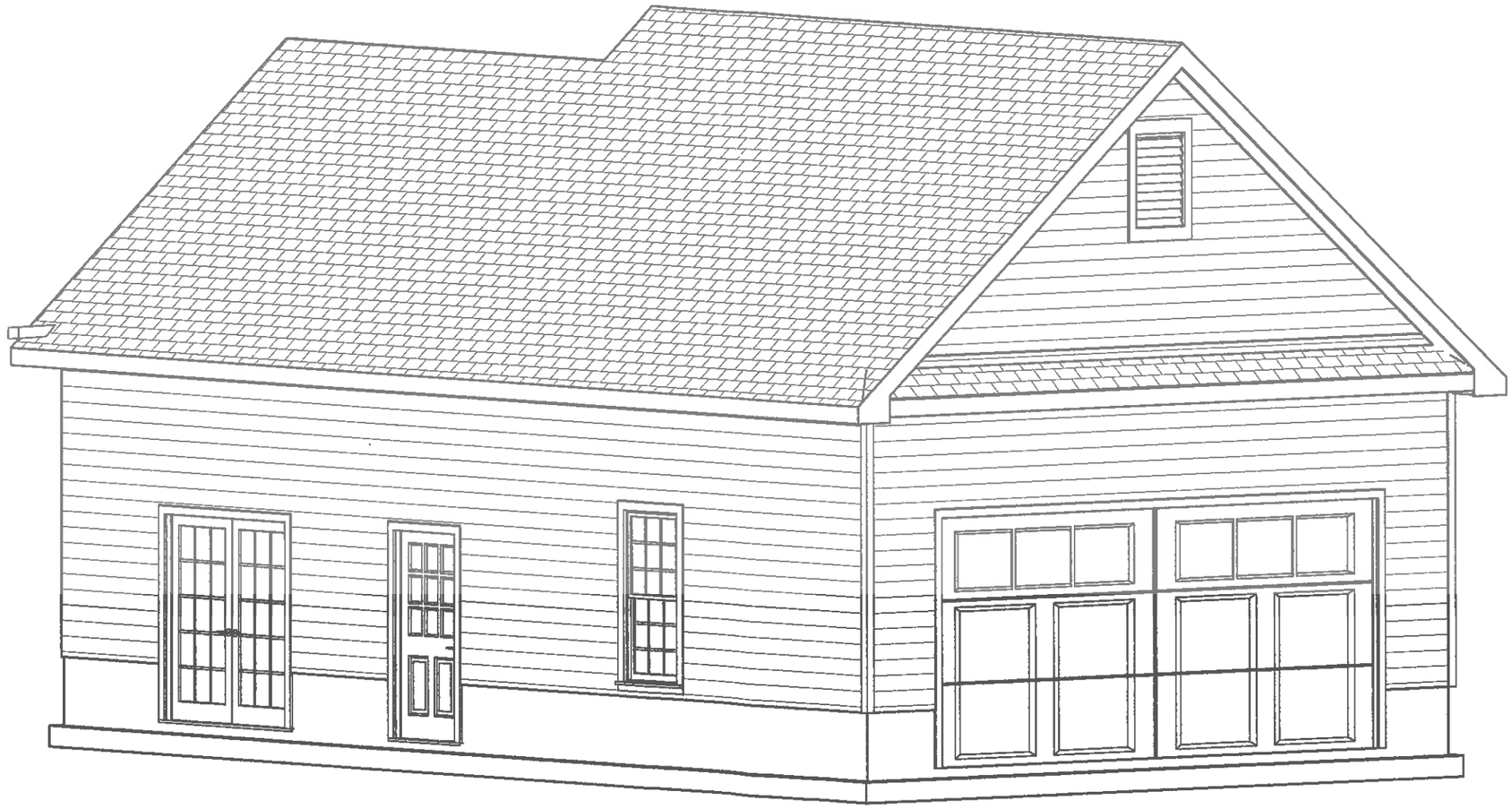
SHEET:	SCALE:	DATE:	DRAWINGS PROVIDED BY:	PROJECT DESCRIPTION:	SHEET TITLE:	NO.	DESCRIPTION	BY	DATE
S-1	NTS	9-23-14	Horton Contractors, Inc	Matthew & Anne Willard 318 E Second St.	Site Plan				



Site Plan - Not to Scale

SHEET:	SCALE:	DATE:	DRAWINGS PROVIDED BY:	PROJECT DESCRIPTION:	SHEET TITLE:	NO.	DESCRIPTION	BY	DATE
S-1	NTS	9-23-14	Horton Contractors, Inc	Matthew & Anne Willard 318 E Second St.	Site Plan				

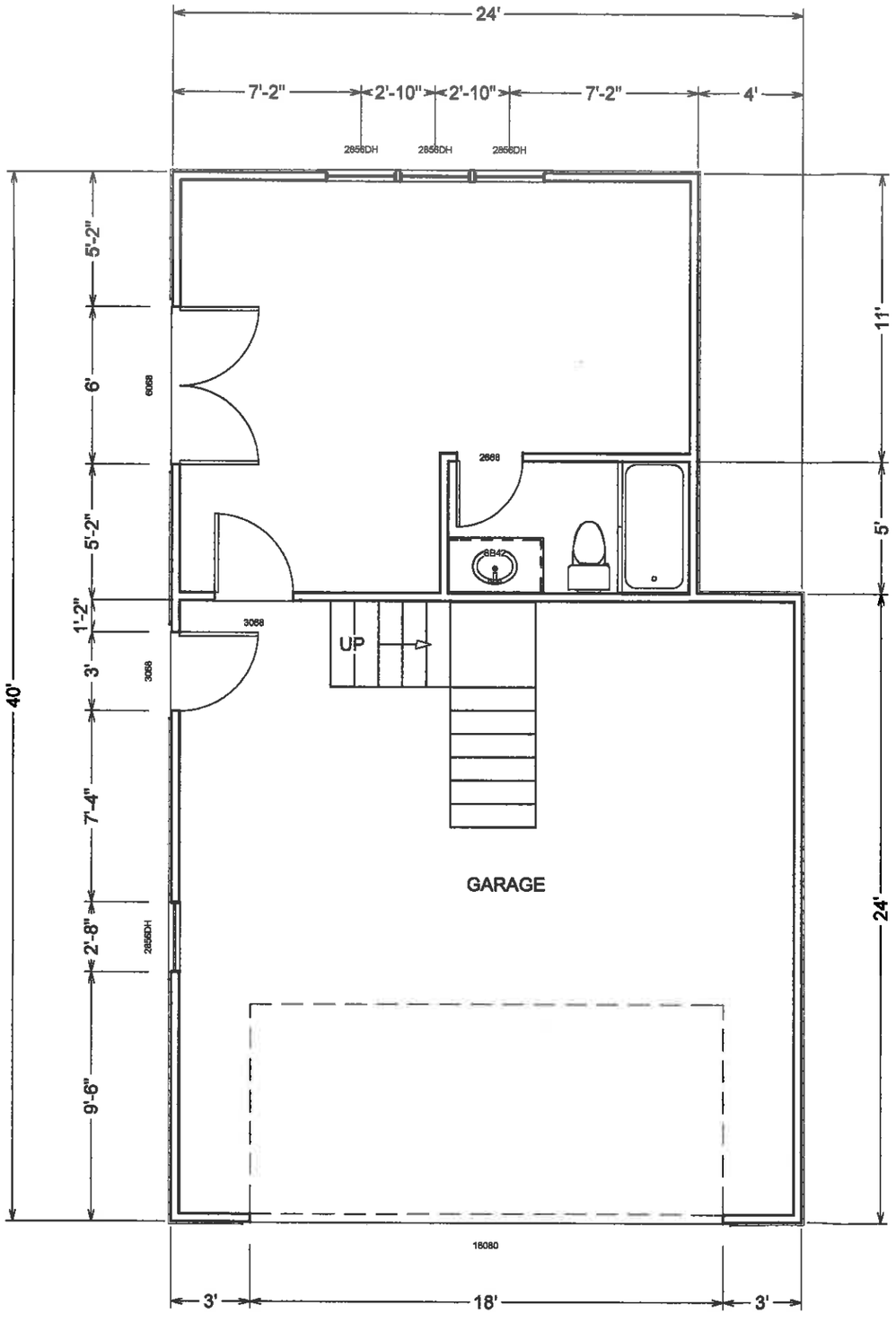
Matthew & Anne Willard
Garage Plan
318 E Second St.



Horton Contractors, Inc.
206 N Market St.

Matthew & Anne Willard - Garage Plan
318 E Second St, Washington, NC

Scale
Date:
9-12



Floor Plan

Plan Specs:

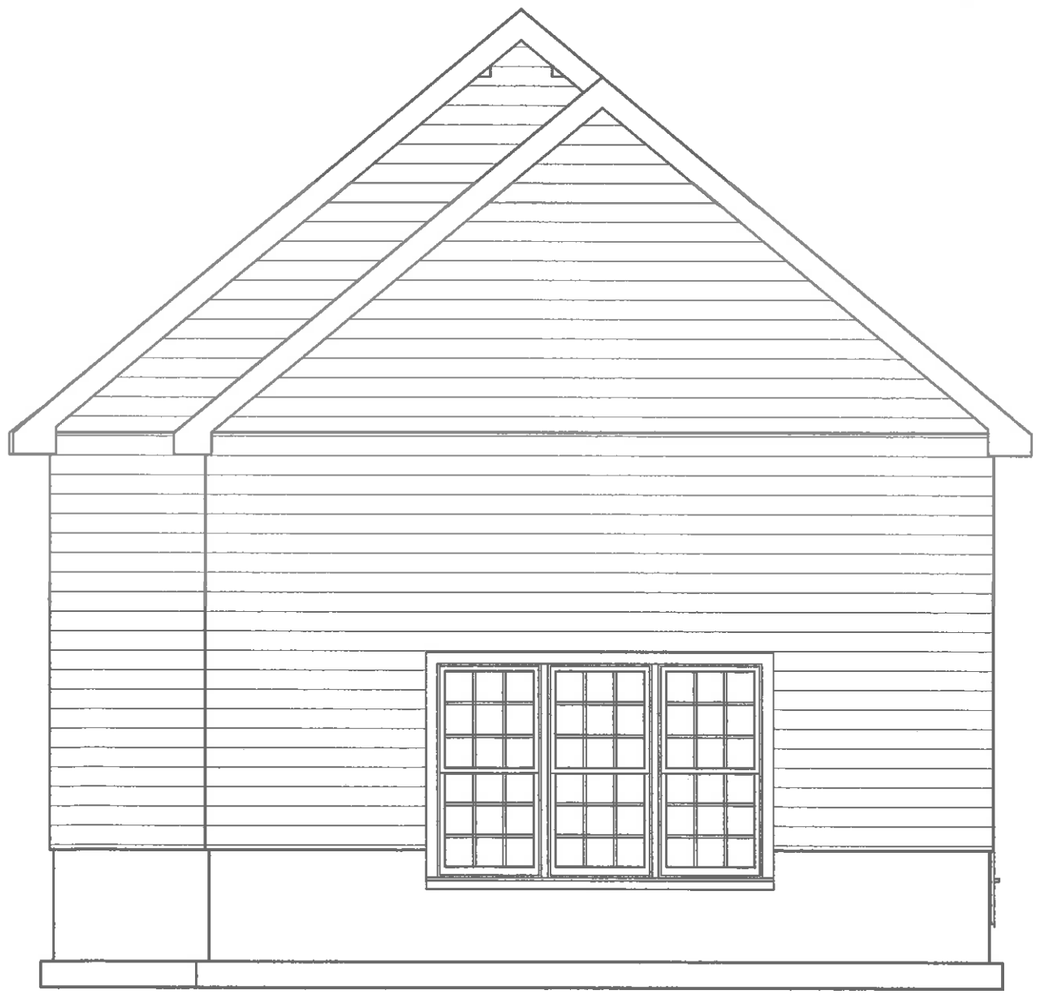
Hardiplank Siding - Painted to match existing house.
Shingle - 30 YR Architectural - Color to be selected
Vaulted Ceiling in the Living Room
Carriage Style Garage Door
Hardwood Flooring in Living Room
Ceramic Tile for Bathroom Flooring
One Piece 4' Shower Unit

Horton Contractors, Inc.
206 N Market St.

Matthew & Anne Willard - Garage Plan
318 E Second St Washington NC

Scale
3/16":
Date:
9-12-
A1

Front Elevation

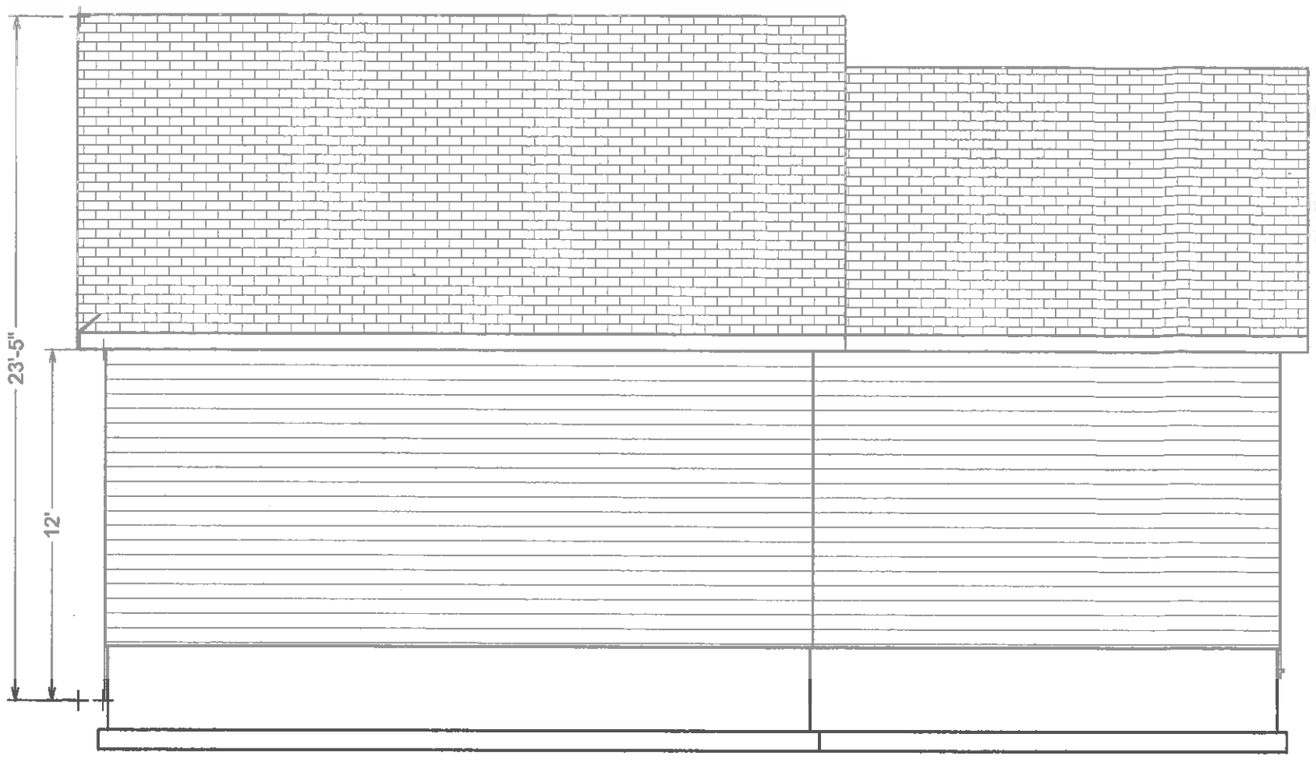


Rear Elevation

Horton Contractors, Inc.
206 N Market St.

Matthew & Anne Willard - Garage Plan
318 E Second St Washington NC

Scale
1/4"=
Date:
9-12-



Left Side Elevation

Right Side Elevation

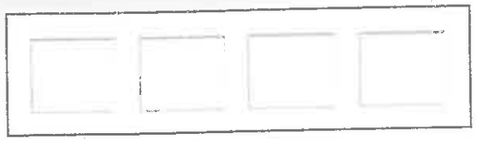
Horton Contractors, Inc.
206 N Market St.
Washington, NC 27889

Matthew & Anne Willard - Garage Plan
318 E Second St, Washington, NC

Scale:

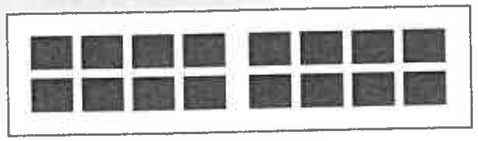
Date:

9-12-



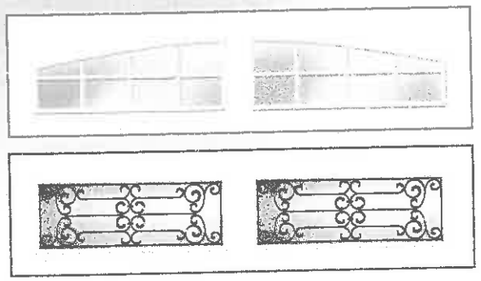
Solid Top Sections

Solid top sections in rectangular, square and arch designs provide more design options to complement new home styles.



Faux Top Sections

"Faux" top sections create the illusion of a window by using a solid dark gray steel background with arch, square and rectangular grille overlays. Provides added security while creating the appearance of a real window.



Glazed Top Sections

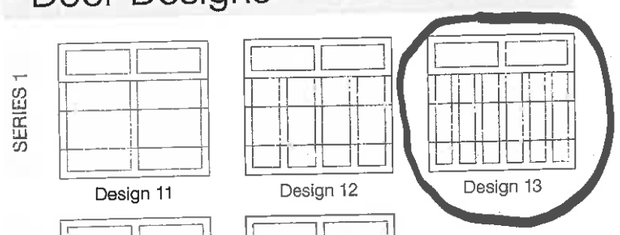
Glazed top sections in clear or obscure glass and snap-in grilles create square and rectangular designs. Wrought Iron windows feature a black iron-look design on a "seeded" look acrylic that provides an Old World European style to complement light fixtures, entry doors and other decorative features.

Glazed top sections (windows) NOT available in 15'0" and 15'6" width doors.

Note: All glazed top sections available up to WINDCODE® W1. Short glazed top sections, SQ22, Plain Short and Wrought Iron (WIS) available up to WINDCODE® W6.

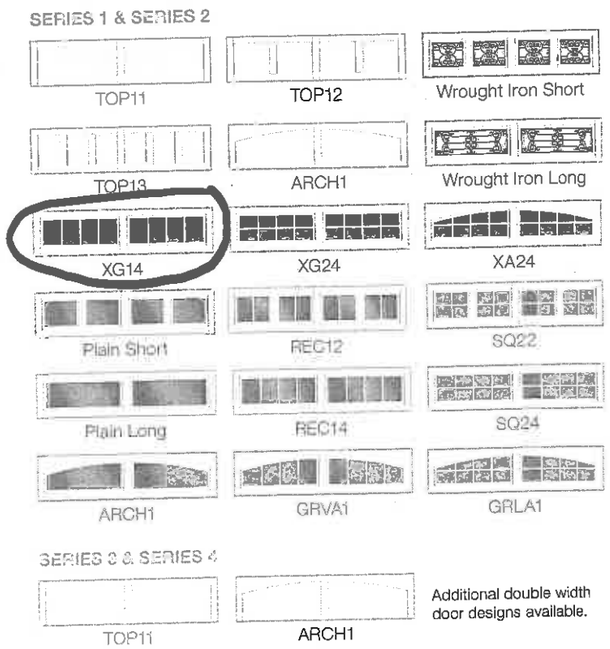
Contact your local dealer for door width restrictions.

Door Designs



All door designs shown with a solid TOP11 Design; additional top sections are shown below.

Top/Window Sections



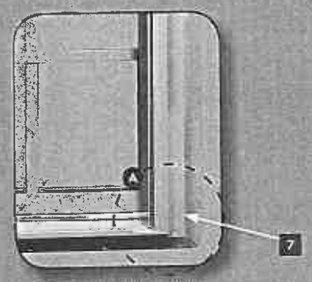
Additional double width door designs available.

2200 DOUBLE HUNG

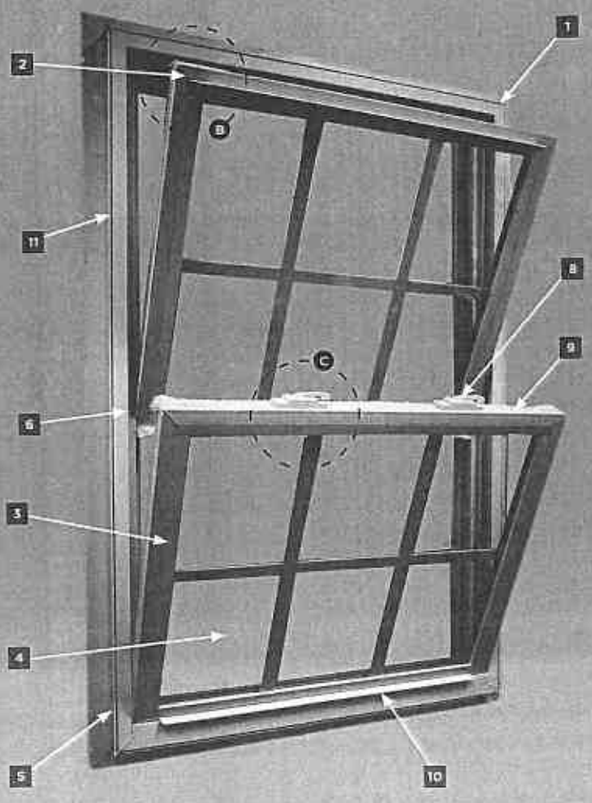
VINYL WINDOWS

MODULAR SIZING **M**

TRADITIONAL SIZING **T**



EXTERIOR DETAIL



STANDARD FEATURES

1. Maintenance-free multi-chamber PVC construction
2. Fully fusion welded sash and frame for superior structural strength
3. Both sash tilt in and remove for safe and easy cleaning of exterior glass
4. Energy-efficient warm edge insulating glass
5. 2 7/8" frame depth, ideal for new construction applications
6. T-bar assembly in upper sash helps ensure a square installation and enhances energy efficiency
7. Integral 1 1/4" siding pocket which saves time and expense on siding installations
8. Integral interlock system provides protection against air infiltration and makes window more secure
9. Double weatherstripped sash provides extra protection against dust, dirt, and noise
10. Integral lift handles makes opening windows easier
11. Interior and exterior accessory groove

LOW-E GLASS

HP GLASS

20 YEAR GLASS WARRANTY

WARM EDGE TECHNOLOGY

2200 double hung vinyl windows come with our standard simple tilting sash system allowing homeowners to tilt in both sash for safe cleaning of exterior glass.

NAHB RESEARCH CENTER GREEN APPROVED

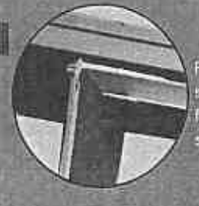
PLY GEM BUILDER SERIES 2200 WINDOWS HAVE BEEN GREEN APPROVED BY THE NAHB RESEARCH CENTER.

This means you can be assured that Ply Gem Builder Series 2200 windows comply with specific green practices or tiers in the "Model Green Building Standard." Visit www.GreenApprovedProducts.com for more details.

A

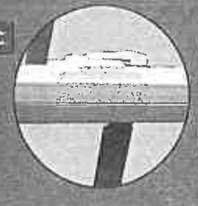
Integral 1 1/4" siding pocket which saves time and expense on siding installations

B



Fully fusion welded sash and frame for superior structural strength

C



Integral interlock system provides protection against air infiltration and makes window more secure

CITY OF WASHINGTON

DOWNTOWN DEVELOPMENT ❑ HISTORIC PRESERVATION

Subject: Certificate of Appropriateness – 324 East 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 propety is located within 100 feet of the above referenced property.

> A request has been made by the owner of 324 East Second Street to construct a new garage and install a fence around the rear yard.

If you would like to see plans for this work, please visit the City Planning Office prior to the meeting. Additionally, the full application is available on the city website.

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

> **Date**: Tuesday October 7, 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@washingtonnc.gov

Adjoining Property Owners: 324 East Second Street

- Paul Arnold
  222 East Second Street
  Washington, NC 27889

- Doris Anne Schneider
  323 East Second Street
  Washington, NC 27889

- First Baptist Church
  113 N. Harvey Street
  Washington, NC 27889

- Andrew Oliver
  7530 Hurstourne Green Dr.
  Charlotte, NC 28277

- First Christian Church
  401 East Second Street
  Washington, NC 27889

710 West Main Street

Construct New Screen Porch at Rear of Property, Replace Several Windows on Rear of Property, and Remove Two Chimney's From Property

A.4.2

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

Date 24 September 2014 Fee _____

A: Information on Structure Under Consideration

Address: 710 W Main Street, Washington, NC 27889

Current Owner: Rod S Silverman, MD and Jan C Silverman

Tax Parcel Number: 5675-59-8477

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__x__ N/A_____.

B: Information on Person Making Application

Name: MBF Architects, PA

Address: 317-C Pollock Street

City: New Bern State: NC Zip: 28560 Phone: 252.637.6373

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)

An addition of a screened porch to the rear/tertiary elevation of the structure in accordance with chapter 5.3.1 Additions Guidelines. Removal and replacement of existing windows on the rear/tertiary elevation of the structure with new windows that are the same proportion as existing windows with matching sash, sills, frames, casings, and muntin patterns in accordance with paragraph 3.4.11. Lastly, removal of (2) non-functioning chimneys that are located on the rear of the structure.

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

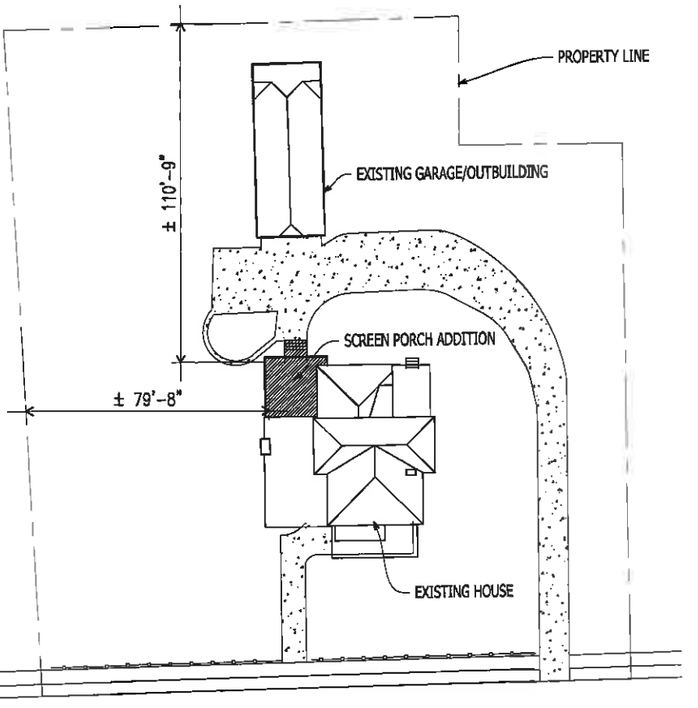
Note: Applicants, and/or their agents or parties of interest are prohibited from any contact in relation to this matter with Historic Preservation Commission members prior to the public hearing.

FOR OFFICE USE ONLY:

ACTION	DATE
☐ Approved	
☐ Approved with Conditions	
☐ Denied	
☐ Withdrawn	
☐ Staff Approval	

Respectfully Submitted,

Signature



NORTH

1
A-1

EXISTING SITE PLAN

Scale: 1/32" = 1'-0"

NORTH

2
A-1

PROPOSED SITE PLAN

Scale: 1/32" = 1'-0"

GRAPHIC SCALE: 1/32"=1'-0"

32' 0 16' 32' 64'

RESIDENCE ADDITION & REOVATION
710 W MAIN STREET
WASHINGTON, NC 27889
ROD S. SILVERMAN, MD & JAN C. SILVERMAN

MBF ARCHITECTS, PA
317-C Pollock Street T: 252.637.6373
New Bern, NC 28560 F: 252.637.3356
www.mbfarchitects.com

EXISTING AND PROPOSED SITE PLAN

A-1

MBFA Job#: 1411

DATE: 24 SEPT 2014

1 / A-2 EXISTING SOUTHWEST ELEVATION

FRONT ELEVATION - NO CHANGE

NOT TO SCALE

2 / A-2 EXISTING SOUTHEAST ELEVATION

NO CHANGE

NOT TO SCALE

RESIDENCE ADDITION & REOVATION

710 W MAIN STREET
WASHINGTON, NC 27889
ROD S. SILVERMAN, MD & JAN C. SILVERMAN

MBF Architects, PA
317-C Pollock Street T: 252.637.6373
New Bern, NC 28560 F: 252.637.3359
www.mbfarchitects.com

EXISTING ELEVATIONS

A-2

MBFA Job#: 1411

DATE: 24 SEPT 2014

1 / A-3 REAR ELEVATION

EXISTING NORTHEAST ELEVATION

NOT TO SCALE

2 / A-3

EXISTING NORTH CORNER

NOT TO SCALE

RESIDENCE ADDITION & REOVATION
710 W MAIN STREET
WASHINGTON, NC 27889
ROD S. SILVERMAN, MD & JAN C. SILVERMAN

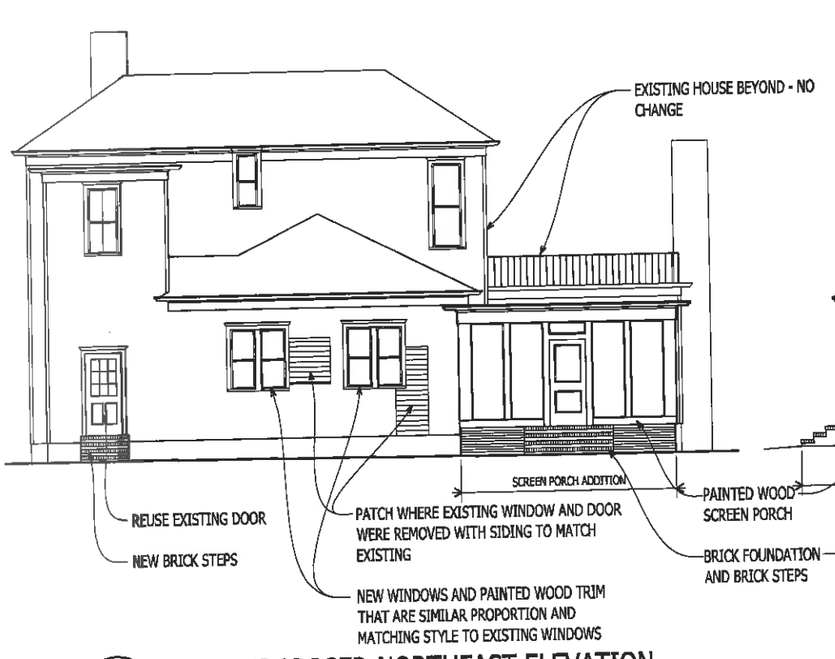
MBF ARCHITECTS, PA
217-C Pollock Street T: 252.637.6373
New Bern, NC 28560 F: 252.637.3236
www.mbfarchitects.com

EXISTING REAR ELEVATIONS

A-3

MBFA Job#: 1411

DATE: 24 SEPT 2014



1 / A-4 REAR

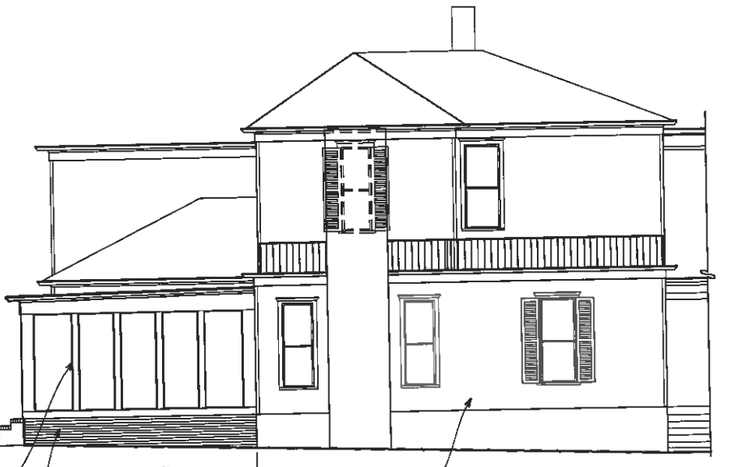
PROPOSED NORTHEAST ELEVATION

Scale: 1/8" = 1'-0"

3 / A-4 FRONT ELEVATION

EXISTING WINDOWS

NOT TO SCALE



2 / A-4 REAR

PROPOSED NORTHEAST ELEVATION

Scale: 1/8" = 1'-0"

GRAPHIC SCALE: 1/8"=1'-0"

8' 0 4' 8' 16'

RESIDENCE ADDITION & REOVATION

710 W MAIN STREET
WASHINGTON, NC 27889
ROD S. SILVERMAN, MD & JAN C. SILVERMAN

MBF ARCHITECTS, PA
317-C Pollock Street T: 252.637.6372
New Bern, NC 28560 F: 252.637.3250
www.mbfarchitects.com

MBFA Job#: 1411

PROPOSED ELEVATIONS

A-4

DATE: 24 SEPT 2014

CITY OF WASHINGTON

DOWNTOWN DEVELOPMENT ◻ HISTORIC PRESERVATION

Subject: Certificate of Appropriateness – 710 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 propety is located within 100 feet of the above referenced property.

> A request has been made by the owner of 710 West Main Street to construct a screen porch at the rear of the property, replace windows on the rear façade and remove two chimneys from the property.

If you would like to see plans for this work, please visit the City Planning Office prior to the meeting. Additionally, the full application is available on the city website.

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

> **Date**: Tuesday October 7, 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@washingtonnc.gov

Adjoining Property Owners: 710 W. Main Street

- Christopher Collier
  124 Washington Street
  Washington, NC 27889

- Picott Harrington
  718 W. Main Street
  Washington, NC 27889

- Thermal Barriers Southwest
  1803 Reedsford Rd.
  Clinton, NC 28328

- Robert Martin
  712 W. Second Street
  Washington, NC 27889

- Robert Dedrick
  717 West Second Street
  Washington, NC 27889

- Ronald Nowaczyk
  711 Ridge Rd
  Clarion, PA 16214

- Thomas Sloan
  705 West Second Street
  Washington, NC 27889

- Mark Kucas
  107 Benedum Place
  Cary, NC 27518

- Janet Bradbury
  715 W. Main Street
  Washington, NC 27889

- Frederick Scales
  713 W. Main Street
  Washington, NC 27889

- Robert Diefendorf
  709 W. Main Street
  Washington, NC 27889

- Maggie Poston
  705 West Main Street
  Washington, NC 27889

- Seth Laughlin
  701 West Main Street
  Washington, NC 27889

189 West Main Street

Construct Covered Deck at Rear of Property, Change Several Doors To Windows, and Construct Roof Deck

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: 189 W. MAIN ST., WASHINGTON, NC

Historic Property/Name (if applicable): FOWLE BUILDING

Owner's Name: NEW VISION PARTNERS, LLC

Lot Size: 60ft (width) feet by 130 (depth) feet.

Brief Description of Work to be Done:

Primarily Interior Upfit of first floor. Adding metal roof material covered deck in back. Change some existing doors to windows to match existing. Creating Rooftop Lounge/Deck (Un-covered). Stair + elevator Shafts will extend through roof but wont be visible from sidewalk across W. MAIN ST.

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	
○ Approved	
○ Approved with Conditions	
○ Denied	
○ Withdrawn	
○ Staff Approval	
(Date)	(Authorized Signature)

New Vision Partners, LLC
(Name of Applicant - type or print)

13016 SAXON WAY, RALEIGH, NC 27613
(Mailing Address) (Zip Code)

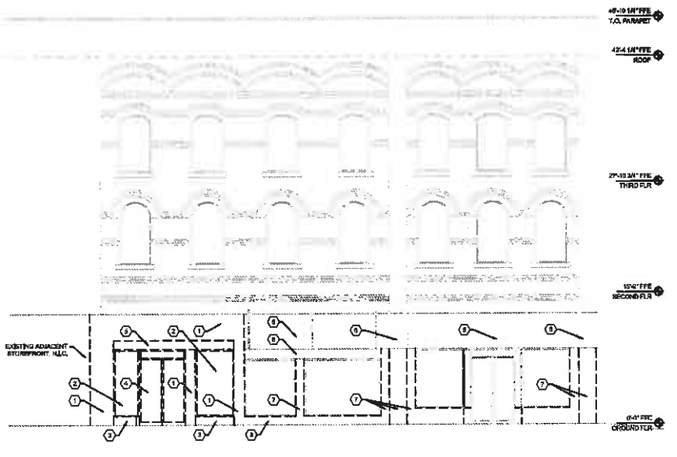
9/24/14 919-810-9571
(Date) (Daytime Phone Number)

(Signature of Applicant), Managing Member

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 fowarded to the Historic Preservation Commission for review at its next meeting.

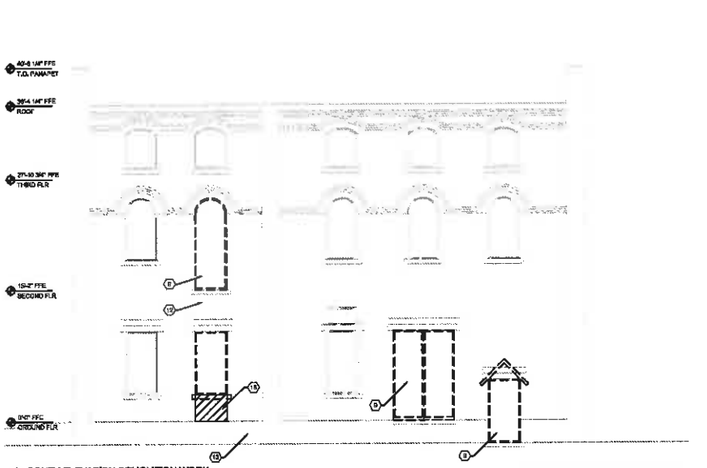
_____
(Minor Work Auth. Sig.) (Date)

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.



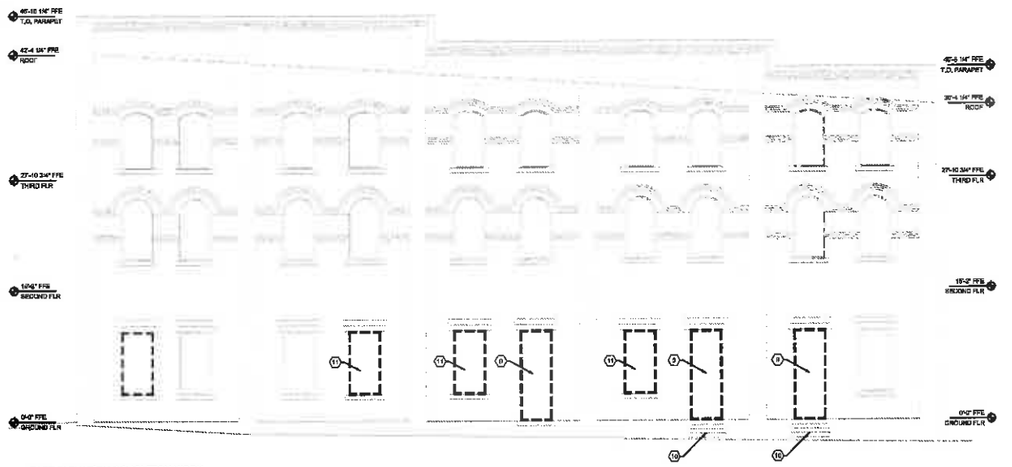
1 NORTH ELEVATION DEMOLITION WORK

SCALE 3/16" = 1'-0"



2 SOUTH ELEVATION DEMOLITION WORK

SCALE 3/16" = 1'-0"



3 EAST ELEVATION DEMOLITION WORK

SCALE 3/16" = 1'-0"

DEMOLITION NOTES:

1. REMOVE MARBLE CLADDING MATERIAL AND RESTORE ORIGINAL BRICK
2. REMOVE STOREFRONT
3. REMOVE STOREFRONT BASE MATERIAL
4. REMOVE STOREFRONT DOOR
5. REMOVE REMAINING AWNING MATERIAL AND MOUNTING
6. METAL CLADDING MATERIAL TO REMAIN
7. REMOVE PERMLE CLADDING MATERIAL AND RESTORE ORIGINAL BRICK
8. AWNING AND SUPPORT BRACES TO REMAIN
9. REMOVE DOOR, HINGES AND DOOR FRAME
10. CONC STEPS AND RAILS TO REMAIN
11. REMOVE DAMAGED WINDOWS AS REQ'D AND REPLACE TO MATCH
12. REMOVE PROTRUDING STRUCTURAL BARS AT 2ND FLOOR
13. RELOCATE UTILITIES AS REQ'D, SEE MECH/ELEC DWGS
14. REMOVE WINDOW, WINDOW FRAME, AND FRAMING BELOW WINDOW SILL
15. WINDOW: BRICK INFILL AT NEW WINDOW AND REPLACE WITH NEW WINDOW TO MATCH EXISTING.
16. REMOVE WALL FRAMING AND BRICK VENEER BELOW SILL

PRELIMINARY

Project Name: 189 WEST MAIN STREET WASHINGTON, NC

Sheet Title: EXTERIOR ELEVATIONS DEMO WORK

DESIGNED BY:	JMF
DRAWN BY:	DWS
APPROVED BY:	JMF
PROJECT #:	XX-XXX
DATE:	06/27/14

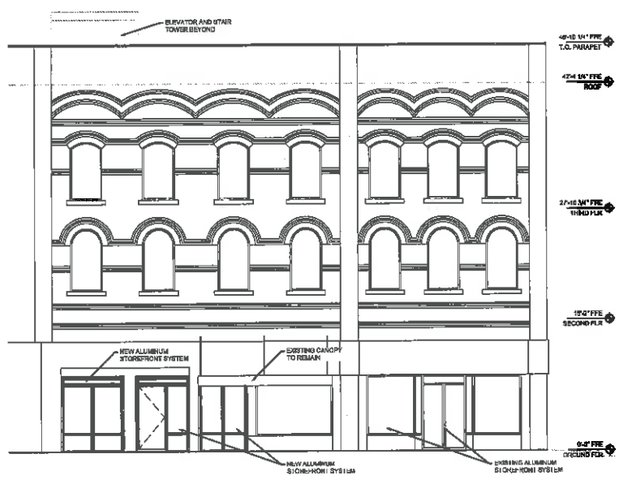
No	Revision	Date

Sheet: A3.1

Architecture | Historic Preservation | Planning - All reports, plans, specifications, computer files, field data, notes and other documents prepared by the designer in connection with the project are instruments of service shall remain the property of the design professional. An unpublished work protected by the copyright laws of the United States of America. All rights reserved. Duplication or publication without the permission of the designer is prohibited.

Roof deck information?

material



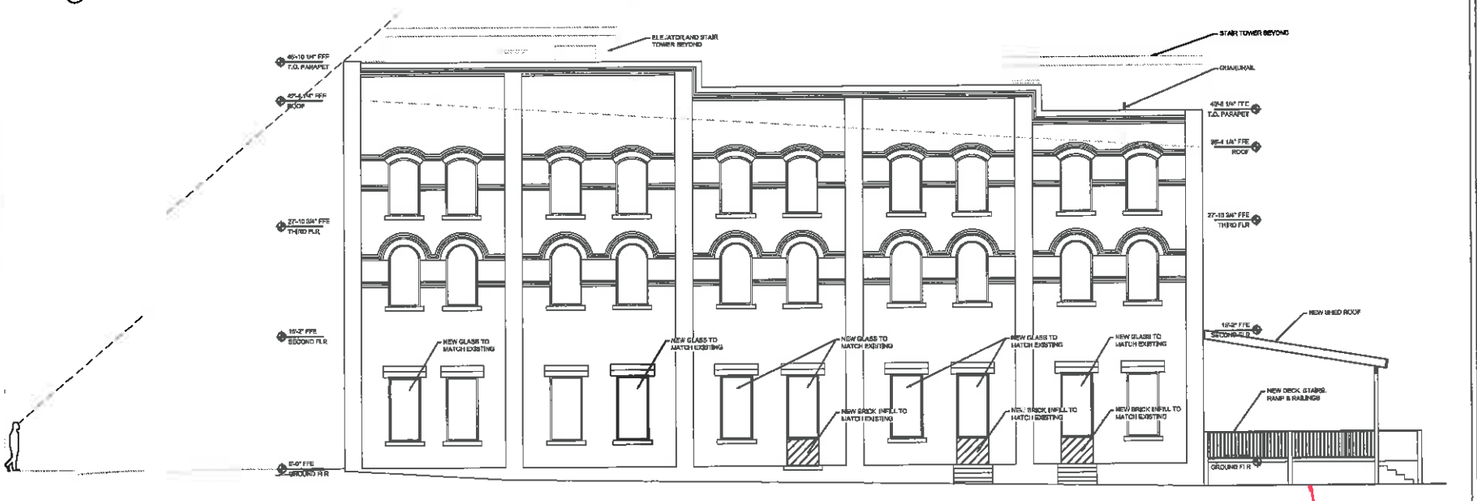
1 NEW WORK AT NORTH ELEVATION

SCALE 3/16" = 1'-0"

material?

2 NEW WORK AT SOUTH ELEVATION

SCALE 3/16" = 1'-0"



3 NEW WORK AT EAST ELEVATION

SCALE 3/16" = 1'-0"

all pressure treated wood?

PRELIMINARY

189 WEST MAIN STREET
WASHINGTON, NC

EXTERIOR ELEVATIONS
NEW WORK

DESIGNED BY:	JMF
DRAWN BY:	DWB
APPROVED BY:	JMF
PROJECT #:	XX-XXX
DATE:	03/07/14

No.	Revision	Date

Sheet
A3.2

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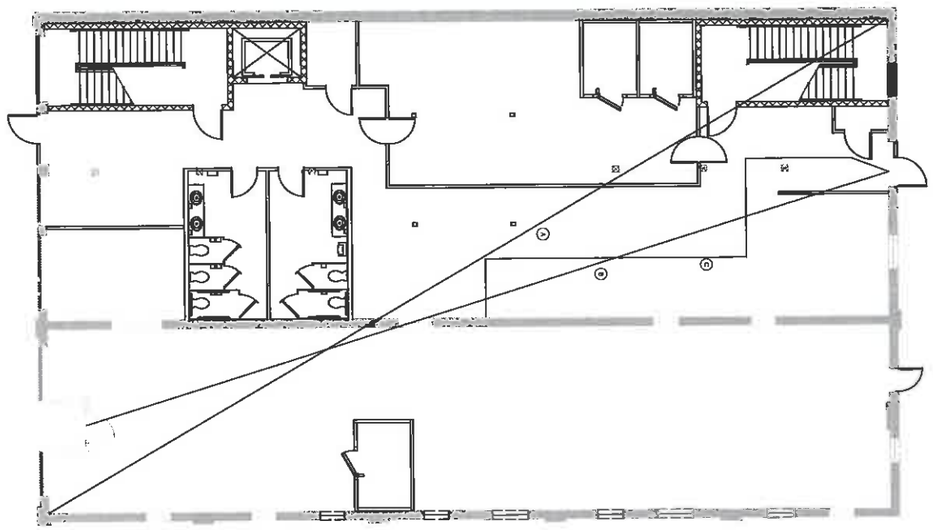
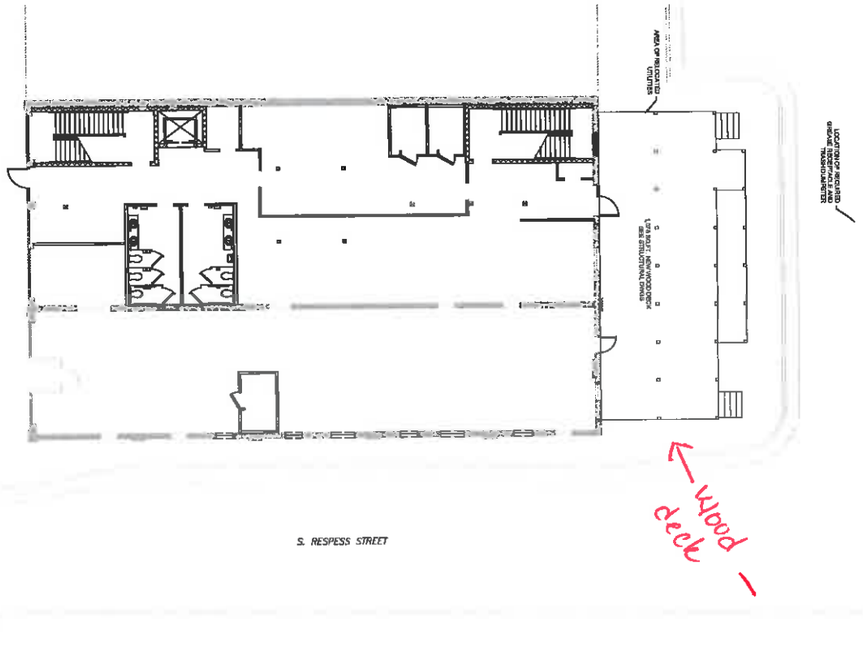
1 LIFE SAFETY PLAN

SCALE: 3/32" = 1'-0"



2 SITE PLAN

SCALE: 1/8" = 1'-0"



PRELIMINARY

Sheet	No.	Revision	Date
A0.1			

PROJECT #: XX-XXX
DATE: 06/27/14
APPROVED BY: JMF
DRAWN BY: CHS
DESIGNED BY: JMF

Sheet Title: LIFE SAFETY & SITE PLANS

Project Name: 189 WEST MAIN STREET

WASHINGTON, NC

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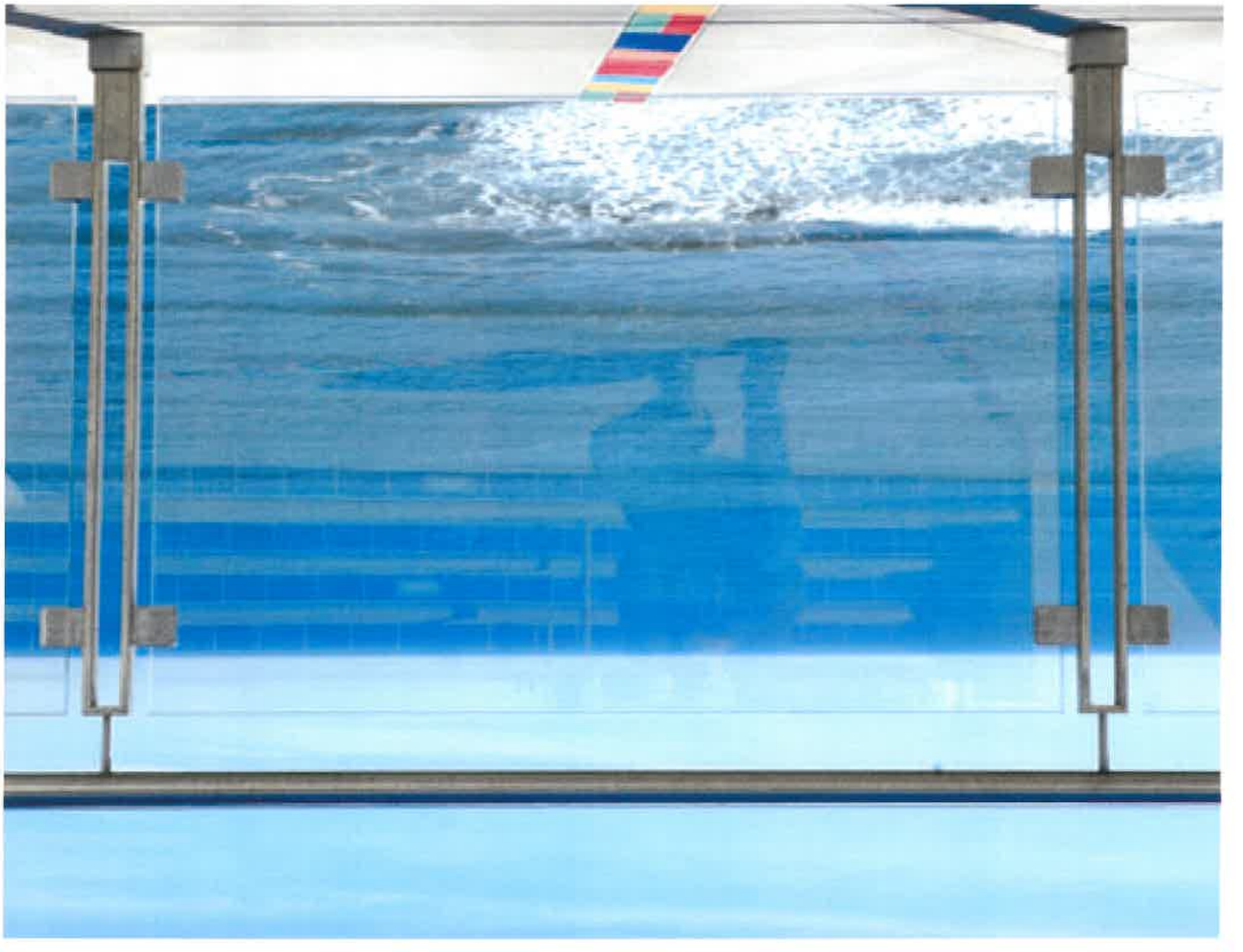


RESPESS

CITY OF WASHINGTON

DOWNTOWN DEVELOPMENT ▫ HISTORIC PRESERVATION

Subject: Certificate of Appropriateness – 189 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 propety is located within 100 feet of the above referenced property.

> A request has been made by the owner of 189 West Main Street to add a covered deck at the rear of the property, change several door to windows and create a rooftop deck on the property.

If you would like to see plans for this work, please visit the City Planning Office prior to the meeting. Additionally, the full application is available on the city website.

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

> **Date:** Tuesday October 7, 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@washingtonnc.gov

Adjoining Property Owners: 189 W. Main Street

- Elizabeth Morton
  414 West Main Street
  Washington, NC 27889

- The George Inn LLC
  c/o Milton Kirkland
  4140 Mendenhall Parkway
  High Point, NC 27265

- Sharon Williams
  PO Box 2165
  Washington, NC 27889

- Randall Walker
  PO Box 2632
  Washington, NC 27889

- PGML LLC
  107 Island Lane
  Washington, NC 27889

- Melton Everett
  231 East Main Street
  Washington, NC 27889

- Wolf Enterprises LLC
  19245 Fishburne Dr
  Spring Hill, FL 34610

- Ruth Schmitt
  202 West Main Street
  Washington, NC 27889

- Friedman-Ravenwood, LLC
  401 Moss Landing
  Suite 301
  Washington, NC 27889

- Betty Ingalls
  PO Box 1386
  Washington, NC 27889

- Thomas Czuhai
  24 Somerset Lane
  Stafford, VA 22554

- L Thomas Properties, LLC
  201 Wesley Road
  Greenville, NC 27858

- Jerry Evans
  162 W. Main Street
  Washington, NC 27889

- Benjamin Woolard
  PO Box 36
  Washington, NC 27889

MINOR WORKS

APPLICATION FOR A CERTIFICATE OF APPROPRIATENESS
Historic Preservation Commission
Washington, NC

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

Please use Black Ink

Street Address of Property: 130 Van Norden St. Apt. 1

Historic Property/Name (if applicable): _____

Owner's Name: (Property management) Georgie Lilley (252)217-4828

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

Brief Description of Work to be Done:
Dish Network set installed.

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	
○ Approved	
○ Approved with Conditions	
○ Denied	
○ Withdrawn	
○ Staff Approval	
(Date)	(Authorized Signature)

David Barnes
(Name of Applicant - type or print)

130 Van Norden St, Apt 1 27889
(Mailing Address) (Zip Code)

9/25/14 (252) 944-6762
(Date) (Daytime Phone Number)

David Barnes
(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 fowarded 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: 722 W Main St.

Historic Property/Name (if applicable): _____

Owner's Name: Ed Zubin

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

Brief Description of Work to be Done:

(1) Replace upstairs unit (Gas Furnace + AC)
(2) Change out Package Gas Pack (downstairs)
(3) Change out Gas Furnace + AC (downstairs)

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	
○ Approved	
○ Approved with Conditions	
○ Denied	
○ Withdrawn	
○ Staff Approval	
(Date)	(Authorized Signature)

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

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

9/17/14 252-946-6474
(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 fowarded 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: 227 ~~Res~~ North Respess st washington NC

Historic Property/Name (if applicable): _____

Owner's Name: Steve Horn Senior

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

Brief Description of Work to be Done:

Changing Air Handler and line set Condenser

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	
○ Approved	
○ Approved with Conditions	
○ Denied	
○ Withdrawn	
○ Staff Approval	
(Date)	(Authorized Signature)

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

306 S Cottish ct Greenville NC 27858
(Mailing Address) (Zip Code)

9-23-14 (252) 717-0578
(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 fowarded 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

Chapter 1.0 Introduction to Design Guidelines

The City of Washington's ongoing preservation efforts have made its historic district one of the most historically intact districts in the State. Despite the rapid growth of the community, it has managed to retain its historic nineteenth century character. The preservation of Washington's historic character is due primarily to the people who live and own property within the historic district and who share a common vision to preserve their community's heritage for future generations.

While Washington has managed to preserve and enhance its historic district, there are a number of ongoing challenges facing the district. These challenges include such things as new construction and its impact to the historic character of the district, as well as the use of new materials and preservation techniques that have emerged out of recent technological advances in the building industry.

The purpose of the district is to protect and conserve the character of the City of Washington by providing for the preservation of designated areas within the planning jurisdiction. Such efforts focus on individual properties therein that embody important elements of social, economic and political or architectural history and promote the stabilization and enhancement of property values throughout such areas.

1.1 Purpose of Design Guidelines

These design guidelines are first and foremost a resource for property owners, builders, architects, and realtors to use in order to understand the reasons for, the proper methods of, and the overall benefits of historic preservation both to the individual and the community as a whole. A secondary, but equally important purpose of this document is to

be a guide for the community and Historic Preservation Commission to use when evaluating the appropriateness of exterior changes to buildings and new construction proposed within the district. **To that end, the guidelines included in this document will convey to the property owner the appropriate methods of improving his or her property.**

Indirect purposes for this guideline document are to foster a continued preservation effort that will protect and enhance the original character of the district, allow for changes and new construction that is unique yet compatible, help owners recognize the need for and assist in the improvement of their buildings, and to bolster the overall sense of place and pride in the community.

Each section includes the guidelines themselves, along with a narrative and accompanying illustrations. They are designed to provide detailed information and direction to the property owners and the residents of the local historic district, as well as to interested citizens.

1.2 Secretary of Interior's Standards for Rehabilitation

All guidelines presented in this document are based on the Secretary of Interior's Standards for Rehabilitation. The National Park Service created these ten basic principles in 1977 to guide property owners in preserving the historic integrity of a building. As defined by the Secretary of Interior, "rehabilitation" is:

> "the process of returning a property to a state of utility, through repair or alteration, which makes possible an efficient contemporary use while preserving those portions and features of the property which are significant to its historic, architectural, and cultural values."[1]

The Standards, amended in 1990, recognize the need for adapting historic structures to modern times and therefore allow for changes and new construction that are compatible with the building and/or the historic district. The standards are general enough that they apply to all architectural styles, periods, and building types. The ten standards, as well as the detailed guidelines included in this document, are intended to be applied in a reasonable manner, taking into consideration economic and technical feasibility of the project.[2]

The ten Standards for Rehabilitation follow on the next page.

[1] US Secretary of Interior's Standards for Rehabilitation. 1990.
[2] US Secretary of Interior's Standards for Rehabilitation. 1990.

Secretary of Interior's Standards for Rehabilitation

1	A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment.
2	The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.
3	Each property shall be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or architectural elements from other buildings, shall not be undertaken.
4	Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved.
5	Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a historic property shall be preserved.
6	Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.
7	Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible.
8	Significant archeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken.
9	New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.
10	New additions and adjacent or related new construction shall be undertaken in such a manner that if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

1.3 Historic District Designation

There are two types of historic district designation: locally designated and National Register. An historic district can have either or both of these designations. While the criteria a district must meet for either is virtually the same, the individual designations have different implications. Washington's historic district has both national and local designations.

What it means to be a local historic district

If a district is designated as a local historic district, the community has determined that the area is an important part of the heritage of the community and in turn, deserves to be protected and preserved. While this local designation is certainly honorary and prestigious, it is also an overlay zoning district. The first Historic Zoning District in the City of Washington was established on August 14, 1978. Unlike general use districts which identify that an area may be developed as residential, commercial, office, etc., a historic overlay recognizes the importance of preserving the historic resources within, and requires that proposed work to buildings in the historic district be reviewed through the Certificate of Appropriateness process.

If a property is included within a locally designated historic district, the property owner must obtain a Certificate of Appropriateness prior to undertaking any exterior change to the property. This would include, for example, general improvements such as re-roofing, as well as additions to existing buildings or new construction. A local district does not, however, require an owner to seek approval for any *interior* improvements. Even if a property is not a historic building (such as a modern structure or vacant lot) it must still undergo the Certificate of Appropriateness process in order to ensure that any changes or improvements do not negatively impact the character of the historic district. An explanation of certificates of appropriateness and the preservation process are explained later in this chapter.

It should also be noted that these guidelines and the approval process contained within apply only when a property owner is seeking to make an

exterior change, new construction, or demolition within the historic district. No property owner is required to make any improvements to his or her property by virtue of being in a local historic district.

What it means to be a National Register Historic District

A National Register Historic District means that the district and its individual buildings are listed in the National Register of Historic Places. Within a district, buildings and sites are classified as either "contributing" or "non-contributing" resources. Contributing resources still retain their original architectural and historic integrity and embody the qualities for which the district was designated. Non-contributing resources, on the other hand, are structures that have either changed from their historic configuration or otherwise do not enhance the historic character of the district.

The National Register program was authorized under the National Preservation Act of 1966 and is part of a nationwide program to identify, evaluate, and protect historic resources. It is administered by the National Park Service under direction of the U.S. Department of the Interior. There are over 70,000 nationwide listings in the National Register including national and local landmarks and districts. In North Carolina, there are over 2100 listings.[3] The City of Washington currently has two National Register Districts, the first of which was designated on February 9, 1979 and makes up our local historic district. Unlike local district designation, which is regulatory, a national district is primarily honorary. However, there are substantial economic benefits resulting from national designation.

When a property is listed individually on the National Register, or when it is a contributing structure within a National Register Historic District, it is eligible for certain incentives for rehabilitation. The most used form of incentives, and one that has been widely successful in the State of North Carolina, is tax credits for rehabilitation of privately owned property. Currently, the federal tax code allows for a 20% tax credit for qualifying rehabilitations on *income producing* properties (such as commercial or residential buildings that are rented for profit). Therefore, an owner could recoup 20% of the total cost of a rehabilitation project in the form of tax credits.

[3] National Register Fact Sheet #4. "The National Register of Historic Places in North Carolina: Facts and Figures. North Carolina State Historic Preservation Office.

Any tax credit project must meet the *substantial rehabilitations* criteria and meet the ten Standards for Rehabilitation as outlined earlier in this chapter. For income-producing properties, "substantial" rehabilitations would have an expense of at least $5,000 within a two-year period.

The State Historic Preservation Office administers the tax credit program. To obtain local tax credit information, please refer to the Eastern District Office of Archives and History, located at 117 Martin Luther King Jr. Drive, Greenville, NC
27858, (252) 830-6580.

Benefits of Preservation

A study was completed in North Carolina in 1999 as to the direct economic benefits of the Rehabilitation Tax Credit Program. The raw figures indicated that between 1976 and 1999, a total of 733 rehabilitation projects totaling $315 million in construction costs enjoyed some form of tax incentive based on their historic designation. This created over twelve thousand new, full-time jobs. It also resulted in an estimated increase in retail sales of $800 million including over $235 million in earnings. These figures taken in light of the fact that most of these projects would not have been completed without the tax credits, is a testament to the success of the program and the benefit to the individual property owner. The study also indicated that the credits largely benefited small and moderate business people rather than larger developers. Finally, the majority of these projects were residential.[4]

Another study was published in 2000 by the South Carolina State Historic Preservation Office. This study evaluated the direct benefit of local historic district designation to residential property values. The study used different methodologies in several different communities to validate the thesis that local historic district designation increases property values. In Columbia, studies indicated that residential property values in locally designated historic districts increased at a faster rate than the market as a whole. In Greenville, SC, the study determined that price per square foot jumped significantly after local historic designation (greater than 50 percent in one district). The study concluded that local district designation does indeed increase housing values. The assertion was that local historic district designation not only provides a sense of protection and security for property owners and potential investors, but also validates the historic value of the district resulting in the understanding that the

[4] The Economic Impact of the Rehabilitation Investment Tax Credit Program in North Carolina

inherent value of designated property is above and beyond that of its non-designated equals.[5]

It is interesting to note that neither of these two studies translated the increase in retail sales or property values to tax base. Other studies have made the conclusion that historic preservation increases property values and in turn, increases tax base, which is ultimately beneficial to the entire community.

1.4 Incentives and Tax Credits

Federal tax incentives: Historic Preservation Tax Incentives Program.

In order to qualify for Federal preservation tax credits, the building must first receive a Certification of Historic Significance (Part 1s). If a building qualifies as one with significance, it may be eligible to receive a 20% tax credit of the amount spent. Those buildings, which are not deemed as significant, may qualify for a 10% Federal tax credit if it is rehabilitated for income-producing, non-residential purposes. Owners seeking certification of rehabilitation work must complete Part 2 on the Historic Preservation Certification Application. Certifications of completed projects (Part 3s) are issued when all rehabilitation work is completed on a certified historic building, thus allowing for eligibility of the tax credit. Rehabilitation not in compliance with the Secretary of the Interior's Standards for Rehabilitation may void the possibility of any Federal tax credit. The use of historic preservation Federal tax credits usually does not preclude the use of other Federal, state, or local funding sources.

Energy efficient mortgages.

The Federal Housing Administration (FHA) offers the Energy Efficient Mortgage (EEM) Program to help offset utility costs in a home. The EEM can be used to finance the purchase of a home – or refinance the current mortgage – to include the cost of the energy-saving, cost-efficient improvements through a single mortgage. The cost of energy-efficient improvements determined to be cost effective may be financed into the mortgage. The maximum cost of improvement that may be added to the mortgage is either 5 percent of the property's value (not to exceed $8,000) or $4,000, whichever is greater based on the value of the property. EEMs may be applied for with any participating and approved lender. Contact the City's Planning and Development office at 252.975.9300.

[5] Historic Districts are Good for Your Pocket Book. The Impact of Local Historic Districts on House Prices in South Carolina. SC Dept. of Archives and History. January 2000.

203(k) mortgages.

The FHA also administers a variety of single-family mortgage insurance programs, including its 203(k) program. The 203(k) program acts as a rehabilitation loan allowing for the borrower to obtain monies equal to the initial acquisition of the property as well as rehabilitate it. Eligible improvements that the program may finance include items such as painting, room additions, decks and other items; however, all health, safety and energy conservation items must be addressed prior to completing general home improvements.[7] Contact HUD or visit www.hud.gov for a list of approved lenders.

1.5 Historic Preservation Commission

The City of Washington established the Historic Preservation Commission (HPC) on June 28, 1977 to assist property owners in the local historic district with the preservation process. The HPC meets in regular session the first Tuesday of every month at 7:00 PM in the City Council Chambers of the Municipal Building. The general public is invited to attend these meetings.

The Commission is made up of seven members appointed to three year terms by City Council. It consists of a chair, a vice-chair, regular members, and is assisted by the planning staff and the city attorney. While each member is not required to live in the historic district, they are required to have experience, knowledge and qualifications in preservation, architecture, or related fields.

The City of Washington was designated as a *Certified Local Government* (CLG) by the State Historic Preservation Office (SHPO) on March 12, 1992 and as such, is required to appoint its membership

[7] Department of Housing and Urban Development. Rehab a home with HUDs 203(k). Retrieved from: http://www.hud.gov/offices/hsg/sfh/203k/203kabou.cfm

from the disciplines of architecture, history, architectural history, planning, archaeology, or other related fields or experience equivalent thereof. The professional makeup of its membership gives credibility to the Commission and ensures objective decision making. In order to obtain CLG designation, a community must meet detailed criteria established to ensure a model preservation process including establishing a qualified HPC, maintaining an inventory of historic properties, and providing for an effective public participation process in its preservation planning. In order to ensure a competent board that facilitates an effective preservation program, the SHPO continually monitors and evaluates each individual CLG.

Responsibilities of the HPC

Administering Certificates of Appropriateness (COA) is only one of the many responsibilities of the Historic Preservation Commission. Above all, the HPC helps preserve historic sites that have important architectural, cultural, social, economic, political, or archaeological history for the enrichment of the community. Among other things, it must also keep an inventory of historic resources, review National Register nominations, and it may designate local landmarks and districts.

Perhaps the most important duty of the Historic Preservation Commission is educating individual property owners and the general public as to the importance, the benefits, and the proper methods of historic preservation. The guidelines set forth in this document are intended to be used first by property owners as a manual of best practices and secondly as a guide for the HPC to make its decisions. An informed property owner will not only know the best treatment for his or her property, but also what to reasonably expect when applying for a Certificate of Appropriateness. Upon request, the City of Washington provides a copy of the historic district design guidelines to every property owner within the historic district as well as any other citizen who simply wants to know how best to complete his or her preservation project.

The Commission, through the staff liaison in the planning office, provides daily access to historic preservation information. Planning staff assists property owners in understanding these design guidelines and helps guide them through the Certificate of Appropriateness process. The planning office has a wealth of preservation resource information and can direct citizens to national, state, and local resources including preferred materials, techniques, and contractor/craftsman contact information. Owners interested in learning more about federal tax credit program should also contact the local planning office: Planning and Development 102 East 2nd Street, Washington, NC 252.975.9300 www.washingtonnc.gov

During each of its meetings, the HPC helps citizens in interpreting the design guidelines as they apply to individual projects. A property owner may come

to the Commission during a regular meeting to get advice on the proper approach to a specific project. Regularly scheduled meetings are published in the local newspaper and municipal calendar.

The Historic Preservation Commission continues to educate itself so that it may pass along this knowledge to Washington's citizens. The preservation field is constantly changing with the development of new materials and technology, therefore the HPC must keep itself up-to-date on developing trends. As part of the Certified Local Government requirements, Washington's HPC and city staff must attend preservation workshops and education sessions. This continuing education not only gives the HPC the knowledge base it must have to facilitate the preservation process, but also affords credibility to the Commission and its actions.

The Historic Preservation Commission is a quasi-judicial board that makes decisions as to the appropriateness of changes in the historic district based on these design guidelines. The guidelines are founded in sound principles of preservation and outline detailed strategies for individual preservation activities. While flexible in their application, these guidelines shape the decisions of the HPC.

The HPC is bound by the provisions in this document and cannot make decisions that are arbitrary or based on individual preferences or that of the Commission as a whole. As such, the HPC must apply these guidelines consistently and cannot approve or deny a project in contradiction to any of the design guidelines.

Attendance at meetings: any member of the commission who misses more than three (3) consecutive regular meeting or more than four (4) meetings in a calendar year shall lose his or her status as a member and shall be replaced or reappointed by the City Council subject to the provisions Section 2-470 (b) of the Zoning Ordinance.

1.6 Certificate of Appropriateness Process

A Certificate of Appropriateness (COA) must be obtained from the Historic Preservation Commission before any exterior work is undertaken on a building. This includes the demolition or relocation of any structure within the district. A Certificate of Appropriateness certifies that the proposed work is consistent with the design guidelines and is appropriate within the context of the historic district. The COA is often a preliminary requirement to obtaining a building permit. A COA is not required for any interior improvements to the

property. While the property owner need not consult the HPC prior to doing any interior project, a building permit is sometimes required

Major Works

Projects requiring a COA come in two forms, major and minor works. When a property owner is proposing any type of significant work such as new construction, alteration, significant restoration, demolition, or other significant activity in a historic district, this activity is deemed a "major work" project. Major work projects require the review of the Historic Preservation Commission during a regular meeting.

Minor Works

Minor Works of COAs can be approved administratively by City staff. Whenever a project does not alter the appearance and character of the property or will recreate the property's original appearance, it is considered a "minor work". Minor works projects include, but are not limited to, tasks such as the repair or replacement of architectural features with the same materials and design, construction and alteration of accessory structures. If these projects meet the design guidelines, city planning staff can approve the application in a matter of days. Staff, however, cannot deny a COA. If the staff person concludes that either the project does not fall under the minor works provisions or that it is conflict with these design guidelines, the application is forwarded to the HPC for review. See Appendix A2 for a detailed listing of major and minor works projects.

Process

Applications for Certificates of Appropriateness are processed through the planning office of the City of Washington and are available at 102 East Second Street. Information may also be obtained by contacting the staff liaison to the HPC at (252) 975-9384. The liaison will assess an applicant's proposed project and then advise the applicant how to proceed. The staff person will provide assistance with the historic district's design guidelines and specify which guidelines apply to the proposed project. A sample of the COA application is included in Appendix A4. Applications should include any relevant supplemental materials, such as accurate drawings, site or plot plans, samples of materials, color chips, and photographs. The deadline for submitting an application is the 15th of the month preceding the next meeting date. No action items can be added during the commission meeting

When the proposed project is presented to the HPC by the applicant, comments from the public will also be heard prior to any decision being made. Following the HPC rendering a decision, the applicant will receive written correspondence, including a COA, from the meeting and an explanation for the commission's decision. At this point the applicant may apply for a building permit if necessary. A flow chart of the COA process in included in Appendix A5.

Failure to apply for a COA, or failure to meet the conditions of an approved COA constitute a zoning violation. Unauthorized work may result in a "stop work order". The owner and/or the contractor will be given an opportunity to apply for the COA and any necessary permits. The COA application for the proposed work will be reviewed as though work had not begun. Escalating daily fines may be levied upon the owner if the COA application is not submitted in the prescribed time or until such time as reconstruction of elements removed without authorization are replaced.

Unauthorized work or a violation of the Washington Historic Preservation Ordinance, Design Guidelines, or approved COA may be reported by any citizen to the City of Washington's Planning and Community Development Department (252-975.9300) for review and action.

The fee structure for civil penalties is included in the appendix.

Appeals

Any decision of the HPC may be appealed to the zoning Board of Adjustment (BOA). Appeals must be made within thirty days of the approval by the Commission of the minutes of the meeting containing the decision being appealed. The BOA will evaluate the process and application of the design guidelines in making its decision. Any appeal of a BOA decision shall be heard by the Superior Court of Beaufort County.

Enforcement

An approved Certificate of Appropriateness gives the applicant the permission to proceed with his or her project, provided all other necessary permits have been obtained. At this point, City staff will be available to assist the applicant to provide general advice as well as to ensure that the project continues to meet the provisions of the original approval. Sometimes technical project issues or changes in a project's scope of work may require that the original COA be amended. Often, this is easily done by City staff without the applicant being required to go back to the HPC.

Since the historic district overlay and the Certificate of Appropriateness process are included in the zoning ordinance, enforcement procedures are outlined in that ordinance. If the approved project is not carried out to the provisions of the Certificate of Appropriateness (for example, a different material other than that approved is used), the project is considered to be in violation of the

zoning ordinance and the applicant is given the opportunity to correct the situation. If the violation continues, the applicant is subject to a citation and civil penalty as outlined in the zoning ordinance. More information on the enforcement and compliance of a Certificate of Appropriateness can be found in the appendix, section A.6.1: Compliance and Enforcement

1.7 Ties to Other Ordinances and Guidelines

This document is a guide to *exterior changes* or *new construction* in the local historic district. It does not regulate the use of land or how a property is to be developed. It does not deal with construction standards, the management of utilities, or requirements for storm water runoff. It does, however, serve as a companion to the other documents that include these developmental regulations.

The ***zoning ordinance*** regulates the *use* of land including whether a property is zoned residential, office, commercial, etcetera. It also includes dimensional standards for the use of land such as density, lot size, road frontage, height limitations, and the setback of structures on a lot. Finally, the zoning ordinance includes supplemental standards for landscaping, signage, parking, and site plan review. Since the historic district is actually a zoning entity, the ordinance also outlines the purpose of the Historic Preservation Commission and its processes. The ordinance is accompanied by a zoning map, which outlines on a parcel-by-parcel basis specifically how the land can be used. While many zoning issues are addressed in the design guideline document, the zoning ordinance includes their specific requirements.

The ***subdivision ordinance*** includes regulations for the subdivision of land, street and sidewalk design, utility and drainage easements, flood control, and driveway provisions. Many of its construction requirements are outlined in detail in its companion *Manual of Standard Designs and Details*. As with the zoning code, some of the items covered in the subdivision ordinance are referenced in these design guidelines.

The ***minimum housing code*** contains minimum standards for design and maintenance of residential housing. Provisions include those requirements, which make a dwelling unit "habitable". For example, the minimum housing code would insure that a home is properly heated, structurally sound, and its roof and openings are watertight. While it does include certain requirements for the exterior of a house, it does not, however, regulate the appearance of a structure.

Other city codes contain requirements that apply to properties in the historic district. These include the sidewalk code, which regulates the use of the sidewalk, and the nuisance code, which includes safety and appearance requirements for all properties.

When developing property within the historic district, each of these regulatory documents must be consulted. It should be noted that the COA approval process outlined in this

document is required prior to the issuance of any building permit within the historic district. Prior to undertaking any project, a property owner is encouraged to contact the Planning Office to determine which codes apply.

Demolition by Neglect *is an ordinance* designed to promote the purposes of the historic district and requires the owners of certain historic properties to maintain their properties and not allow them to fall into a state of disrepair constituting demolition by neglect. Demolition by Neglect is applicable only to properties located in the historic district.

Process procedures are outlined in the ordinance which can be obtained in the Planning and Community development department.

Relationship to State and National Guidelines

Being in a locally designated historic district or a National Register Historic District does not require the property owner to follow any particular state or federal guidelines for preservation. However, the North Carolina State Historic Preservation Office (SHPO) and the US Secretary of the Interior use the *Secretary of Interior's Standards for Rehabilitation* as a guide for the proper way to preserve, rehabilitate, and improve historic properties. The guidelines included within this document are based on those same standards.

While location in a district does not require SHPO review of projects using private money, a project that receives state or federal rehabilitation tax credits does. The Restoration Branch of the SHPO facilitates the tax credit process including providing technical assistance and review of all tax credit projects. In addition, the branch provides technical assistance to local governments as well as private citizens, regardless of whether their property is receiving tax credits, or is located within a National Register Historic District.[8]

Both the State Historic Preservation Office and the National Park Service provide a wealth of technical information and best practices for the preservation and rehabilitation of historic properties. See index for information regarding these and other preservation resources.

Resident Statements

"Living downtown in the historic district gives us a sense of responsibility to do our part in preserving our building to honor those lives that cherished it before us, and to maintain it for future generations as a part of the irreplaceable fabric of Washington."

- Scott Jay Campbell and Bill Sykes

"We enjoy the convenience to downtown and the joy of living in a home with a history. We especially like the friendly atmosphere and neighbors.

- Jim Coke & Doris Schneider

[8] *Federal and State Historic Preservation Tax* Credits. North Carolina State Historic Preservation Office website. http://www.hpo.dcr.state.nc.us/

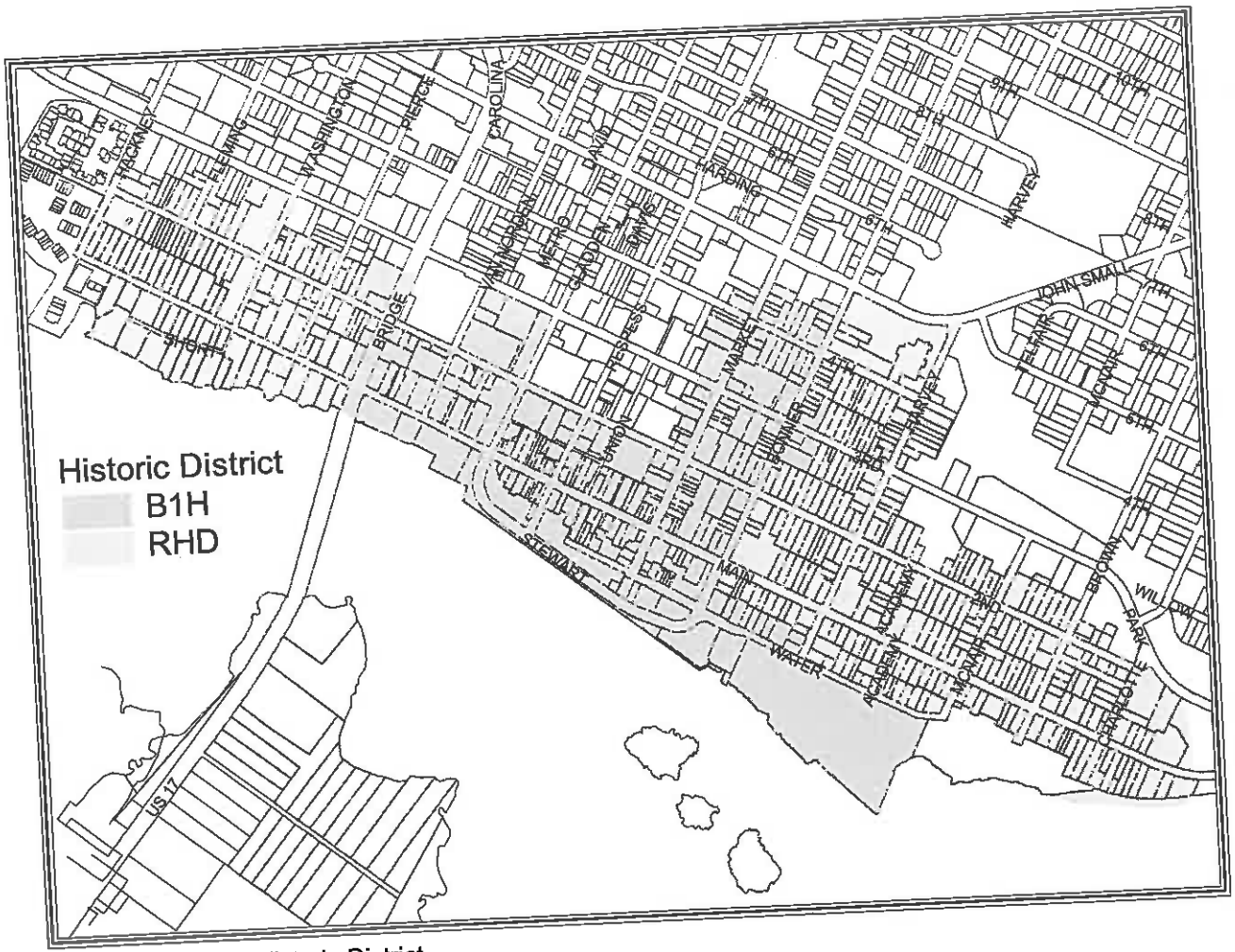
"The historic district I live in is filled with grace, natural beauty and old world charm. This is something that can't be recreated; it is born of a place. Washington is the tiny jewel I call home."

- Rebecca and Bill Clark

"I like living in the historic district best because you can walk to the center of town where there are shops, restaurants and the waterfront unlike the suburbs where you first have to get in your car to get anywhere."

- Alexandra Bloch and Joe Balock

Chapter 2.0 History of the District



Washington Local Historic District

2.1 District Map

Washington's historic district comprises the area between the Pamlico River to the southwest, 3rd Street to the northeast, Hackney Street to the northwest, and Charlotte Street to the southeast. The district, one of the most intact historic districts in the state, includes the downtown business district as well as the surrounding residential areas representing the location of the original Town of Washington. The map above shows both the residential (green) and commercial (red) historic overlay zoning lines.

2.2 Brief History of the District

Early History of the Area *(1500-1770)*

Being located prominently on a navigable waterway, the area that would ultimately be known as Washington had English visitors as early as the late 1500's. By 1690, settlements had developed along the banks of the Pamlico and Tar Rivers, and in 1705, nearby Bath became the first chartered town in the State of North Carolina.

Founding of Washington (1770-1780)

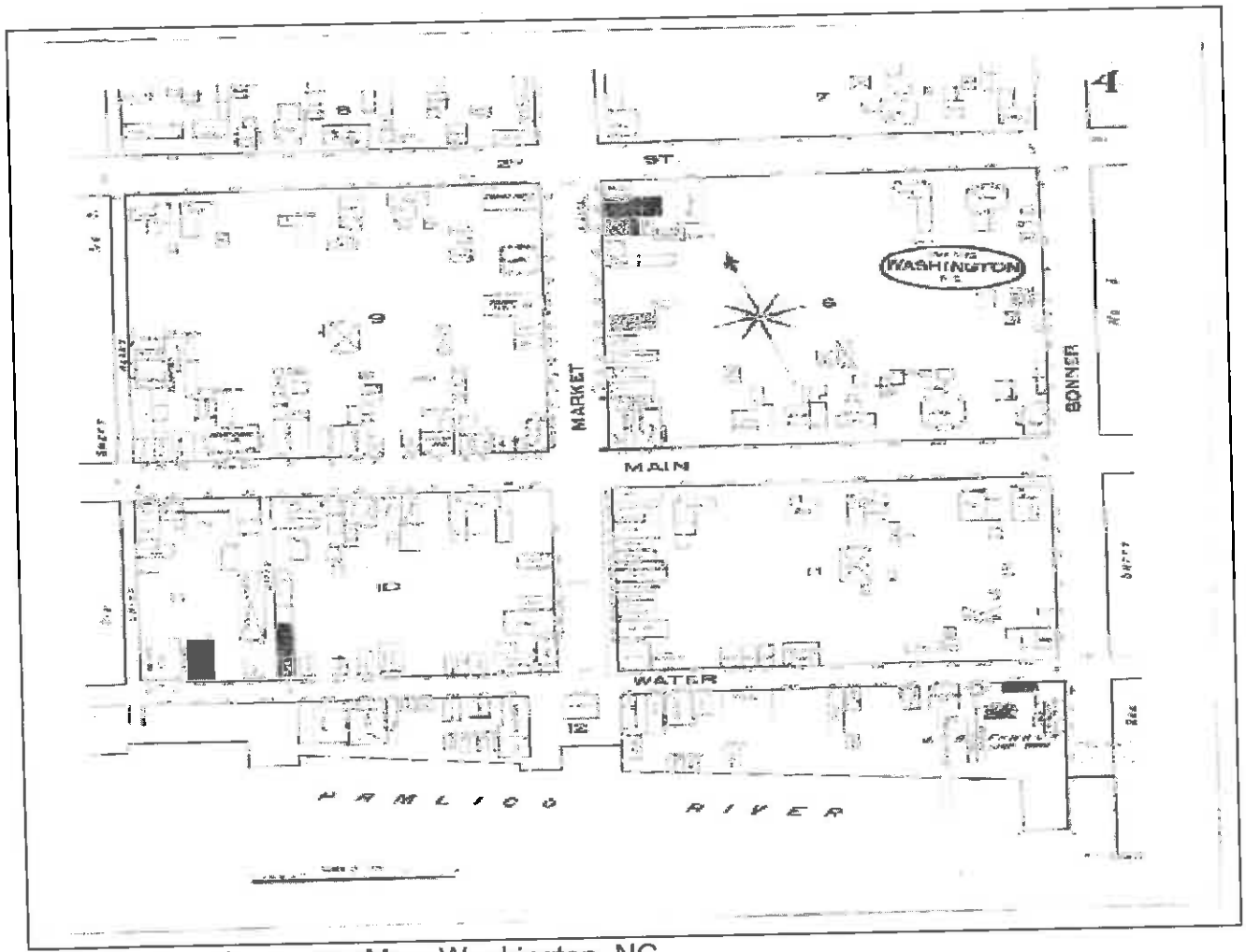
In 1771, James Bonner founded the town of "Forks of the Tar River" on 337 acres of land acquired from Christopher Dudley, the land's original grantee. In 1776, the same year as our nation's independence, the town of Washington was established when the "Forks of the Tar River" name was changed to honor General George Washington. In fact, Washington, North Carolina is the first town in America that was named for our country's most prominent founding father. In 1782, Washington was officially incorporated by the North Carolina General Assembly.

Development and Growth (1780-1865)

During the Revolutionary War, the town ultimately became an important supply port for the Continental Army. After Savannah, Charlestown (Charles Town), and Wilmington had all been overcome by the British Army, Washington's revolutionary role became even more prominent. By 1784, Washington had become a regional trading port, due to its location at the junction of coastal and inland rivers.

Due to its location along the two navigable waterways, the town became the cultural and commercial center of Beaufort County. As a result, Washington became the county seat by the last decade of the 1700's.

Early in the Civil War, Washington was captured by Federal Troops and therefore, contributed little to the Confederate war effort. As part of the abandonment of the town, the Northern troops set fire to a stockpile of naval stores. The resulting fire quickly spread, destroying a large part of the town. Unfortunately, most of Washington's early architecture was destroyed as a result of this fire.



1885 Sanborn Insurance Map, Washington, NC

Reconstruction and Twentieth Century Expansion (1865- Present)

Following that devastating fire, the town was rebuilt. A fire in 1900, caused by a wood stove, destroyed the buildings in the business district once again. Therefore, the downtown's commercial architecture dates from the first third of the twentieth century.

After this second rebuilding era, Washington continued to be a small inland port town during the first half of the twentieth century. While a new waterfront was constructed in 1969 resulting in the removal of a number of industrial buildings, the district appears today much like it did during the early twentieth century. This new waterfront included the construction of the Stewart Parkway, a 1,500 foot long walkway and bulkhead along the Pamlico River. In 2002, the waterfront area was renovated to provide enhanced boater and pedestrian access to both Washington's waterfront and its downtown.

Washington, NC waterfront, renovated in 2002

The Historic District

The Washington Historic District includes over 600 properties encompassing the historic downtown and surrounding residential areas. While most of the buildings date from the late-nineteenth and early-twentieth centuries, there are several structures remaining from the late 1700's and early 1800's.

Washington's rich post-Victorian architecture found in its commercial area is complemented by a number of residential architectural styles including, among others, Victorian, Colonial, Revival Greek Revival, Federal, and Craftsman.

Federal1795-1840

Identifying Elements
Side-gable or Hip Roof
Vertical Massing/Attenuated Proportions
Dentil Moldings
6/6 Double Hung Sash
Fanlights or Palladian Window
Transom (later examples)

210 E Water Street

Greek Revival1820-1870

Identifying Elements
Hip or Gable Roof
Classical Entablature and Elemer1ts
Columns
Full-height Windows
6/6 Double hung sash
Transom over entra1ce

612 W Main Street

Gothic Revival1870-1890

Identifying Elements
Steep Roof Pitch
Vergeboards in gables
Cross-gable Roof or Gabled Dormers
One-story porch
Decorative Modelings

624 W Main Street

Italianate 1870-1890

Identifying Elements
L Pitched Roof
Bracketed Eaves
Tall, Narrow Windows 2,12 or 1/1 Salt
Window Hoods
Quoin or Corner Posts
Elaborate Entrances

702 W 2nd Street

Queen Anne 1890-1910

Identifying Elements
Multi-gable Roof
Asymmetrical massing
Wraparound or full width porch
Multi-pane Windows or Stained Glass

603 W Main Street

Colonial Revival1905-1955

Identifying Elements
Side-gable, hip, gambrel, or pyramidal roof
Symmetrical Massing
Central entrance
Broken pediments
Dormers
Classical references

617 W 2nd Street

Neoclassical Revival or Southern Colonial1905-1925

Identifying Elements
Hip or Gable Roof
Symmetrical Massing
Monumental Portico
Rooftop balustrades
Classical references

127 E 2nd Street

Tudor Revival1935-1950

Identifying Elements
Side-Gable Roof
Steep Front Gables
Massive Front Chimney
Arched Doorways
Casement Windows
Half-timbering

529 E. 6th Street

Craftsman Bungalow 1910-1940

Identifying Elements
Gabled Roof
Exposed trusses, brackets, and rafters
Battered or tapered porch posts with brick or stone piers
Shed or gabled dormers

708 W Main Street

Minimal Traditional 1935-1955

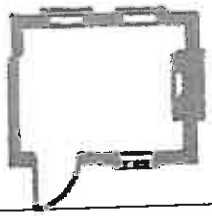
Identifying elements
Side or Cross Gable
Low-pitch roof
Horizontal Massing
Minimal Detailing

412 12th Street

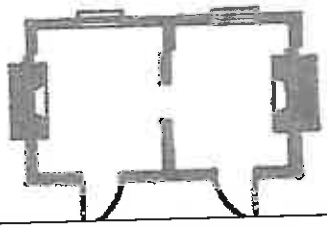
Plan Types

In many cases a house may not be classified in a particular architectural style instead it is a simple plan with vernacular elements of an architectural style. The plan type refers only to the original portion of the building; additions are not considered part of the plan type. Most plan types found in North Carolina are on the following pages, those that are evident in Washington are accompanied by a photograph of the local example.

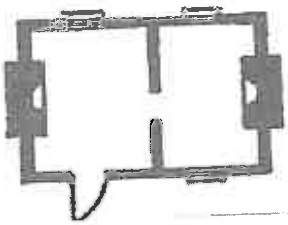
Single Pen 1700-1900
One Story, One room
Exterior End Chimney



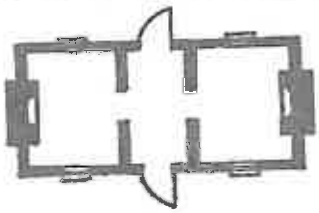
Double Pen 1700-1900
One story, tow-rooms or one or two exterior end chimneys, side-gable roof



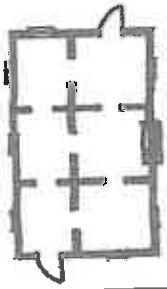
Hall and Parlor
One-story, two rooms of unequal size
One or Two Exterior Chimneys
Side-gable roof



Center Hall 1750- 1930
One-story, Two Rooms Flanking center Hall
One or Two Exterior Chimneys
Side-Gable Roof



Extended Hall and Parlor 1920-1945
One-story, Two Rooms Wide
Three Rooms Deep Minimum
Front-Gable or Hip Roof

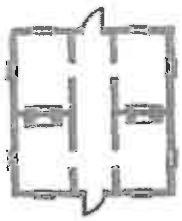


Shotgun 1870-1930
One-story
Gable-Front or Hip Roof
Interior Chimney

Plan Types

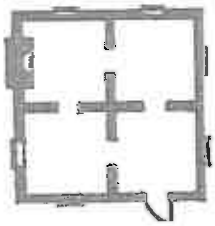
Victorian Cottage

Cottage is One-story
Square Form, Hip Roof
Center Hall Flanked by Two Room
Two Rooms Deep
Two interior Chimneys



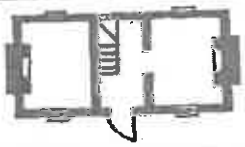
Pyramidal Cottage 1910- 1930

One-story, square form
Pyramidal Roof,
Four Room, No Hall
Exterior Chimney



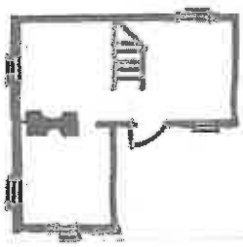
I-House 1800-1930

Two-story, One Room Deep Center Hall, Flanked by Two Rooms
Exterior End or Interior Chimneys
Central Stair



Gable- Ell 1870-1930

L-shaped
Cross-Gabled Roof
Interior Chimney
Central Chimney

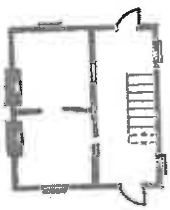


Bungalow 1920-1950

One-story, irregular floor plan
Low-pitched roof with wide overhangs
Interior chimney

Side Hall 1750-1920

Two-Story, Square Form
Hallway on one side Two or more rooms deep
Exterior chimney

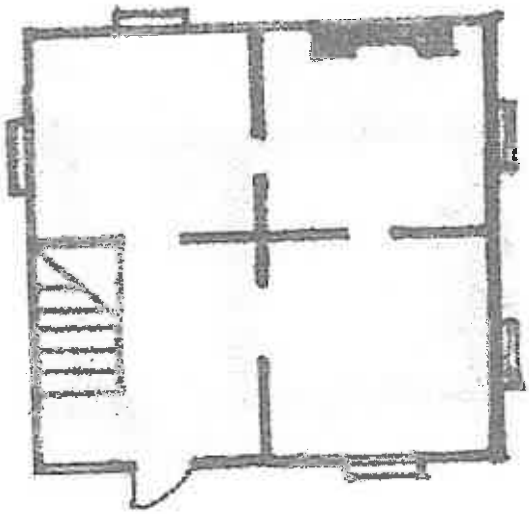


Architectural Styles and Types

American Foursquare- 1915-1930: Often mistaken as Colonial Revival the American Foursquare is actually affiliated with the Prairie Style. Usually identified by a plain box shape with wide overhanging eaves, exposed rafter ends, low hip roof, and four room floor plan, the foursquare is aptly named. Clad in materials that are indigenous to where it was built, the simple form is popular in Washington.

General characteristics:

- Simple floor plan
- Boxy, cubic shape
- Full width front porch with columnar supports and wide stairs
- Offset to two and a half stories
- Pyramidal, hipped rood, often wide eaves
- Large central dormer
- Large single light windows in front, otherwise double hung
- Incorporated design elements from other contemporaneous styles, but usually in simple applications



Chapter 3.0 Changes to Existing Buildings

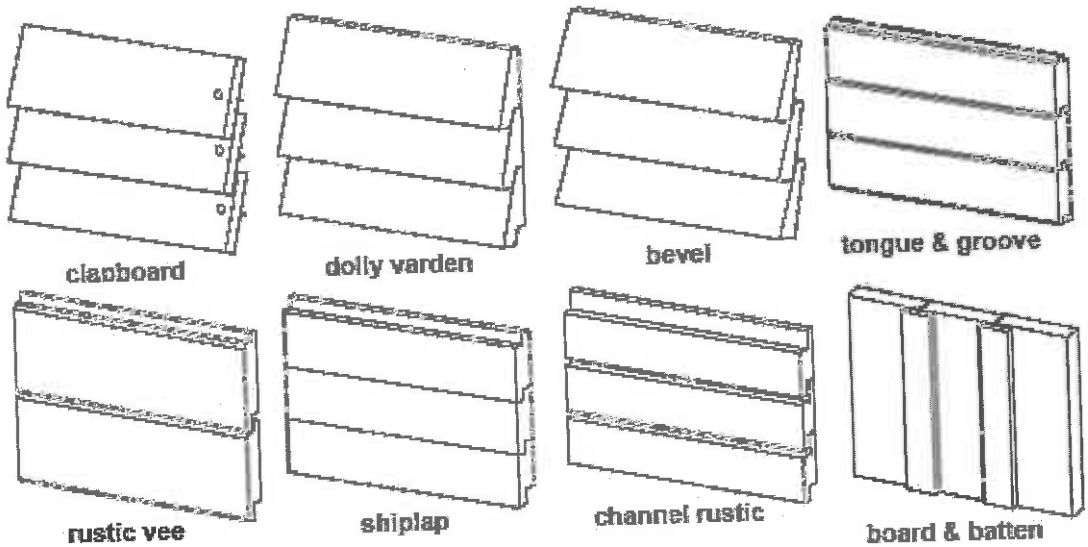
3.1 Exterior Walls

Wall construction within the historic district is either frame or masonry with variations of each. Most residential structures are frame while the majority of commercial and institutional buildings are brick or stone. Exterior wall type is one of the most distinguishing characteristics of historic buildings including materials, form, color, and architectural detailing. Both the downtown and residential sections of the Washington historic district have remained remarkably unchanged with little original wall material being replaced or covered with an unoriginal treatment or artificial siding.

In Washington's residential sections, the predominant type of siding or sheathing is wooden clapboards. Other types of exterior wooden sheathing found in the district include shingles, flushboard (tongue-and-groove, and shiplap), drop siding, and board and batten. Each individual type of exterior wall sheathing has its own distinct characteristic and details. The majority of the commercial structures in the district have masonry walls including brick, concrete block, stone, and stucco. There are also a number of masonry homes within the district. Several different brick bond patterns are found within the district such as variations of Common, Flemish, and English brick bonds, Architectural detailing on masonry walls includes quoins, corbelling, stringcourses, and decorative stonework.

Engineered or Synthetic Siding

While not found frequently in Washington's historic district, a common treatment of wood siding has been to cover the wall surface with aluminum or vinyl siding. Often this is done because the vinyl requires no painting or because the original wood siding may be deteriorating.



While this practice may require less maintenance, it is an inappropriate treatment for historic buildings for a number of reasons. Perhaps most importantly, the application of engineered or synthetic siding hides or obscures historic architectural detailing such as corner boards, window casings, sills, and other details. Sometimes, architectural elements are removed in order to facilitate the installation of engineered or synthetic siding. This detailing as well as the profile of the original wood siding is what distinguishes the different types of architectural styles and gives the building its character.

Engineered or synthetic siding can also be quite damaging to a historic structure. It often covers deteriorating wood and hides water or insect damage. Wooden structures must be allowed to breathe in order for moisture to escape. Vinyl or aluminum siding can cause moisture retention and continued deterioration. Finally, the application of engineered or synthetic siding to the structure itself damages historic materials and architectural features.

A few decades ago, covering a historic masonry commercial structure in aluminum cladding was popular. Fortunately, this trend did not substantially impact Washington, and in fact, only a handful of Washington's downtown buildings have this treatment today. Application of synthetic siding materials to historic structures, whether wood or masonry, are **prohibited** in Washington's historic district.

Synthetic "egg crate" siding being removed to reveal historic façade.

The proper maintenance of wood and masonry surfaces is important in the interest of both durability and protection of the material itself. Maintenance guidelines are included in the materials section of this document.

Walls Guidelines

3.1.1 Historic character-defining wall features should be retained and protected including clapboards, corner boards, cornices, quoins, corbelling and other architectural detailing.

3.1.2 Original walls should be properly maintained and repaired when necessary. If an original wall feature must be replaced due to excessive deterioration or damage, the new feature should match the original in size, profile, material, and texture.

3.1.3 Wooden wall materials should be properly painted and maintained.

3.1.4 Paint should not be applied to original unpainted wall surfaces.

3.1.5 It is prohibited to cover or replace original wall surfaces with vinyl, aluminum, veneer or other synthetic siding, including chemical applications that may change the texture of the original siding.

3.1.6 Whenever synthetic siding already exists, it can be replaced with wood or an approved material.

3.2 Materials

Wood

Wood is by far the most common architectural material found within the residential portions of the historic district. Wood is used for clapboard siding, shingles, windows, doors, and most architectural details such as cornices, corner boards, and brackets. It is also a common secondary material on commercial and institutional buildings particularly in windows, doors, storefront paneling, and cornices.

Ongoing maintenance of wooden material is imperative to ensure longevity of the historic structure. Improperly maintained wooden structures may exhibit warped boards, rotting wood, missing architectural details, pest infestation and blistering, chipped, and peeling paint. Most of this deterioration is due to the damaging effects of water and therefore, the prevention of moisture infiltration to the material is of primary importance.

Reference the appendix for further guidance on the maintenance of wood siding

Wood Guidelines

3.2.1 Preserve and protect character-defining wooden architectural features.

3.2.2 Routinely inspect wooden features for signs of water retention and damage, mildew, decay, and insect infestations.

3.2.3 Joints between wooden elements should be sealed with caulk or other sealant to prevent moisture from penetrating the wood.

3.2.4 Keep roofs, gutters and downspouts clean and maintained.

Proper preparation should be done prior to painting wood surfaces including:

- Remove damaged paint down to the next sound paint layer using gentle techniques such as hand scraping and sanding. Sandblasting and high-pressure water treatments can damage historic wooden materials and should be avoided.
- Heat guns and plates can be used if additional paint removal is necessary.
- Clean the surface thoroughly with soap and water to remove all dirt and grime.
- Prime any bare wood surfaces prior to painting.
- Apply a sound paint film using high quality paint.

3.2.5 Repair deteriorated wood by patching and splicing with a material of similar size, shape, and texture. Materials such as aluminum, vinyl, and veneer are prohibited on historic wooden structures.

3.2.6 Avoid replacing clapboard siding with a different width or profile particularly if the later siding has historical significance.

3.2.7 It's preferable to remove vegetation as it may be damaging to the exterior of the building

Masonry

Various types of masonry construction are found in the district including brick, stone, stucco, and concrete. Buildings in the downtown commercial area are primarily of brick construction while there are also several examples of brick residential structures. Just like with wood, masonry construction contributes to a building's historic character in its texture, color, size and scale, and detailing. This architectural detailing includes subtle elements like variations in bond patterns to more prominent detailing like corbelling, brick cornices, quoins, etc.

Masonry must be property maintained in order to prevent deterioration. Typical masonry maintenance issues include deteriorated mortar joints, broken or chipped bricks, and loose bricks. Much of this deterioration is due to the effects of weather as well as improper maintenance and cleaning.

Masonry Guidelines

3.2.8 Preserve and protect character-defining masonry architectural features including corbelling, cornices, sills, quoins, foundations and walls.

3.2.9 Routinely inspect masonry features for cracks, loose bricks, and signs of weather damage paying particular attention to mortar joints.

3.2.10 Apply caulk to the joints between bricks and window frames in order to prevent water penetration.

3.2.11 Deteriorated masonry units should be repaired rather than replaced using materials that match the original in size, texture, color, and overall appearance. Synthetic materials are prohibited on historic structures for the wholesale covering of a structure.

3.2.12 Do not apply paint to masonry surfaces that were historically not painted.

3.2.13 Removal of paint from a masonry structure is encouraged when the underlying masonry units are character defining and are in good condition, and only if safe and proper paint removal procedures are used resulting in no damage to the masonry.

3.2.14 When cleaning is necessary, proper techniques should be used.

- Use the gentlest means possible including low-pressure washing with detergent and natural soft bristle brushes. Test the cleaning method on a

small area first because older brick can be damaged by even low-pressure washing

- Use caution when utilizing chemical cleaners. Test a small area first to determine that no damaging effects will occur. Run-off from chemical cleaning must be controlled and authorized by the City of Washington prior to the cleaning process.
- Do not use sandblasting or high-pressure water blasting to clean historic masonry.

3.2.15 When repair to mortar joints is needed due to cracks, missing and crumbling mortar, and loose bricks, use proper techniques for repointing.

- Remove deteriorated mortar by hand raking rather than using electric saws and hammers than can damage the brick
- Match the original texture, color, width, and profile of the historic mortar joints
- Repointing with mortar that is stronger than the original, such as Portland cement, can cause brick to crack, break or spall. In repointing mortar joints, mortar of appropriate PSI should be used.
- Reference the National Parks Service's Preservation Briefs to learn more about the masonry maintenance approaches

Metal

Architectural metals are frequently found in the historic district on both residential and non-residential construction. Cast iron columns, metal roofs, and wrought iron details are typical metal treatments in Washington and are important character-defining elements of historic architecture. Common maintenance and deterioration issues include corrosion, rust, and peeling paint. Corrosion and rust are particularly problematic as they will continue to cause deterioration of metal as long as it is exposed.

Metal Guidelines

3.2.14 Preserve and protect character-defining metal features including cast iron columns, metal roofs, gutters, architectural details, fences, gates, and hardware.

3.2.15 Routinely inspect metal features for peeling paint, corrosion, and rust.

3.2.16 Deteriorating architectural metal should be repaired rather than replaced. Should the level of deterioration warrant replacement, the element shall match the original in design, color, detail, and material. Refer to 3.4 for roofing guidelines

3.2.17 Paint historic architectural materials in the appropriate manner:

- Remove all loose paint and corrosion prior to repainting
- Apply a rust-inhibiting primer coat after cleaning

- Apply a sound paint film using high quality paint

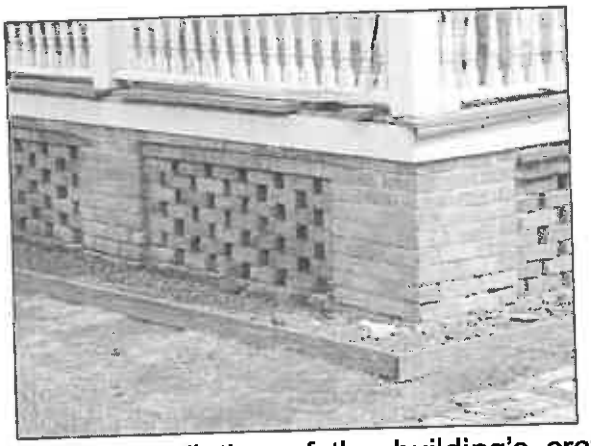
3.2.18 Cleaning of architectural metals should be done in the appropriate manner:

- Use the gentlest means possible such as detergent and soft bristled brushes on soft metals such as pressed tin, aluminum, and copper. Avoid using sandblasting or high-pressure washing on these metals. Some chemical and thermal methods are appropriate for softer metals.
- Stronger metals such as cast and wrought iron can be cleaned with mechanical methods such as low-pressure, dry grit blasting.

3.2.19 Do not remove the protective patina coating of metals such as copper and bronze.

3.3 Foundations

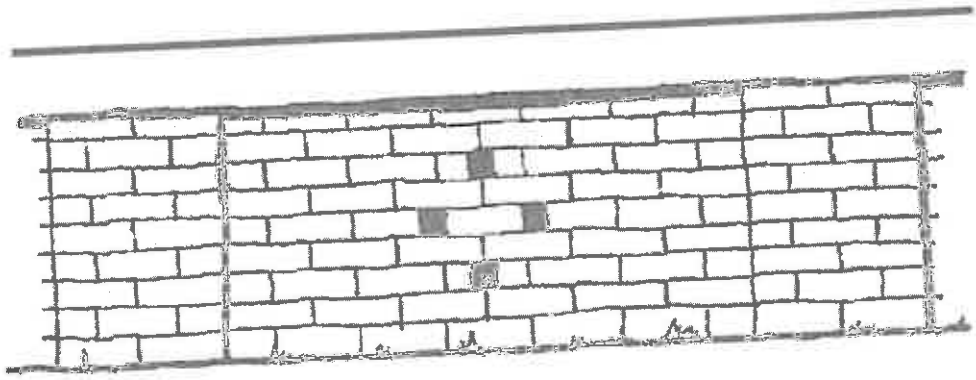
Most buildings within the historic district are supported by continuous foundations or by brick piers, often with panels or lattice filling the spaces between piers. While most of the foundations create crawl spaces, there are a few instances of historic buildings with basements, particularly in the downtown area. Although the foundation is not the most prominent architectural feature of a structure, it is certainly an important character-defining element of the historic building. The most common maintenance issue with a foundation is moisture retention as a result of poor drainage and



lack of ventilation of the building's crawl space. Brick foundations also can have loose or cracked brick and deterioration of mortar joints due to the settling of the structure over the years. Vegetation growing too close to the building can also result in foundation damage.

To learn more about the foundations and to learn more about living below base flood elevation in the historic district, contact the State Historic Preservation Office at:

State Historic Preservation Office
117 West Fifth Street
Greenville NC 27858
http://www.hpo.ncdcr.gov
Phone: (252) 830-6580



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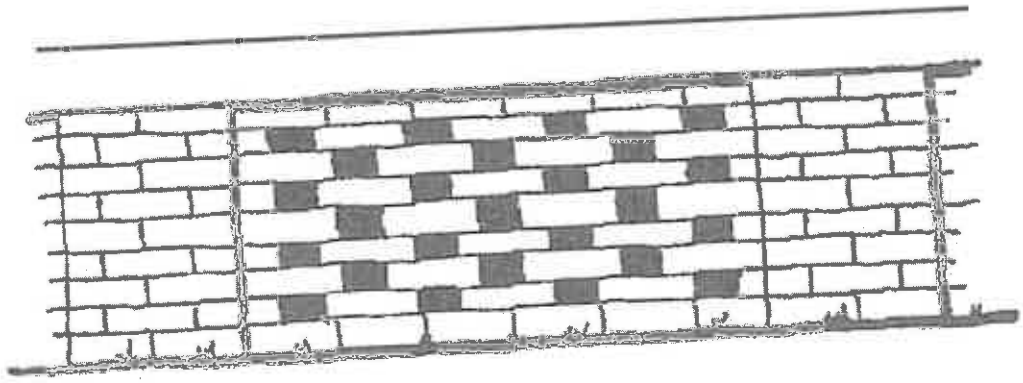

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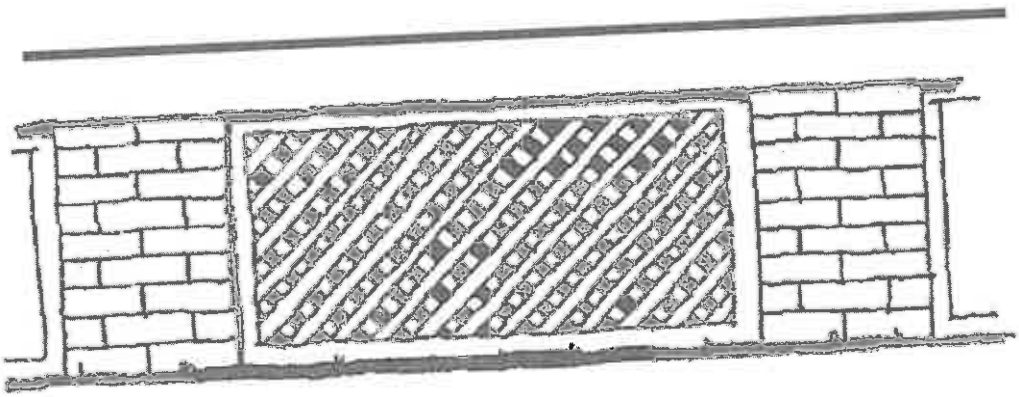

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Foundation Guidelines

3.3.1 Retain and preserve historic foundations including their design, texture, color, and materials. Character-defining features of historic foundations should be retained and preserved including vents, grills, panels, piers, lattice, porch steps, basement windows and door openings.

3.3.2 If a historic foundation must be repaired or replaced, match the original in size, shape, texture, color, and material.

3.3.3 Protect and maintain masonry foundations by:

- Cleaning, repairing, & repointing foundations according to *masonry* guidelines
- Keeping vents open to insure adequate ventilation of the crawl space
- Grading the site around the foundation to drain water away from the building. Install drains near the foundation if necessary.
- Removing vegetation that may cause structural damage to the building's foundation.

3.3.4 Paint should not be applied to previously unpainted masonry foundations. If paint is to be applied to previously *painted* surfaces, it should be done in a color that closely matches the existing masonry material.

3.3.5 New foundation openings including vents or mechanical installations should be installed only in non-character defining elevations. New openings should not be installed if they will damage the historic structure.

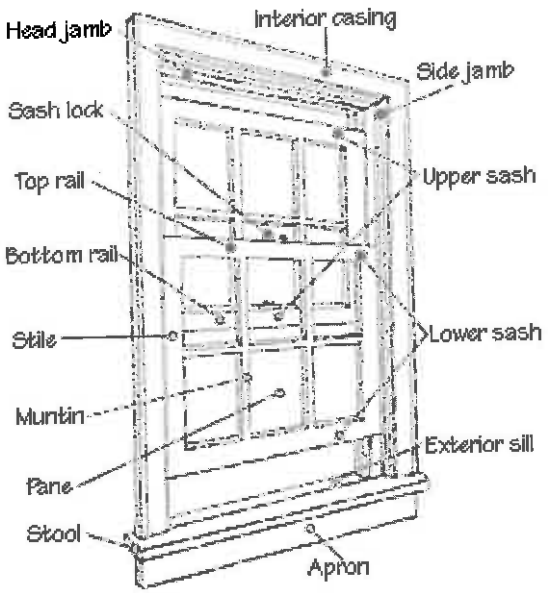
3.3.6 Underpinning shall consist of bricks and joint tooling that match the piers as closely as possible. Non-structural underpinning may consist of a single course of bricks, lattice brick walls, or even treated wooden lattice. If openings between brick piers are to be filled in, they should be done with similar materials or lattice. The infill area should be recessed and clearly differentiated from the original piers

3.3.7 Structural underpinning should be a veneer wall of brick covering a concrete block wall. This thickness may meet the minimum requirements for a foundation wall. Brick lattice may also be used as a veneer to cover the concrete block.

3.4 Windows and Doors

Window and door openings are an important architectural feature of a historic building that is both aesthetic and functional. There is a wide variety of window designs in the historic district based on the style and period of the structure itself. Most windows in the district are double-hung wooden units with a variety of pane configurations. Since historic window treatments are indicative of a building's architectural style and period, some modern treatments have compromised the character of the historic building. For example, vinyl or substitute siding applied to a home can often obscure architectural details of a window surround. Also, many double hung, multi-

paned windows have been replaced with single pane, single sash units, dramatically changing the look of the historic structure. Doors in the district also come in an assortment of shapes, sizes, and designs. Like windows, some original doors have been replaced by stock units that are conspicuously modern and quite different from the architectural style of the structure.



Windows & Doors Guidelines

3.4.1 Retain and preserve historic windows and doors. All elements associated with historic windows and doors shall be retained and preserved including frames, trim, sashes, muntins, glass, lintels, shutters, and hardware.

3.4.2 Windows and doors should be repaired when necessary by splicing or patching only the deteriorated section to match the original.

3.4.3 All historic wooden windows on the primary façade and those visible from public right of way must be maintained. Windows on the secondary facades may be replaced using alternative materials.

3.4.4 If replacement of a window or door unit is necessary, the new unit should match the original in size, scale, detail, pane and/or panel configurations.

3.4.5 Replacement of a multi-light window with a single-pane sash or replacing multi-sash windows with only one sash is prohibited.

3.4.6 Install shutters on a historic structure only if the building would have originally had shutter assemblies. New shutters should be made of wood and should have the appearance of being functional and proportional to the window.

3.4.7 Vinyl shutters are prohibited on historic homes.

3.4.8 Historic windows and doors should be properly maintained and protected by:

- Maintaining caulking and weather stripping to ensure the unit is weather tight and to improve thermal efficiency

3.4.9 Only metal storm windows with painted or baked enamel finishes are acceptable. They should be installed properly and should not allow moisture to accumulate. They should not be installed in a manner which would obscure or damage the existing window and frame.

3.4.9 Storm doors shall be full view glass doors and constructed of wood. If metal doors must be used, they should be full view and have a baked enamel finish to match the structure's trim color.

3.4.10 Replacing transparent windows or doors with tinted or frosted glass is prohibited.

3.4.11 Introduction of new window and door openings into the principal elevations of a structure is not recommended. If permitted, new openings should be proportionally the same as existing openings and should have matching sash, glass, sills, frames, casings, and muntin patterns.

3.4.12 Sash, window panes, muntins, and rails shall not be replaced with those that are incompatible in size, configuration, and reflective qualities or alter the relationship between window and wall.

Historically accurate canvas awnings are appropriate

3.4.13 Permanently filling in existing window or door openings is prohibited.

3.4.14 Replacing or covering window or door openings with plywood is strongly discouraged. All temporary boarded-up windows & doors which will remain in place for more than thirty (30) days must be painted with a neutral color.

3.4.15 Canvas awnings can be installed over windows and doors if they are historically appropriate. Awnings should fit within the frame of the window and be installed in a manner that does not obscure or hide any historic materials. See 4.5 for further details.

3.4.16 Retain and preserve energy efficient features such as transom windows, awnings, shutters, skylights, and porches.

3.4.17 Prefabricated snap-in muntins are prohibited.

3.5 Roofs

Steeply pitched gable roof and dormers

Front gable roof

Gambrel Roof

There is a variety of historic roof configurations in the residential portions of the district including primarily gable and hip, but also gambrel, and mansard. Most roofs in the downtown are flat or slightly pitched roofs hidden behind masonry parapet walls. Important roof elements commonly found in the district include chimneys, turrets, and cupolas. Almost as important to the historic character of the building as the roof's overall form, is the historic roofing material. Slate, clay tile, metal, and asphalt shingles are scattered throughout the historic district. The most important maintenance issue with historic roofs is ensuring that they are watertight and properly ventilated.

Roof Guidelines

3.5.1 Retain and preserve historic roofs and roofing materials including its overall design, shape, pitch, and line.

3.5.2 Character-defining elements of historic roofs should be retained and preserved including dormer windows, chimneys, turrets, cupolas, and parapet walls. Eave overhangs, moldings and trim, and soffit boards should also be retained and preserved.

3.5.3 Roofs on historic structures are often characterized by their historic material including clay tiles, slate or wood shingles, and metal. These materials should be retained and preserved, whenever economically feasible.

Metal and slate roofs are commonly found in the district

3.5.4 The use of white or very light colored shingles is strongly discouraged.

3.5.5 Changing the historic character of the building by adding roof elements that are not historically accurate such as dormer windows, vents, or skylights is prohibited.

3.5.6 Protect and maintain historic roofs in an appropriate manner:

- Ensure the roof is weather tight by repairing leaks and deteriorated metal flashing.
- Routinely clean gutters and downspouts.
- Roofs should be properly ventilated to prevent moisture retention and condensation as well as insect infestation.
- Roofing material should be adequately anchored to protect against wind and weather damage.
- Protect a roof from vegetation that may potentially damage the roof.
- For flat roofs in downtown, it is important to insure that they are properly drained and watertight.

3.5.7 Roof ventilators and other mechanical items shall be installed on rear slopes or other locations not easily visible from the public right-of-way. Roof additions in downtown should be placed away from the primary elevation or hidden behind parapet walls.

3.5.8 Built-in gutters that are important to the architecture of the structure should be repaired rather than removed.

3.5.9 Painting roofing materials that historically were not painted is prohibited.

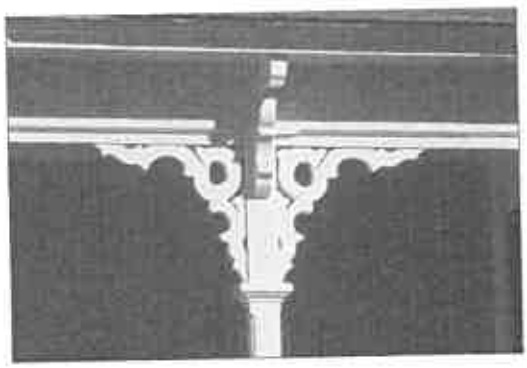
3.5.10 The installation of new gutters and downspouts is appropriate and should be done in a manner that does not damage any architectural features.

3.6 Porches and Entryways

Entrances and porches are the focal point of an historic building. Porches were historically a center of activity in a residential structure. The design of a building's entryway is indicative of the structure's architectural style and period. In Washington's historic district, there is an abundance of Victorian architecture and, in turn, ornate front porches with intricate balustrades and sawn brackets. It is important that these primary significant features be retained, preserved, and if necessary, reconstructed.

Porches and Entryway Guidelines

3.6.1 Entryways and porches are important character-defining elements of a historic structure and should be retained and preserved. Important elements include steps, columns, balustrades, doors, railings, brackets, roofs, cornices and entablatures.



3.6.2 If replacement of a porch element is necessary, replace only the deteriorated or missing detail with new materials that match the design of the original as closely as possible.

3.6.3 Protect and maintain historic porches and entrances in appropriate ways:

- Periodically clean wooden surfaces, remove rust from metal, and keep a sound paint

film on all painted porch surfaces.

- Ensure that water effectively runs off of floors and steps.
- Replace rotted floor boards or other porch materials

3.6.4 Reconstruction of missing or extensively deteriorated porches is encouraged. Reconstructed porches shall be based on documentary evidence. If adequate documentation is not available, a new design is appropriate if it is compatible with the style and period of the building.

3.6.5 It is prohibited to enclose porches on primary elevations. Porches on rear elevations not seen from the public right-of-way may be screened or enclosed only if the work is designed so that it can be installed or removed without damage to the historic structure.

3.6.6 Repairs to porches using materials incompatible with the original materials are not allowed. For example, metal supports shall not be used as substitutes for wood columns, plywood shall not be substituted for beaded board ceilings, and concrete shall not be used as a substitute for tongue-and-groove wood flooring.

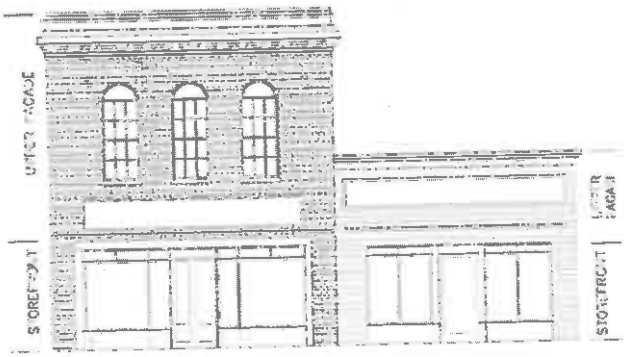
3.6.7 The installation of temporary features to aid the handicapped and disabled is recommended if the features are added to a non-character defining elevation of a structure and designed so that it can be installed or removed without damage to the historic structure.

Landscaping is encouraged around porches and ramps

Handicapped access can be accommodated in an appropriate manner.

3.6.8 Introducing new entrances on a primary elevation is prohibited.

3.7 Storefronts



The storefront is the most important character-defining element of a commercial façade both aesthetically and functionally. Historic, turn of the century storefronts in Washington had large display windows above wooden or masonry bulkheads with transom windows above. They also typically had recessed entryways in the center of the façade flanked by the display windows.

Storefront Guidelines

3.7.1 Retain and preserve commercial storefronts and storefront details that contribute to the historic character of the building including display windows, recessed entryways, doors, transoms, corner posts, columns, and other decorative features.

3.7.2 Retain and preserve historic materials including wood, stone, architectural metal, and cast iron.

3.7.3 Follow the guidelines outlined in the materials section in order to protect and maintain historic storefront materials such as wood, masonry, and architectural metals.

3.7.4 If replacement of a deteriorated storefront or storefront feature is necessary, replace only the deteriorated element to match the original in size, scale, proportion, material, texture and detail.

3.7.5 If reconstructing a historic storefront, base the design on historic research, physical evidence, and photographic documentation, if available. Recreate the original architectural elements including overall proportions, fenestration, dimensions, and orientation.

Reconstructed storefront based on original design

3.7.6 Altering the entrance, including its location, through a significant storefront is not permitted. Changing a storefront so that it appears as an office or residential use other than commercial shall not be allowed.

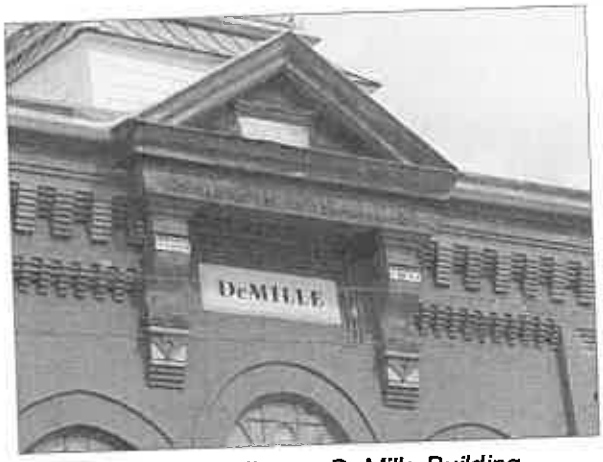
Reconstructing storefronts for new uses is not allowed.

3.7.7 Using materials which detract from the historic or architectural character of the building, such as mirrored glass, shall not be allowed.

3.8 Upper Façades

Upper façades on a historic commercial building are quite different in their function, and therefore design. Commercial buildings were originally designed to have a commercial function on the first level, and an office or residential function on the upper floors. While not often used that way today, a growing trend in downtown revitalization is to bring a residential function back into a city's historic core. This practice is more prevalent in downtown Washington than most communities of its size, particularly on the west side of the historic district where several warehouses have been converted into residential uses.

The detailing on upper façades can be quite elaborate with variations in materials, brick corbelling, ornate cornices or parapet walls. There is also a wide variety of window types and configurations.



Upper façade detailing on DeMille Building

Upper Façade Guidelines

3.8.1 Retain and preserve historic façades and their architectural features such as brick corbelling, brick and stone string courses, quoins, stone and tile coping, cornices, and other façade elements.

3.8.2 Retain and preserve historic materials whenever possible including wood, stone, architectural metal, and cast iron.

3.8.3 It is prohibited to cover architectural details or entire façades with non-historic materials or treatments. Whenever possible,

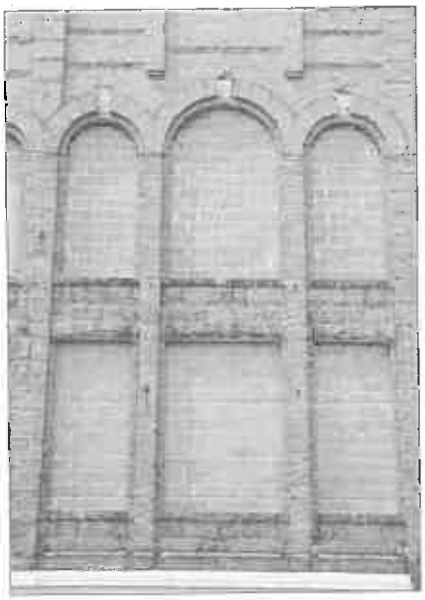
remove metal cladding or other non-historic coverings from historic façades.

Inappropriate upper façade treatment

3.8.4 If replacement of an upper façade feature is necessary, replace the deteriorated element with a new element and design that matches the original in size, scale, design, proportion, detail, and material, if possible.

3.8.5 Using materials which detract from the historic or architectural character of the building, such as mirrored glass, shall not be allowed.

3.8.6 Original windows in upper façades shall not be bricked- in.



It is not appropriate to brick-in original window and door openings.

3.8.7 Original windows on upper floors that are located on rear or non-character-defining elevations may be repaired, or replaced with vinyl-clad windows that match the originals in design, size, proportions and detail.

3.8.8 Original windows on the upper floors must not be covered with plywood. If it is necessary to install temporary plywood over windows, there will be a 90 day limit to the installation. At the end of 90 days, new windows must be installed or approval for an extension received.

3.9 Rear Elevations

Rear elevations on historic commercial buildings are of simple design reflecting their utilitarian function. These elevations, with rear entrances to shops, offices, and residential spaces, still foster a great deal of activity.

Rear Elevation Guidelines

3.9.1 Retain and preserve historic side and rear elevations and their architectural features.

3.9.2 Historic structures which are adjacent to rear parking areas or public rights-of-way are encouraged to utilize rear entrances allowing public and private access. If the rear entrance is public, awnings and other exterior features should be more subdued than those of the primary elevation.

Businesses are encouraged to have public rear entrances.

3.9.3 Whenever a rear elevation faces a public right of way or parking facilities, particularly on the waterfront, unnecessary utility lines and equipment shall be removed, whenever possible. New utility and mechanical equipment shall be placed in inconspicuous locations such as the roof or screened from public view.

3.9.4 Residential features such as window boxes, window air conditioning units, etc, should be located on rear or side elevations and should be appropriate to the style of the historic structure. Small satellite dishes or television antennas should be as inconspicuous as possible, preferably being located on rooftops.

Residential features such as this fire escape should be located on rear elevations

3.10 Architectural Details

Architectural detailing on the Municipal building.

Turned balusters on residential porch

Historic structures are often defined by their architectural detailing and ornamentation. On residential structures, eaves, brackets, columns, balusters, door & window casings, and other details such as molding, trim and clapboards all contribute significantly to the historic character of the building. Commercial buildings have cornices, friezes, columns, brick corbelling, string courses, quoins, columns, pilasters and other features that also enhance the architectural character of this building type.

Architectural Details Guidelines

3.10.1 Original architectural components and details shall be retained whenever possible.

3.10.2 When architectural components and details must be replaced, the new components or details shall match the historic elements as closely as possible in style, proportion, and material.

3.10.3 Architectural components and details that are not appropriate to the historic character of the structure shall not be added. New features should not be added unless there is physical or other evidence that they historically existed.

3.10.4 Historic architectural components shall not be replaced with materials, such as plywood, vinyl, and aluminum that would not have been used in the original construction.

3.10.5 Architectural details shall not be covered or obscured by artificial siding.

Vinyl siding often obscures detailing such as the relationship of this window surround to the wall.

3.11 Paint

The Historic Preservation Commission in Washington **does not review** paint or paint color. Therefore, a property owner within the historic district does not need to obtain a Certificate of Appropriateness prior to painting his or her building. The guidelines for paint presented in this document are included only as a guide to the proper methods to apply and maintain paint on a historic structure.

Paint serves two primary purposes on a historic structure: to provide character and detail to the building, and to preserve and protect wood and some metal surfaces. Masonry surfaces were historically left unpainted while some metal surfaces such as copper or bronze were left uncoated as well.

Paint color and its application are non permanent changes to a structure that often reflect personal taste. It also provides a level of visual detail on a structure much to the same degree as an architectural component like a cornice or porch. The body of a building is typically painted a lighter color than the trim and other detailing, thus accentuating the architectural detail of the structure. On a Victorian structure for instance, paint schemes often include a number of different colors that are intended to highlight the intricate woodwork and detail of the building.

Victorian paint schemes are often highly detailed.

Paint Guidelines

3.11.1 Using high-quality paint, apply a sound paint film to surfaces that were historically painted.

3.11.2 Follow preparation and application guidelines in previous sections on wood, metal, and masonry materials.

3.11.3 Select paint schemes that enhance the architectural style and period of the historic structure. ~~The Planning office can provide property owners with historic color palettes.~~

3.11.4 Painting architectural features such as trim, brackets, corner boards and moldings a different color than the body of the structure will accentuate these architectural details.

*Refer to Standards for Rehabilitation.

Variation in paint color can accentuate architectural details.

3.11.5 When applying paint to a historic building, care must be given not to conceal any architectural details or texture of the underlying material.

3.11.6 "Liquid vinyl" treatments are prohibited on historic structures.

3.11.7 Masonry surfaces were historically unpainted. Paint previously painted masonry material in colors that reflect the underlying material.

3.12 Outbuildings and Accessory Structures

Original outbuildings such as barns, sheds, and garages, have often gained historic significance in their own right due to their construction method, architectural style, and period. In fact, many of these structures still survive in the district and are still being used as they were originally intended. Many of these historic outbuildings have architectural characteristics and style similar to the primary structure with which they are associated. They are more utilitarian in nature, and are usually situated in rear yards adjacent to alleyways.

Outbuildings and Accessory Structures Guidelines

3.12.1 The same criteria related to the use of materials for new construction apply to outbuildings and accessory structures. See Section 5.0.

3.12.2 Retain and preserve original outbuildings which have gained historic significance on their own.

3.12.3 Architectural elements of historic outbuildings such as roofs, siding, material, windows and doors, foundations, and character-defining detailing should be retained and preserved.

3.12.4 If replacement of an element on a historic outbuilding is necessary, replace only the deteriorated portion to match the original in material, size, proportion, texture and detailing.

3.12.5 Designs for new outbuildings and accessory structures should complement the architectural style and period of the primary structures as well as examples of similar structure within the district.

3.12.6 New outbuildings should be located in rear yards if possible.

3.12.7 New outbuildings should be proportionally the same in size and height to the primary structure as is seen in the relationship between other primary and secondary structures in the district.

3.12.8 Prefabricated wooden accessory structures that are not architecturally similar to the primary structure are allowed only if screened from view from any existing right-of-way. Prefabricated metal storage buildings are not acceptable.

3.13 Safety and Accessibility

Due to the fact that historic structures were constructed before life safety and accessibility codes were developed, they normally don't meet modern safety and accessibility standards as required by local building and fire codes. Some renovations to historic structures can trigger these codes and therefore, facilities for safety and accessibility must be incorporated into the project. North Carolina State Building Code and federal requirements related to the Americans with Disabilities Act provide certain flexibility concerning historic structures. Contact the Building Inspector's office for complete details regarding these matters.

While these building codes often result in substantial changes to a historic property, the installation of accessibility and life safety features can usually be done in a manner that does not compromise the historic character of the structure.

Fire escape and access accommodated on rear elevation.

fire escapes should be located in existing openings.

Safety and Accessibility Guidelines

3.13.1 When projects must include the addition of health and safety features, use whatever means possible to minimize visual impact, and protect the historic character of the structure, and its character-defining details.

3.13.2 Health and safety features including fire escapes and access ramps shall be designed so there is minimal visual impact to the historic structure. If possible, they should be located on rear elevations where they are not visible from the public right-of-way.

3.13.3 Health and safety features that are visible from the public right-of-way shall be constructed so that the scale, materials, and details are compatible with the historic structure.

3.13.4 Fire escapes and access ramps shall be constructed in such a way that they can be removed with minimum damage to the historic structure. If feasible, new doors for

3.14 Mechanical and Communication Systems

Installation, rehabilitation, or replacement of mechanical systems should be planned to minimize changes to the appearance of a structure. Building systems include mechanical and electrical equipment, distributions lines; plumbing pipes and vents; and communication systems, such as telephone and television. Conformance with local building codes and utility company standards and practices is required for the installation, upgrading, or replacement of building systems.

Communication systems such as television antennae, satellite dishes, and cellular phone towers can dramatically affect the character of the historic environment. Care must be given so that the installation of these systems minimize their visual and physical impact to the historic district.

Mechanical and Communication Systems Guidelines

3.14.1 Some historic mechanical systems such as plumbing, early lighting fixtures, and vents are important architectural features and should be retained and preserved whenever possible.

3.14.2 New mechanical systems shall be installed in areas and spaces that will require the least possible alteration to the plan, materials, and appearance of a building.

3.14.3 Mechanical systems including utility meters and heating and air-conditioning equipment shall be located at the rear of a structure if feasible. Mechanical equipment which can be seen from the street must be screened with shrubbery or appropriate fencing.

Mechanical systems should be screened from view.

3.14.4 Mechanical systems on historic commercial structures shall be screened from public view on rear elevations or behind parapet walls on the roof.

3.14.5 Install new air-conditioning units so that excessive moisture does not accumulate and increase the chance of deterioration of historic materials.

3.14.6 When installing window air-conditioning units, place them in windows on the rear elevations not easily seen from a public right-of-way. Install them in such a manner that there is no damage to the existing window sill and sashes.

Window air-conditioning units should be located on rear elevations.

3.14.7 If feasible, mechanical supply lines and ductwork shall be located inside buildings. Exterior mechanical supply lines and ductwork shall be disguised by architectural elements compatible with the character of the building and shall be located as inconspicuously as possible.

3.14.8 Plumbing vents and solar collectors cannot be visible from the street.

3.14.9 Attaching exterior electrical, telephone, television, etc. cables to the principal elevations of the buildings is not permitted.

3.14.10 Locate television antennas and satellite dishes on rear elevations where they are not easily seen from a public right-of-way.

3.14.11 Stealth techniques for the installation of cellular phone systems shall be used whenever possible. Locating cellular units on roofs in the commercial district, in church steeples, or on existing communication towers is preferable to the construction of a new tower.

3.15 Rooftop Additions and/or Alterations

Nationwide, rooftop additions have become a very popular way of adding additional space and increasing the square footage and floor area ratio on existing buildings in historic downtown areas. These amenities are attracting residents to move back in to the upper floors of restored buildings, therefore contributing to the revitalization of historic downtowns.

However, it is important that the historic integrity of these structures and areas be maintained. Roof-scapes at lower elevations are visually prominent from higher elevations, and waterfront roof-scapes are highly visible from the waterfront and its approaching corridors. Therefore, it is equally important that rooftop additions, when allowed, contribute to the character of the area and respect the design and context of the building and the street scene to which they are added.

Alterations that diminish or conceal character-defining features are discouraged. Construction of a rooftop addition to a building so that the historic appearance of the building is radically changed will not be permitted.

All proposed rooftop construction will be reviewed by the Historic Preservation Commission for its overall visibility from all viewpoints. In general, a successful rooftop addition, when held away from the building's perimeter, will fit in design and scale with its surrounding buildings. Scale and design are addressed in this document.

The removal of historic materials or alteration of architectural features and spaces that characterize a property shall be avoided. The rooftop addition should be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features. Massing, size, scale, and architectural features are also addressed in this document.

Policy:

In general, the Historic Preservation Commission will review applications for rooftop additions and/or alterations on a case-by-case basis.

The approval of a rooftop addition and/or alteration on any one building or a previously approved application for a rooftop addition and/or alteration shall not be considered as precedents or construed to mean that new proposals will automatically be approved.

The extent of an addition and/or alteration on buildings two stories or less will have to be reviewed on a case-by-case basis.

A rooftop addition and/or alteration shall not call attention to itself, nor detract from the architecture of the existing building or the surrounding historic district, streetscape, or adjacent structures.

When rooftop additions are proposed for buildings which are adjacent to empty but potentially buildable lots, the proposal shall be evaluated on a case-by-case basis as if no building will ever be built on the buildable lot.

Rooftop additions and/or alterations shall comply with existing zoning, and may not be eligible for the granting of a variance for height limits or floor area ratios.

Rooftop Additions and/or Alterations Guidelines

3.15.1 Be limited to a maximum of 75% of the roof area, excluding the parapet.

3.15.2 On contributing structures, be limited to one story in height, with an average exterior height not to exceed the height of a single story of said structure, excluding exceptions for code-required components, such as elevator overrides. Elevator equipment, mechanical equipment, and HVAC equipment shall fall within the single story, 75% footprint. Additions to non-contributing structures seeking more than one story and exceeding the 75% footprint will be considered on a case-by-case basis.

3.15.3 Be permitted only on buildings with existing parapets in excess of 18" from the highest point of the roof and on existing roofs which have less than a 3 in 12 pitch.

3.15.4 Be permitted only when the designs of such additions reflect the basic design, color, texture, and fenestration of the original building. The rooftop addition and/or alteration shall be as inconspicuous as possible when viewed from the street. It must be designed and constructed with compatible materials and detail with the main building.

3.15.5 Be constructed so that there is the least possible loss of historic fabric. Also, it is vital that character defining features of the history building are not obscured, damaged, or destroyed. Additionally, the proposed addition and associated construction should not alter the historic fenestration.

Submittal Requirements:

3.15.6 Dimensioned elevations and plans showing the proposed rooftop addition on the existing building.

3.15.7 Sight-line studies, either photographs or drawings, illustrating the massing of the addition and visibility from 100 feet on public rights-of-way in all directions, and showing not only the impact on the subject heading, but also on the adjacent buildings and the historic district as a whole.

3.15.8 A complete and detailed list of all materials to be used in the construction.

3.15.9 A list of all existing materials in the original building which will be lost in the construction.

3.15.10 All buildings utilizing the state grant fund, federal historic tax credits, and/or state and federal environmental review must submit their designs for review to the State Historic Preservation Office, and then must have their approvals prior to submitting for a Certificate of Appropriateness to the local Historic Preservation Commission. In addition, the applicant must have approval from the US Department of the Interior.

Turned balusters on residential porch

Chapter 4.0 Streetscape and Site Design

The streetscape and overall setting defines an historic district just as much as the architecture it contains. Older commercial and residential areas are clearly differentiated from their suburban counterparts with their narrow tree-lined streets organized in a grid pattern, mature trees on residential lots, and fencing or landscaping that characterizes a more intimate and pedestrian friendly environment. Other elements such as shaded sidewalks on a residential street or benches in downtown encourage activity and contribute greatly to the overall livability of a neighborhood. It is no surprise that contemporary neighborhoods are often planned in a manner that mimics the amenities found in our historic areas. Landscape and site design should continue to enhance the district and complement its historic architecture.

4.1 Landscaping

The landscape of the district is often as historically significant as the structures themselves, particularly in the residential areas. While a building can be renovated or restored, vegetation cannot. Therefore, it is critical that mature and historic trees contributing to the character of the district be preserved and maintained.

New vegetation should be sensitive to the existing character of the district as well. Care should be given to incorporate new landscaping that is appropriate in size, scale, and species.

Landscaping Guidelines

4.1.1 Retain and preserve significant and character-defining vegetation including mature trees, hedges, shrubs, and ground cover whenever possible.

Significant landscape features define the district similar to historic architecture

4.1.2 Historic site features, such as walkways, walls, formal and informal gardens, fountains, and trellises should be retained.

4.1.3 Trees and other vegetation shall not block views of historic structures and shall be well maintained and pruned regularly.

4.1.4 In adding new landscaping, native and commonly occurring vegetation is recommended. New plant materials shall be appropriate in species and scale to existing plant materials in the immediate vicinity.

4.1.5 Shrubbery planted along building edges and property lines shall have a mature height of less than six (6) feet.

4.1.6 Trees, shrubs and fencing shall be used to screen service areas, garbage enclosures and, whenever possible, parking areas.

Attractive landscaping can be used to soften the impact of mechanical installations such as this power meter.

4.1.7 When undertaking new construction, trees with a diameter of six (6) inches or greater shall be preserved or a certificate of appropriateness for its removal must be presented to the HPC.

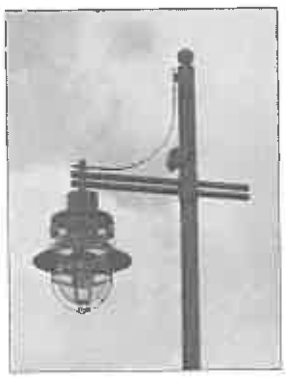
4.1.8 A Certificate of Appropriateness is required for the removal of live trees with a diameter of six (6) inches or greater. Removal of significant trees should only be done if it has disease or storm damage, or is a safety hazard to historic structures.

4.2.1 If a diseased, storm damaged or safety hazard tree is removed, it should be replaced by a suitable species, as designated in an approved landscaping plan, within sixty (60) days from time of removal.

Those preferring to not replace a tree on their personal property can make a $50 donation as a *Fee in Lieu of* to the Washington Area Historic Foundation. This tax-deductible contribution will be applied to the "Tree Canopy Releaf Fund". Contact the Planning Department to learn more about this process: 252.975.9383.

4.2 Lighting

Lighting in the historic district should be planned in such a way that provides adequate safety but does not overly illuminate the district. Fixture design, in particular, should be appropriate to the building and district.



Waterfront light fixtures

Lighting Guidelines

4.2.1 The design of lighting fixtures and poles shall be compatible in size, scale, material and brightness with the structure, landscape, and neighborhood setting.

4.2.2 Lighting fixtures and pole design used in conjunction with commercial property located in the B1-H Historic District shall use the North Yorkshire, 4" diameter, 12-foot pole with Utility Granville Luminare.

4.2.3 Use understated techniques and light sources to highlight a building's architecture.

4.2.4 Existing or new lighting shall not adversely affect or spill over into neighboring properties.

4.2.5 A low height is recommended for light poles in most locations.

4.2.6 Utility lines, including electricity to lighting fixtures, should be buried whenever possible.

4.2.7 Low height, low brightness landscape lights are allowed as long as they don't detract from the structure or historic landscape.

4.2.8 Standard utility company security lights on utility poles are prohibited for area lighting in the historic districts. Use fixture designs that are appropriate to the structure and district.

4.2.9 In commercial areas or in public rights-of way, use appropriate style and intensity of lighting that provides a safe environment for pedestrians while not adversely affecting the district.

4.2.10 Lighting in parking lots should be directional and not spill over into adjacent properties.

4.2.11 If a lighting fixture must be attached to an historic structure, it

should be done in a manner that does not damage the structure or any architectural feature and can be removed if necessary.

4.2.12 Original light fixtures shall be preserved

4.3 Parking, Driveways and Sidewalks

Paving treatments in the commercial and residential portions of the historic district are different from each other in design, material, and function. In the residential district, a number of diverse paving materials are used including gravel, crushed stone, concrete and brick. Driveways are narrow and parking areas small, reflecting the private use of these areas. Off-street parking areas are often in rear yards accessed from alley ways. Due to the small size of residential lots as well as the early, pre-automobile development of the district, many lots do not have parking areas at all.

The commercial area must accommodate more vehicular and pedestrian traffic and therefore has wider streets and sidewalks, as well as the provision of off-street parking in many locations. The most noticeable aspect of this configuration is the existence of parking behind structures or within the interior of the street block. Pedestrian mobility and access is a historic function of the commercial core and remains a critical feature of a vibrant downtown. Equally important is softening the harsh landscape of streets, sidewalks and parking lots with vegetation and lighting that is safe and conducive to a pedestrian atmosphere.

Parking Guidelines

4.3.1 Parking lots, driveways and sidewalks shall comply with City Code requirements for size and landscaping elements as well as site grading. *Refer to Article XVII-Parking of the Zoning Ordinance*

4.3.2 On-site parking within commercial areas shall be to the side or rear of the structure. Front yards, in particular, should be used for building area to create a continuous street wall consistent with the historic development of the commercial district.

4.3.3 Parking in residential areas should be to the rear of the structure whenever possible. Parking in front yards is not permitted. Violations can be reported to the Washington Inspections Department: 252.975.9300

4.3.4 Large expanses of parking are not allowed. Parking shall be adequately landscaped with buffers and vegetative islands. Pedestrian access and crossings shall be clearly designated in parking areas.

4.3.5 Parking shall be screened from the right-of-way whenever possible. Vegetative buffer strips, fencing, low-masonry walls, etc., shall be utilized to minimize the visual impact of parking and vehicles.

4.3.6 Commercial parking areas shall be surfaced with suitable materials such as asphalt, concrete, brick, etc. Gravel, crushed stone, or other loose material including unpaved lots are prohibited in commercial areas.

4.3.7 Residential parking areas shall be surfaced with appropriate materials such as brick, concrete, asphalt crushed stone, crushed and compacted oyster shells, or gravel (with edging materials).

4.3.8 The design of deck parking should be appropriate to the district in size, scale, proportion and materials and should comply with the guidelines for new construction.

4.3.9 New parking lots in downtown commercial areas shall use buffer strips, low-profile shrubbery, iron fencing, etc., along its perimeter to create a strong edge between the pedestrian sidewalk and parking areas.

Driveway Guidelines

4.3.10 Driveways on residential properties within the Historic District shall be composed of either concrete, brick, asphalt, crushed stone, or compacted and crushed oyster shells. Loose material is prohibited in commercial areas.

4.3.11 When loose material is used for driveways or parking, the perimeter of such shall be clearly defined by using low-profile edging material.

4.3.12 Circular drives in front yards are not permitted.

4.3.13 Double width drives that are visible from the public right-of-way are not permitted.

4.3.14 Curb-cuts must be located in accordance with City Code and shall be kept to the smallest openings that are functional.

4.3.15 New driveways should be designed to minimize any impact to the landscape, building, and historic curbing.

Walkway Guidelines

4.3.16 Historic walkways and sidewalk materials shall be retained and preserved whenever possible. New sidewalks in the historic district shall be composed of either concrete, brick, stone or other masonry material such as pavers or scored concrete.

4.3.17 Walkways in commercial areas shall be utilized to connect parking and commercial uses. Pedestrian walkways in parking areas or crosswalks at street intersections should be clearly differentiated either in material or stripping.

4.3.18 Walkways and steps shall be compatible to the architectural style and character of the structure located on the property.

4.3.19 Front walks in residential areas shall lead directly from the public sidewalk to the front door of the structure.

4.3.20 Walks shall be flush with the grade of the front yard and with the public sidewalk.

4.4 Signs

From commercial signs to wayfinding systems to the identification of residential structures, signage in the historic district comes in all shapes and sizes. While signs serve important functions, sensitive design that complements and does not detract from historic architecture can enhance the historic district. Some signage is historic in its own right.

Signage on commercial properties is typically either freestanding, wall, window, awning, projecting, or sandwich board design. Size, type, and location of signs are important design considerations for commercial structures and help define the pedestrian qualities of the downtown.

In Washington's historic residential areas, small uniform identification signs are affixed to many historic structures indicating the name and date of the building's construction. Some residential structures that have been converted into retail or office uses have small, freestanding signs that identify the business while maintaining an overall residential quality.

When applying for a Certificate of Appropriateness for a sign in the historic district, the applicant must submit a sample of the sign design to staff and the Commission. This submittal must include an accurate description of the sign including size, material, and location, along with a material sample, if available. In addition to these design guidelines, signs in the historic district must meet all applicable requirements of the zoning ordinance (Article XVI - Signs).

Sign Guidelines

4.4.1 Some signage has gained historic significance in its own right. Whenever possible, retain and preserve historic signage.

4.4.2 The request for a COA meets all applicable requirements of the sign regulations of the City of Washington.

4.4.3 Portable signs, including banners, unless otherwise specified, are not allowed.

4.4.4 Size, scale, location, style and material of signage shall be compatible with the architecture of the historic buildings and character of the district.

4.4.5 Signs attached to an historic structure shall be mounted so that no significant architectural feature is concealed or damaged.

4.4.6 Wall signs on commercial buildings shall be flush-mounted in appropriate locations in the wall space above the storefront.

4.4.7 Awning signs are appropriate on awnings that meet the guidelines in the next sections and are proportional to the awning and not oversized. Generally, the sign should cover no more than twenty (20) percent of the awning.

4.4.8 Projecting signs are appropriate provided they not exceed more than three (3) square feet in area, have a minimum clearance of eight (8) feet above the sidewalk, and do not project more than four feet from the façade.

4.4.9 Window signs are appropriate provided no more than (10) percent of the total storefront window is part of the sign. Signs placed in the window on the interior should occupy not more than twenty (20) percent of the display area.

4.4.10 Sandwich board type signs are permitted if they are placed no greater than two (2) feet from the building wall and allow at least five (5) feet of travel space between the sign and the edge of the sidewalk. These signs shall not exceed more than eight (8) square feet in area. Neon, back-lit, and portable signs, (excluding sandwich board signs), are prohibited in the District.

4.4.11 Historic sign materials such as wood, metal, and masonry are preferred for sign construction. Contemporary materials such as plastic and vinyl are permitted if they are of high quality, sturdy material and do not produce glare.

4.4.12 Free-standing signs are recommended for residential structures that serve a commercial function. However, the size of the sign should be limited so that it does not obscure the building or disrupt patterns of facades and yards. The mounting should compliment and enhance the sign's design and not draw attention from it. Signs shall not be higher than eight (8) feet or exceed 20 square feet in area.

4.4.13 Signs mounted on residential buildings, including those that serve a commercial function, shall be small, less than four (4) square foot, identification panels at the primary entrance.

4.4.14 Historical signage with supporting documentation will be reviewed on a case by case basis.

4.5 Awnings

Awnings were historically found on commercial structures as well as on some types of residential buildings. While they have functional merits in providing shade and reducing heat gain in a building, their design and application contribute significantly to the architectural character of an historic structure.

Awning Guidelines

4.5.1 Awnings shall be placed only on structures for which they are historically accurate or which there exists physical evidence of a previous treatment.

4.5.2 Awnings in commercial areas should be made of canvas.

4.5.3 Signs are permitted on awnings providing they meet all awning and sign guidelines.

4.5.4 Awnings shall be placed appropriately to fit in the openings above display windows and doors. They should be affixed so that no architectural features are concealed or damaged.

Inappropriate commercial awning

4.5.5 Street level awnings shall be mounted so that the valance is no less than seven (7) feet above the sidewalk and projects out between four (4) and seven (7) feet from the building, but not past the sidewalk edge.

4.5.6 Metal or back-lit awnings are prohibited on commercial buildings.

4.5.7 Canvas awnings can be installed over windows and doors if they are historically appropriate. Awnings should fit within the frame of the window and be installed in a manner that does not obscure or hide any historic materials.

4.5.8 Continuous awnings or awnings that cover architectural features such as piers or columns, are not appropriate.

4.5.9 Residentially used awnings should be made of either canvas, vinyl-coated canvas, or acrylic. Metal awnings shall be placed only on post-World War II homes.

4.5.10 Residential awnings should be mounted within the window opening, directly on the frame. On masonry structures, attachments for awnings should be made in the mortar joints and not in the brick itself.

4.6 Fences and Walls

Many different types of fencing and walls can be found in the historic district including low masonry walls, wooden picket and privacy fences, and wrought iron fences and gates. In residential areas, fences and walls were used historically to enclose yard areas and define property lines. In commercial areas, fences and walls can be used to screen service areas and parking lots. Fences are prominent landscape features and should be constructed in a manner and design that is sensitive to the character of the historic structure and district. The introduction of new fences and walls should be handled with concern for design, materials, height, details, color and placement.The applicant requesting permission to erect a fence or wall shall submit a site plan locating the fence or wall configuration and a scaled elevation drawing. A photograph from the public right of way is required for any proposed fencing.

4.6.1 Retain and preserve historic fences and walls whenever possible including gates, hardware, cast or wrought iron details, ornamental pickets, etc.

4.6.2 Wood, brick, stone, decorative block, iron, and equivalent materials of authentic design are appropriate fencing materials in the Historic District. Welded Wire, vinyl, and chain link fences are not allowed.

4.6.3 Deteriorated fence and wall elements should be repaired rather than replaced. New elements should match the

original in material, texture, and design.

4.6.4 Repairs to existing chain link fences may be allowed up to 50% of a fence run (area between right angles). If 50% or greater of any linear feet of chain link fence run is damaged or otherwise requires repair, the entire chain link fence shall be removed and if replaced, shall be with a new fence made of material other than chain link and consistent with these guidelines.

4.6.5 Fences and walls should be properly maintained according to guidelines for masonry, wood, and metal.

4.6.6 New fences and walls in the front yard should be of a design that is appropriate to the architectural style and period of the historic structure.

4.6.7 Front yard fences, fences erected adjacent to a main street or a side street should be of an open design, such as picket and no greater than four (4) feet in height. It is prohibited to use solid privacy fences in front yards. Split rail, basket weave, lattice and shadowbox are also prohibited.

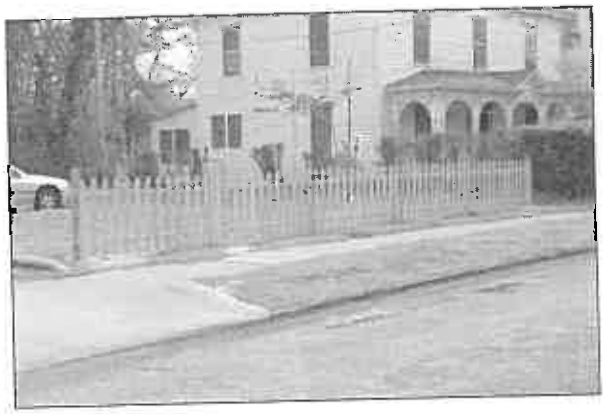
4.6.8 Privacy fencing shall only be allowed in the rear yard. No fence, including a privacy fence, shall exceed six (6) feet in height. Wooden privacy fences in side and rear yards shall not extend past the rear elevation of the structure.

4.6.9 If a majority of a privacy fence is visible from the public right-of-way, a landscape buffer shall be included. A site plan which includes the fence location and landscape plan must be included at the time of application.

4.6.10 Any Privacy fencing that runs parallel to the street cannot greater than four (4) feet in height.

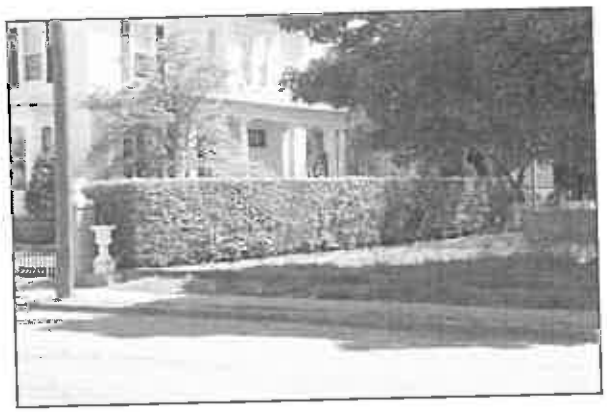
4.6.11 A rear yard privacy fence shall place the framing for the fence to the inside facing the owner's property. The outside of all wooden rear yard privacy fences shall be finished using an opaque stain or paint. If painted, the color shall be compatible with the structure. Staff will have examples available for review.

4.6.12 All newly constructed wooden fences which are parallel to a main street or side street shall be finished using an opaque stain or painted. If painted, the color shall be compatible with the structure.



4.6.11 It is inappropriate to construct walls and fences on the waterfront that obstruct views and vistas from the historic district or from the water. No privacy fence that exceeds four (4') feet in height shall be allowed in the side or rear yards of the property.

4.6.12 The use of plant screenings, in the form of hedgerows and landscaping, is encouraged as an alternative to fences and walls. Any such plantings shall comply with the height and location standards of these guidelines.



4.6.13 Fences and walls should be used to screen service areas, refuse receptacles, and parking lots in the commercial areas.

4.6.14 Masonry walls that were historically unpainted should not be painted. Repainting previously painted masonry walls is permitted.

4.6.15 Retaining walls, when visible from a public right-of-way, must be constructed of brick or stone. Landscape timbers and railroad ties may be used when they are not visible from the public right-of-way.

4.7 Piers and Docks

While not numerous, a small amount of docks and piers exist along the waterfront. The design of these public and private structures, while defined by CAMA regulations, contributes to the unique character of Washington's historic district.

Piers and Docks Guidelines

4.7.1 Piers and docks shall comply with CAMA and Water Quality regulations.

4.7.2 Piers, bulkheads, and docks may be made of wood, composite or synthetic material decking and railing. Vinyl is not allowed. Pilings may be of wood, concrete, or steel.

4.7.3 Piers and docks shall use lighting that is unobtrusive to the quality of the Historic District. All lighting must meet the guidelines listed previously in this section.

4.7.4 Piers and docks shall be of a scale appropriate to the character of the Historic District.

4.8 Sidewalks

Activities such as the sale of merchandise and dining create a vibrant, pedestrian friendly atmosphere in a successful downtown. Benches, garbage receptacles, tables, and other sidewalk furniture are important to an urban environment and allow shoppers and workers the ability to use the sidewalk.

Sidewalk Furniture Guidelines

4.8.1 Outdoor display of merchandise is permitted provided:

- It is directly in front of the business with which it is associated.
- It does not extend more than four (4) feet past the front building wall.
- There is five (5) feet of space for the clear passage of pedestrians between the street and display
- It does not block ingress or egress into any building
- Merchandise on display is related and also for sale inside the principal use.
- A permit is obtained from the Planning Office.

4.8.2 Sidewalk dining is permitted within the downtown commercial district provided that the business owner has obtained a permit from the Planning Office stating that it meets all codes related to sidewalks, and:

- The placement of tables, chairs and other furnishings must be done in such a manner that at least five (5) feet of unobstructed space (as measured from the street-side edge of the sidewalk) remains on the sidewalk or pedestrian way for the passage of pedestrians.
- No fire exits or lanes may be blocked.
- The sidewalk dining area is associated with and located directly in front its associated use.
- The placement of street furnishings does not extend past the side property lines of the associated building.
- It meets all other codes related to sidewalk dining.

4.8.3 Any sidewalk furniture being placed by a private property owner must be approved by the Historic Preservation Commission.

4.8.4 Sidewalk furniture should enhance the streetscape and the site on which they are located. Appropriate materials include wood and metal. Plastic, vinyl, or contemporary styled elements detract from the historic quality of the streetscape and should not be used. Avoid any highly ornate design that would misrepresent the history of the area.

4.8.5 Benches and garbage receptacles must meet all city requirements and be similar in design to existing furniture.

Chapter 5.0 New Construction

New construction within a historic district can have a substantial impact on adjacent historic properties and the district as a whole. While contemporary design is always encouraged in the historic district, it is important that this new development be compatible with the overall character of the district. Design characteristics such as building form (scale, massing, height, and orientation) and architectural elements (materials, architectural detail, windows, doors, and roof forms) must be considered when evaluating any proposed new building within a historic district. New design that mimics historic structures to the point that there is no clear distinction between the two is strongly discouraged in the historic district.

Since the Washington Historic District includes downtown and the waterfront, as well as adjacent residential areas, the guidelines in previous sections have included provisions for different building types together. Considering the differences between commercial and residential building construction and site planning, as it relates to new construction, they are presented separately in this section.

5.1 Downtown Commercial Construction

New construction in a historic district has the potential to dramatically affect the quality and feel of a historic district. This is especially the case in a commercial area where the dynamics are constantly changing with new buildings, additions to existing buildings as businesses expand, or other issues such as parking or signage. New construction and contemporary design that is compatible within the context of the historic district is always encouraged and is important to economic development. A regulatory environment that discourages creative or contemporary design to the point that new construction is discouraged threatens the overall economic health of a downtown. Therefore, a design guideline document must provide the most flexibility while fostering new construction that respects the existing district.

Contemporary infill construction

The downtown portion of Washington includes primarily the two thoroughfares of: Market Street between Third and Water; and Main Street between Gladden and Bonner. It also includes the waterfront area from the Pamlico River to the rear of buildings on Stewart Parkway. It is imperative that new development recognize and complement both the existing historic environment and the river itself.

New construction applications, due to their potential impact, shall include a site plan, conceptual drawings (measured drawings if possible), material samples, and pictures of the site and surrounding buildings. These items can be completed without significant expense and will most likely be necessary in the early design process prior to submitting to the Commission.

Finally, it shall be noted that the general guidelines in previous sections (windows and doors, materials, site features, etc) are to be applied to new construction as well.

Massing, Scale, and Orientation

A new building in the downtown area should be of similar size, scale, and orientation as the existing built environment. For example, the majority of commercial structures in downtown Washington are two or three stories tall while a few are just one level. Also, most buildings within the district tend to be between thirty to fifty feet in width. Within a single block face, the scale of the structures themselves varies slightly. A new structure should never overpower the existing adjacent buildings, thus drawing attention to itself and detracting from the remainder of the historic district

It is common for institutional buildings, such as a city hall or a church, to be built on a larger scale than other buildings. Often, these structures are not only taller and wider, but are also placed differently on a lot, set back further from the street and from adjacent buildings. The majority of commercial buildings in downtown are built to the lot line directly adjacent to the sidewalk. A civic building, on the other hand, may be set back further leaving room for a landscaped area or perhaps even a public gathering space.

Institutional buildings are often of larger scale and sometimes set back from the street edge.

Typically, these structures are built on a corner rather than the interior of a block face, and are intended to maximize views to and from the structure.

Commercial: Massing, Scale, and Orientation Guidelines

5.1.1 Buildings within Washington's historic district are of similar heights. Therefore, the height of a new building shall be compatible with other buildings in the district when measured from the current Base Flood Elevation (BFE).

5.1.2 All new buildings shall be compatible in height with adjacent buildings on the block.

5.1.3 A new building's height to width ratio should be consistent with existing historic structures. Floor-to-floor heights of new buildings should be similar to the proportions of the existing buildings in the district.

5.1.4 The overall building massing and placement on the lot shall be similar to that of other buildings in the historic district. Commercial buildings within the interior of the block should be built to the front property line resulting in a continuous building line.

5.1.5 The space between buildings should reflect the existing pattern of property development within the district. Historically, buildings within the interior of a block were built to the side property line, usually sharing a wall with its neighbor.

5.1.6 Where buildings are set back from the front property line, the parking should be to the side and rear only.

5.1.7 New buildings shall have their main entrance and primary architectural façade facing the street. New buildings should have a rear entrance to accommodate rear parking and access.

5.1.8 New construction projects should follow the site features and district setting guidelines found in Chapter 4 of this document.

Design, Proportion, and Architectural Elements

Buildings within historic downtown Washington exhibit a variety of architectural styles. Therefore, new construction is not required to be built to any particular style, but should include similar design elements, materials, and fenestration as other buildings in the district. Windows and doors, architectural details, and roof form are all very important in defining the overall design and provides compatibility with the historic district.

Commercial: Design, Proportion, and Architectural Features Guidelines

5.1.9 The design of a new building should not attempt to create a false historic appearance, but rather complement buildings in the existing district. New construction should have its own character and style.

North Carolina Estuarium

5.1.10 Use materials that are common to the district such as brick, stone, terra cotta, wood, and metal. Modern materials are appropriate on a new building, however, masonry should be the predominant material on the façade as most of downtown's historic structures are brick or stone. Whenever modern materials are used, they should be similar in their physical qualities to historic materials found in the district.

5.1.11 The fenestration of a new building should reflect that of existing historic structures within the district in proportion, shape, location, pattern and size. The ratio of solids to voids on a building's façade should reflect the buildings within the same block.

Inappropriate fenestration and orientation

5.1.12 New construction should include storefront elements proportional to that of existing historic structures.

5.1.13 Aluminum and vinyl siding are prohibited on new construction.

5.1.14 Architectural details such as cornices, arches, and parapet walls give a building texture and define its scale. New construction should reflect that of existing structures. The orientation and pattern of windows, doors, and architectural details can help

reduce the impact to new construction.

Compatible new construction

5.1.15 Architectural style along and on the waterfront was historically different than that of the downtown proper and should reflect that difference. Contemporary design along the waterfront should have its own character and design and reflect its relationship to the river as well as its historic functional relationship to downtown.

5.1.16 The design of deck parking should be compatible to the district in size, scale, proportion and materials.

5.2 Residential Construction

New construction within the residential areas of the historic district, while less prevalent than downtown, can have equally as significant an impact. While there are fewer infill projects in the residential areas, there is still the potential for new construction, especially in areas along the waterfront and around the fringes of the district. As in commercial construction, architectural expression that complements the district is encouraged within the residential portions of the historic district. New construction that respects the quality and design of the historic district is important in preserving the overall character of the district. New residential construction is evaluated based on its size and scale, orientation on the lot, materials, architectural details, and site features.

The general guidelines in previous sections (windows and doors, materials, site features, etc) are to be applied to new construction as well, i.e, vinyl clad windows with fixed muntins are acceptable, vinyl and aluminum siding is not.

Massing, Scale, and Orientation

As with commercial construction, size and scale of a residential structure as well as its orientation is of primary importance. Residential buildings within the historic district display a variety of heights and scale with most buildings being two stories. Examples of one and three story buildings are also seen. Homes in the district are also typically built close to the street, but the set backs vary from block to block. Some blocks with architecture more significant in scale have the buildings being set back further from the street than others. Finally, the majority of residential buildings in the district are oriented facing the street with a front porch, portico, or stoop.

Residential: Massing, Scale, and Orientation Guidelines

5.2.1 The height of new construction shall be compatible with other residential buildings in the district when measured from the current Base Flood Elevation (BFE).

5.2.2 Oversized or monumental residential construction is not prevalent in the district and should be avoided. Only in special cases and in strategic locations should this type of architecture be permitted.

5.2.3 In order to retain a continuous block face, new homes should not be built farther back than an average of its neighbors along the same side of the street within the same block face, even if permitted by zoning code.

5.2.4 Main entrances should be clearly evident and should be oriented toward the sidewalk and street. If possible, new buildings should include a front porch or portico.

5.2.5 New construction projects should follow the site features and district setting guidelines found in Chapter 4 of this document.

Design, Proportion, and Architectural Elements

Residential structures in Washington's historic district come in an array of styles, building form and detail. The different time periods of these buildings define the overall design elements of these buildings including roof form, material, architectural detail, and window and door placement. More often than not, these different styles and building types sit adjacent to each other within the same block. It is important, therefore, that contemporary construction complement the existing architecture rather than replicating it.

Residential: Design, Proportion, and Architectural Features Guidelines

5.2.6 The design of a new building should not attempt to create a false historic appearance, but rather complement the existing district. New construction should have its own character and style.

5.2.7 The fenestration of a new building should reflect that of existing historic structures within a district and be compatible in proportion, shape, location, pattern and size.

5.2.8 Architectural details such as cornices, trim, windows and doors should reflect the scale of buildings in the existing historic district.

5.2.9 New homes within the district should be built with approved materials. Modern materials, if used, should be similar in appearance and texture traditional materials.

5.2.10 If vinyl-clad windows are used, they must have permanent exterior muntins to match the existing windows.

5.2.11 Aluminum and vinyl siding are prohibited on new construction.

5.2.12 There are a variety of roof forms in the district including gable, hip, and gambrel. The roof forms used on new construction should relate to neighboring buildings in form and material.

5.2.13 The historic landscape of the district including green space and mature trees is one of the character-defining elements of the district. When undertaking new construction, significant trees or vegetation shall be preserved

5.3 Additions

Historic districts change over time with new construction, demolition, and sometimes redevelopment. A quick look at Washington's historic district shows historic buildings from different eras that were built as the district evolved, each with different qualities and character. This is also the case with additions to historic structures. Historic Buildings may have additions from different eras that often are historic themselves. Therefore, it is important that new additions be compatible in size and scale, setback, materials, and design as the main structure.

Poorly designed additions can dramatically change, and often destroy, the historic qualities of a structure.

Inappropriate arcade addition added to front of buildings in an historic streetscape.

Additions, whether on commercial or residential structures, should be done in a manner that does not diminish the historic character of the building and district. Like new construction, additions can be contemporary, but also should be compatible with its surroundings.

Additions Guidelines

5.3.1 Additions should be located to the rear or non-character defining elevation. With historic residential structures, additions should be placed in a manner that they are not clearly seen from the public right-of-way. Landscaping can often be used to minimize the visual impact that additions may have to the historic structure.

5.3.2 New additions should not remove, damage, or obscure character-defining architectural feature.

5.3.3 Additions should be compatible in materials, design, roof form, and proportion to the main structure. However, new additions should be constructed at a scale smaller than the historic structure so as not to overpower the existing historic building.

5.3.4 Additions, like new construction, are representative of the time in which they are built. Therefore, contemporary designs are permitted, but should always be compatible with the existing historic structure.

5.3.5 An addition should never mimic or recreate the architecture of the primary historic structure.

5.3.6 Additions to historic structures should be clearly identifiable as such. Additions should be set back and constructed at a smaller scale than the original building. Architectural details should complement the main structure but should be clearly differentiated.

5.3.7 Large additions to commercial structures can be designed to appear as a separate building, but with a connection joint setback from the two structures

5.3.8 Service additions to commercial buildings should always be to the rear of the main structure

5.3.9 Significant trees or other landscape should not be removed or damaged when constructing an addition.

5.3.10 All new construction shall be built by hardi-plank or wood.

5.4 Decks

The outdoor deck is a contemporary exterior feature frequently introduced in the residential historic districts. A deck is an uncovered wooden structure, similar to a back porch that is located above grade at the rear of the structure. Decks shall conform to local building codes.

Decks Guidelines

5.4.1 A deck shall be designed and constructed so that the historic structure and its character-defining features and details are not damaged or obscured. Install decks so they can be removed in the future without damage to the structure.

5.4.2 Decks shall not, when feasible, be visible from the public right-of-way. New decks should be constructed in inconspicuous locations, usually on the building's rear elevation.

5.4.3 Design and detail decks and associated railings and steps to reflect materials, scale, and proportions of the building.

5.4.4 New decks should be painted or stained in a color that is compatible with the historic structure and district.

Chapter 6.0 Demolition and Relocation

6.1 Demolition

Demolishing a historic structure within the district has the potential to irreversibly change the character of the district and can compromise the quality and sense of place of the entire district. Historic structures represent a tangible link to a community's past. They are physical expressions of architectural style, building technology, and personal taste. Demolition of a historic structure is strongly discouraged, and any time a demolition is proposed, alternatives must be carefully explored.

Historic house converted into office

Certificate of Appropriateness for Demolition

The Historic Preservation Commission can deny a Certificate of Appropriateness that requests the demolition of a building only when the structure is determined by the State Historic Preservation Officer as having *statewide* significance, as defined by of the National Register of Historic Places level of significance evaluation. In all other cases, the Commission cannot deny a COA request for a demolition, but it can issue a temporary delay of demolition while preservation alternatives are being explored. The COA, then, would be approved but with an effective date of up to 365 days from the date of approval. The delay would occur when the HPC finds that the structure has historic significance on a local, state or national level or is representative of a distinct architectural style or elements of that style. During the delay, the Commission should actively explore options for preservation that might include negotiations with the property owner to determine other viable uses, helping identify a buyer who could preserve the property, or assisting the owner in relocating the building within the district.

If the Commission determines that the building in question has no historic significance or value, the COA can be approved without delay. In rare instances, a structure may be deteriorated beyond repair to the point that it poses a threat to public safety and welfare. In these extreme cases, the City will have adopted a condemnation ordinance under the minimum housing code. These demolition requests still must go before the Commission.

Demolition by Neglect

City Council can determine that, due to the failure of an owner to conduct routine maintenance over time, the structure is continually deteriorating to the point that it is effectively being demolished by neglect. In such a case, City Council can issue an ordinance causing the property owner to repair those conditions requiring the continued deterioration.

Demolition Guidelines

6.1.1 Prior to undertaking demolition work, the property owner shall approach the Historic Preservation Commission to determine the historic significance of the structure and its relationship to the district.

6.1.2 If the HPC determines that the structure is historically significant, it shall delay the demolition for an appropriate time in order for staff and the Commission to work with the property owner to seek viable alternatives to demolition. Alternatives to demolition include, among other things:

- If a building is in disrepair, working with the property owner to develop a rehabilitation plan and identify funding assistance such as rehabilitation tax credits that would allow the building to be rehabilitated.
- If a building does not fit the owner's required needs, determining if the structure could be adaptively reused.
- Working with the property owner to locate a buyer who will use the property without demolishing the structure.
- As a last resort, finding a suitable location within the district for the historic building to be moved and working with the property owner to develop a plan for relocation.

6.1.3 If all alternatives for preservation have been exhausted, the HPC shall work with the owner to make a permanent record of the historic resource including photography, an architectural description of the building, chain of title, floor and site plans, or collection of other historic documentation that is available. Since Washington is a Certified Local Government, it must make an annual report to the Department of Archives and History that includes a list of all demolitions and provide historic data on the demolished properties.

6.1.4 When a demolition is proposed, the applicant must submit a landscaping plan illustrating proposed landscaping and other site development to be completed within six (6) months after demolition.

6.1.5 If a property is subject to demolition by neglect, the City Council has the authority to adopt a demolition by neglect ordinance that requires the property owner to repair the conditions causing the deterioration.

6.2 Relocation

Removing a contributing structure from its historic setting can compromise the integrity of the building and the district as a whole. Often, however, relocation is the only method to preserve a structure that is faced with demolition. Relocation should be considered only when all other preservation alternatives have been eliminated. Occasionally, a structure may be moved *into* the historic district.

In planning the move of a structure, consideration must be given for how the relocated building will impact surrounding structures and fit into its new setting. Often, architectural features are compromised when moving a structure. Only an experienced house mover should be used so that damage to the historic building itself, significant vegetation, or buildings along the route is minimized. Prior to moving a structure, the property owner is advised to contact the State Historic Preservation Office to determine what measures need to be taken to ensure that the contributing status of the building is not jeopardized.

Relocation can be looked at in much the same way as new construction in that the building being introduced into a new environment must complement the character of its surroundings in architectural style, size, scale, orientation, and landscaping. Much like new construction, the applicant should submit a plan for relocation including a site plan and drawings of the building in its new environment.

Relocation Guidelines

6.2.1 Relocation of a building within the historic district should only be considered as an alternative to demolition when all other preservation options have been exhausted.

6.2.2 Prior to the act of relocation, the HPC shall work with the owner to document through photography, drawings, and other means the existing location and environment of the historic structure. Measured drawings should be made particularly if there is to be any reconstruction once the building is moved.

6.2.3 The HPC will work with the property owner to identify a contractor experienced in moving historic structures.

6.2.4 Character-defining elements and significant architectural features shall be protected during the relocation process. Should any damage occur, it should be repaired.

6.2.5 The relocated building must be compatible with the surrounding structures in its architectural style, scale, height, side and front setback, and orientation.

6.2.6 Significant vegetation, such as mature trees, should be protected on the new site and appropriate landscaping consistent with the surrounding historic properties should be installed.

6.2.7 Guidelines for new construction should be followed whenever relocating a structure in the historic district.

6.2.8 Moving accessory structures that have historic significance should follow these same guidelines.

6.2.9 Once the building has been removed, any improvement to the vacant lot (former building site) shall be compatible with the surrounding historic properties.

Chapter 7.0 Sustainability and Energy Retrofit

7.0: Sustainability and Energy Retrofit

The Historic Preservation Commission understands the importance of environmental sustainability and is dedicated to the utilization of historic preservation, which is inherently sustainable, as a sound planning tool. For example, historic structures can easily be adapted for new uses and retrofitted with modern efficient energy systems. This leads to maximization of existing infrastructure, retention of energy embodied in existing structures, reduction in the consumption of new materials, as well as a reduction in the material that would otherwise enter into the waste stream. Additionally, historic neighborhoods are often pedestrian friendly and centrally located with respect to other amenities and transportation networks thus reducing the use of the automobile and associated energy consumption.

In Washington's historic district a variety of energy conserving site and building features illustrate the sensitivity of an earlier era to climate and energy efficiency.

Studies by the Energy Research and Development Administration show that buildings constructed before 1940 use less energy than those constructed between 1940 and 1975, because older buildings maximized the natural sources of heating, lighting and ventilation. An understanding of how such historic features enhance energy efficiency is critical to maximizing the energy efficiency of historic buildings.

Simple solutions were often employed such as thoughtfully located shade trees to buffer residences and sidewalks from the hot summer sun. Architectural features such as projecting porches were also utilized to provide shade for outdoor space and lessen the impact of harsh sunlight on the building's interior; and operable windows, shutters, or awnings which allowed occupants to control the introduction of sunlight and breezes within the building. Commercial buildings often captured daylight through storefront transoms, light wells, and skylights.

Planning and Other Considerations

When considering energy retrofit options, the property owner should be sure that the inherent energy conserving features of the building are being used and maintained. All retrofit measures must be reviewed with their impact on the historic character of the building and the district in mind.

Consideration should also be given to the replacement of lost shade trees or the introduction of other carefully located new shade trees.

Other typical retrofit measures include introduction of storm windows, storm doors, weather stripping, insulation, and more energy efficient mechanical systems.

7.1 Sustainability and Energy Retrofit Guidelines:

7.1.1 Retain and preserve the inherent energy conserving features of historic buildings and their sites, including shade trees, porches, awnings, and operable windows, transoms, shutters, and blinds.

7.1.2. When installing a new mechanical system, install it so that it causes the least amount of alteration to the building's exterior elevations, historic building fabric, and site features.

7.1.3. When installing exterior or interior storm windows, use windows that are full length with a narrow profile that do not obscure or damage the existing sash and frame. For double-hung windows, select operable storm windows with dividers that align with the existing sash.

7.1.4. When installing storm doors, use full light doors constructed of wood or aluminum with a baked enamel finish that do not obscure or damage the existing door and frame.

7.1.5. Replace deteriorated or missing wooden shutters with matching new units sized to fit the opening and mounted so that they can be opened.

7.1.6. When installing and where historically appropriate, install fabric awnings over window, door, storefront, or porch openings with care to ensure that historic features are not damaged or obscured.

7.2 Sustainability and Emerging Technology (Solar, Wind)

As alternative energy producing technology continues to improve and become more available and affordable, homeowners may be interested in retrofitting their historic homes with these new devices. In the spirit of sustainability and conservation of

energy and the environment, the Historic Preservation Commission welcomes the introduction of renewable energy systems while preserving the architectural integrity of the district. It is strongly recommended that solar collectors be sited, oriented, and installed by a licensed solar installer to prevent any damage to the structure.

Recognizing that renewable energy technologies are expanding and progressing rapidly, the Historic Preservation Commission will also consider new technologies not specifically described in this document, as they emerge.

7.2 Sustainability and Emerging Technology Guidelines

(Solar, Wind)

7.2.1. Consider on-site, solar technology only after implementing all appropriate treatments to improve energy efficiency of the building, which often have greater life-cycle cost benefits than on-site renewable energy

7.2.2 Analyzing whether solar technology can be used successfully and will benefit a historic building without compromising its character or the character of the site or the surrounding historic district

7.2.3 Installing a solar device on the historic building only after other locations have been investigated and determined infeasible.

7.2.4. Solar energy collectors shall be located as inconspicuously as possible while still allowing for reasonable use. Every effort should be made to limit impact to historic character defining features.

7.2.5. Installation of solar devices on roof surfaces facing the primary public right-of-way shall be considered only when no other option is possible and there is no detrimental impact to the integrity of the historic structure and neighborhood. All work must be easily reversible.

7.2.5. Solar energy collectors shall not be located in the front yard.

7.2.7. Every effort shall be made to screen solar energy collectors from the public view, provided this restriction does not have the effect of preventing the reasonable use of a solar-energy collector

7.2.8. Solar collectors must be mounted as flush as possible with the roof and not extend beyond any roof ridge.

7.2.9. Trees or existing historic structures should not be removed to provide adequate solar exposure but should be taken into account when siting collector location and orientation to allow for reasonable efficiency.

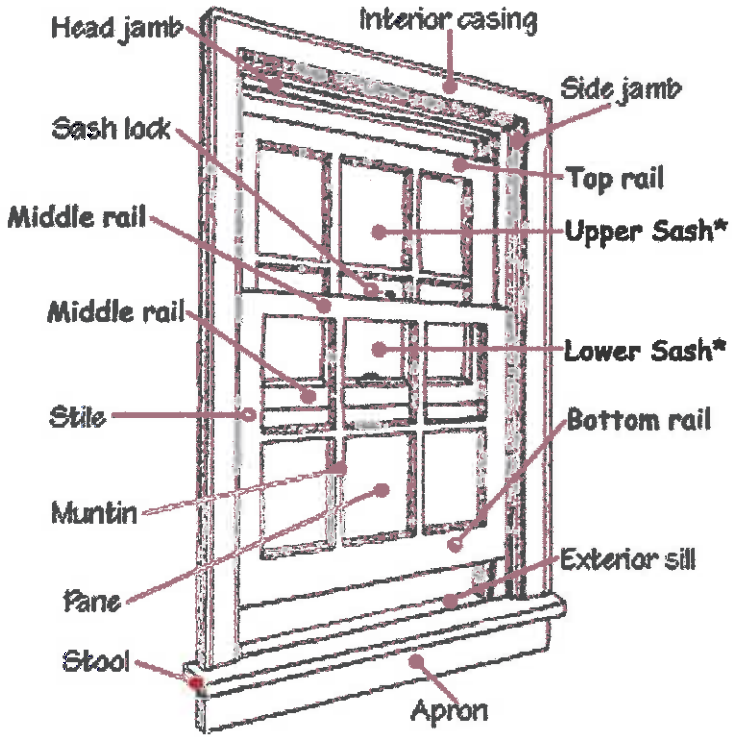
7.2.10. Solar shingles shall be located as inconspicuously as possible and blend in with the color of the roof surface.

7.2.11. Thin-film photovoltaic material on standing seam metal roofs should be located as inconspicuously possible and shall blend with the roof surface color.

7.2.12. Wind turbines shall be located as inconspicuously as possible and shall not be located in the front yard.

7.2.13. The color or the external portions of any installed wind collector must be unobtrusive and blend with the surrounding environment.

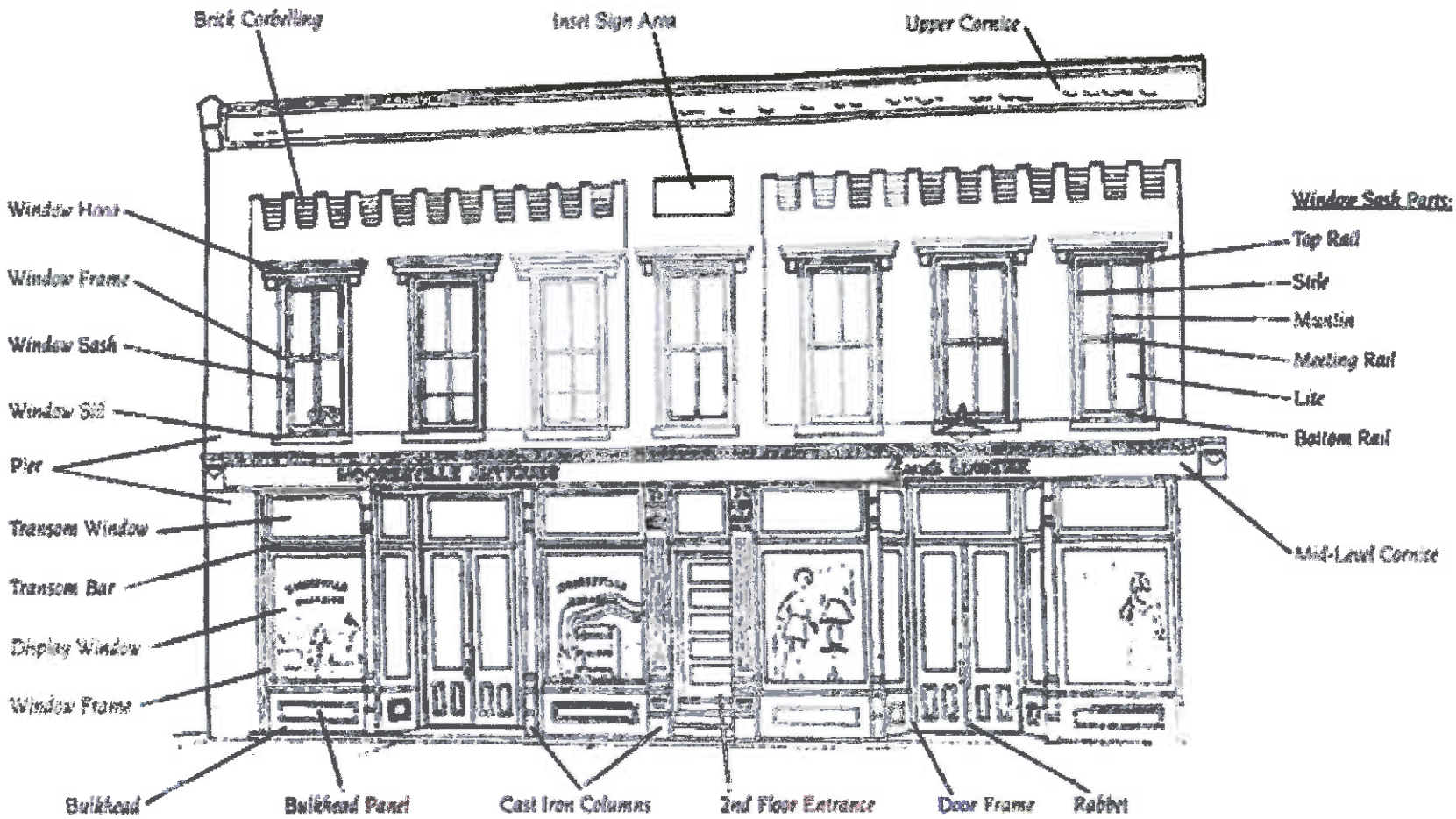
Tools - Terminology



* The sash (either upper or lower) is the part of the window that moves. The sash is composed of panes, muntins, stiles and rails.

THRIVE in NORTH CAROLINA

Tools - Terminology



Tools - Terminology

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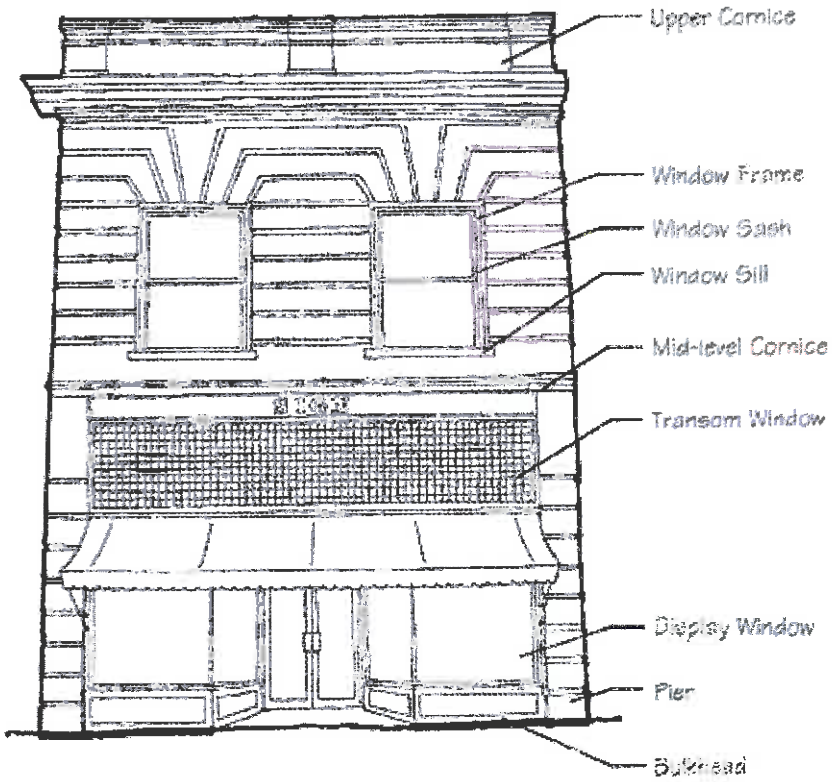

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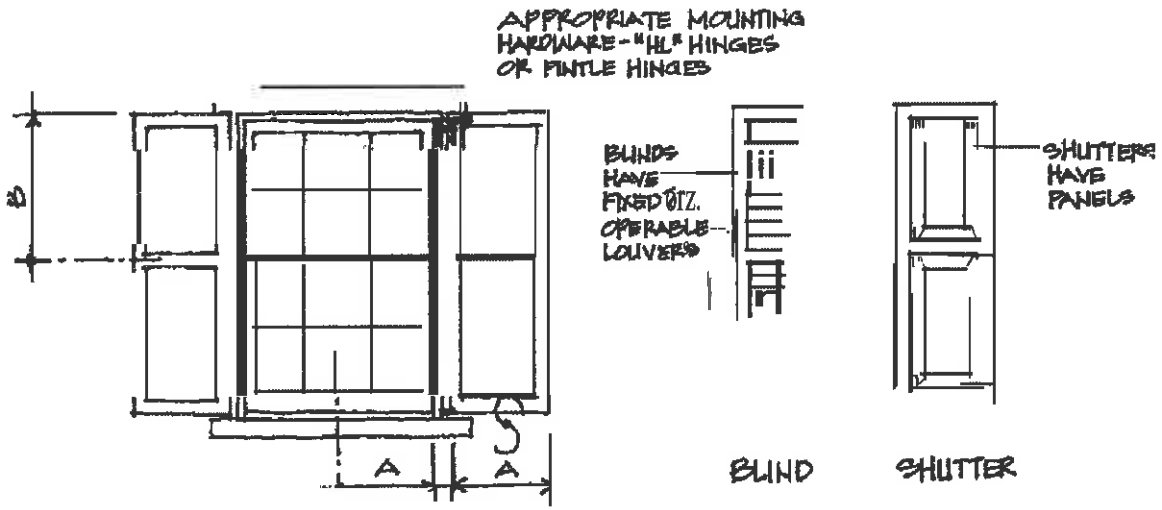

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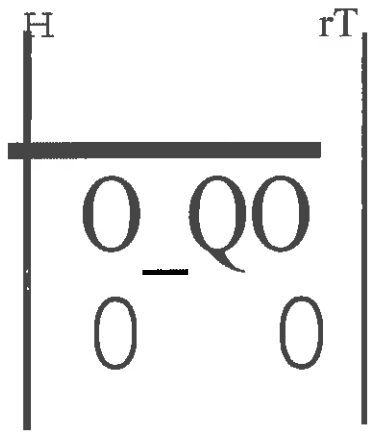

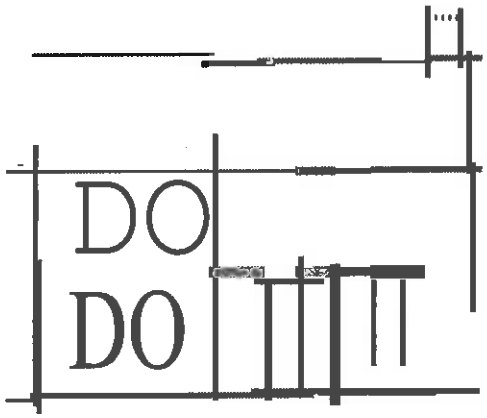

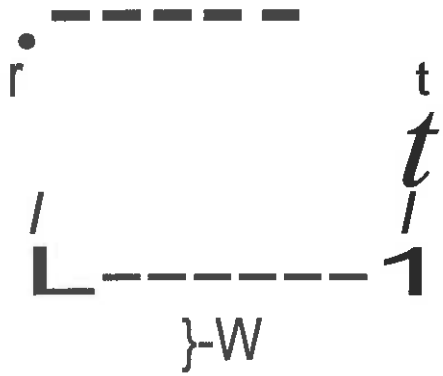

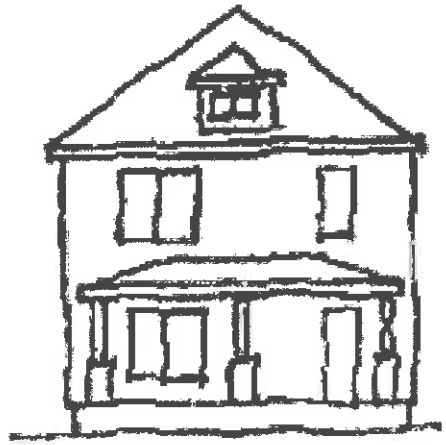

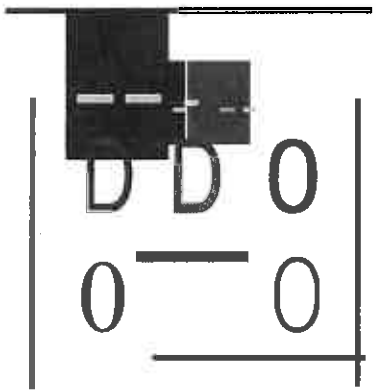

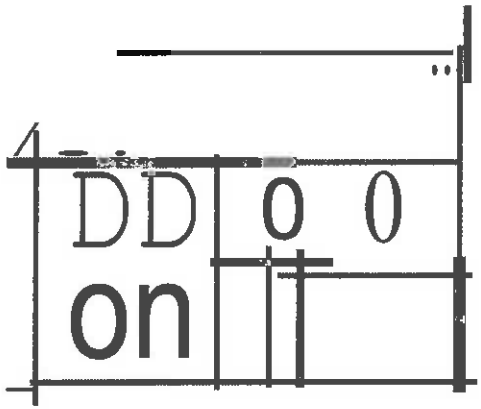

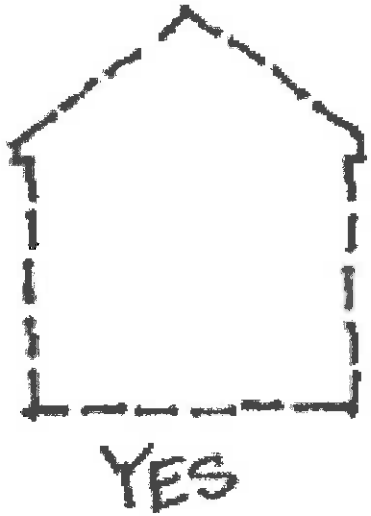

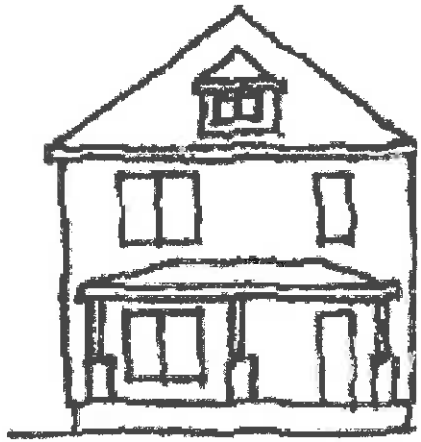

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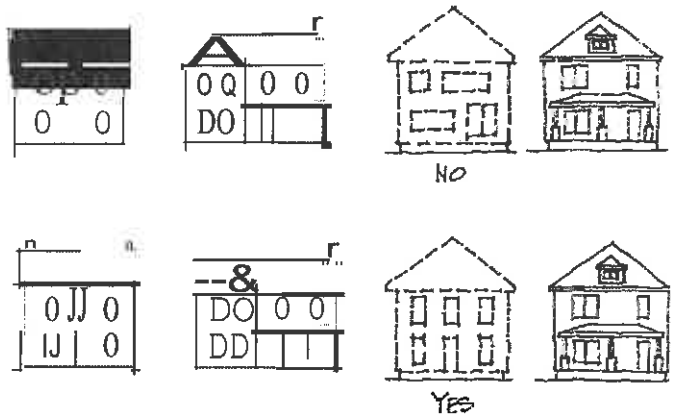

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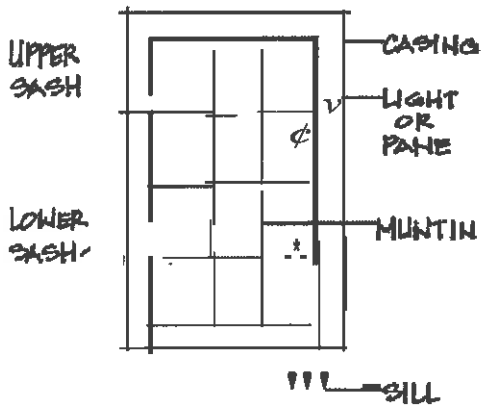
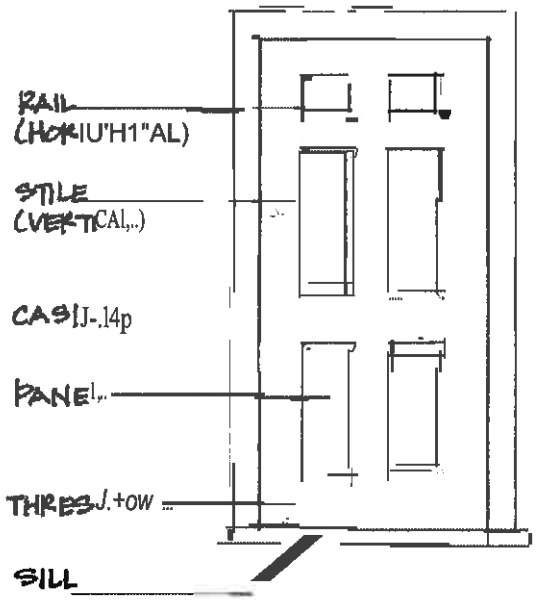


WINDOW TERMS



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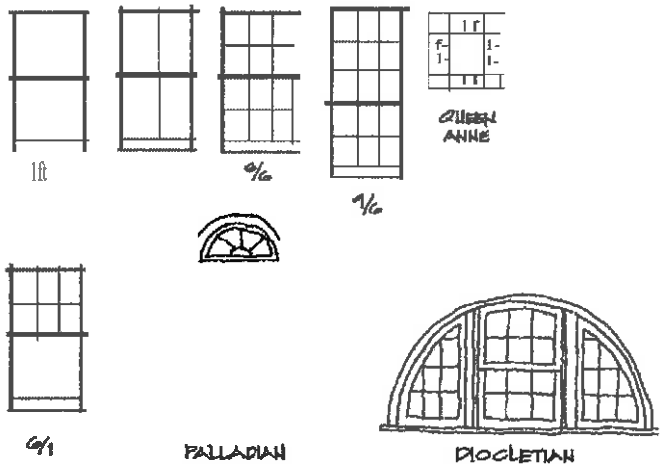

WINDOW TYPES

MAINTENANCE AND REPAIR OF WOOD SHINGLES, CLAPBOARDS, AND OTHER WOOD SIDINGS

If a building's shingles, clapboards, and other wood sidings were previously painted or stained, a property owner routinely should have them repainted or re-stained. Gaps between boards or shingles need to be caulked. Cracks and splits in the exterior wood cladding should be repaired before repainting or re-staining. If deterioration is more extensive, remove damaged materials and replace in-kind by piecing-in new matching wood cladding. Only replace materials that cannot be repaired. Rarely does all the exterior cladding of a building need replacement. The infill replacement materials should be painted or stained to match the original.

Original exterior shingles, clapboards, or other siding covering the exterior walls of a building are character defining architectural features. Until the 20th century, Washington's frame buildings were typically covered with wood clapboards or shingles. These materials not only enclosed the buildings from the weather, but contributed to their historic architectural interest by providing texture, scale, proportion, color, and horizontal and vertical accents. Late 19thcentury frame buildings frequently mixed a number of different wood exterior cladding materials, including shingles of differing shapes installed in decorative patterns. With proper maintenance, historic wood cladding can last for centuries.

Since the mid 20th century some of Washington's historic buildings have been resurfaced with synthetic materials such as asbestos shingles, aluminum siding, and vinyl siding. These synthetic materials can significantly change a building's character and appearance, especially when they do not replicate the design features of the original cladding. While usually installed to reduce maintenance, replacement vinyl and aluminum sidings are not always maintenance free. These synthetic sidings can trap moisture within the buildings' walls and accelerate rot and decay. They can hide deterioration so that damage progresses to a serious condition before being noticed. Additionally, Vinyl and Aluminum may be toxic or emit toxic gas in the event of a fire. The below graphic demonstrates the recommended steps for the repair and maintenance of wood shingles, clapboards, and other wood sidings.

IDENTIFY, RETAIN AND PRESERVE

RECOMMENDED

Identifying, retaining, and preserving wood features that are important in defining the overall historic character of the building such as siding, cornices, brackets, window architraves, and doorway pediments; and their paints, finishes, and colors.

Whether it is used for exterior cladding, roofing, interior finishes, decorative features, or structural members, wood is frequently an essential component of historic and older buildings which should be retained and preserved. Photo: NPS files

NOT RECOMMENDED

- Altering wood features which are important in defining the overall historic character of the building so that, as a result, the character is diminished.
- Replacing historic wood features instead of repairing or replacing only the deteriorated wood.
- Changing the type of paint or finish and its color.

STABILIZE

RECOMMENDED

- Stabilizing deteriorated or damaged wood as a preliminary measure, when necessary, prior to undertaking appropriate preservation work.

NOT RECOMMENDED

- Failing to stabilize deteriorated or damaged wood until additional work is undertaken, thus allowing further damage to occur to the historic building.

PROTECT AND MAINTAIN

Maximizing retention of historic materials and features is the primary goal of preservation, as demostrated here in these before and after photographs. Aside from some minor repairs and limited replacement of deteriorated material, work on this house consistend primarily of repainting the wood exterior. Photos: Historic Charleston Foundation

RECOMMENDED

- Protecting and maintaining wood features by providing proper drainage so that water is not allowed to stand on flat, horizontal surfaces or accumulate in decorative features.
- Applying chemical preservatives to wood features such as beam ends or outriggers that are exposed to decay hazards and are traditionally unpainted.
- Retaining coatings such as paint that help protect the wood from moisture and ultraviolet light. Paint removal should be considered only where there is paint surface deterioration and as part of an overall maintenance program which involves repainting or applying other appropriate protective coatings.
- Inspecting painted wood surfaces to determine whether repainting is necessary or if cleaning is all that is required.
- Removing damaged or deteriorated paint to the next sound layer using the gentlest method possible (handscraping and handsanding), then repainting.
- Using with care electric hot-air guns on decorative wood features and electric heat plates on flat wood surfaces when paint is so deteriorated that total removal is necessary prior to repainting.

- Using chemical strippers primarily to supplement other methods such as handscraping, handsanding and the above-recommended thermal devices. Detachable wooden elements such as shutters, doors, and columns may--with the proper safeguards--be chemically dip-stripped.
- Applying compatible paint coating systems following proper surface preparation.
- Evaluating the existing condition of the wood to determine whether more than protection and maintenance are required, that is, if repairs to wood features will be necessary.

NOT RECOMMENDED

- Failing to identify, evaluate, and treat the causes of wood deterioration, including faulty flashing, leaking gutters, cracks and holes in siding, deteriorated caulking in joints and seams, plant material growing too close to wood surfaces, or insect or fungus infestation.
- Using chemical preservatives such as creosote which, unless they were used historically, can change the appearance of wood features.

As shown, the paint on this house is failing in isolated spots, while most of it is in good condition. On older buildings heavy paint buildup is common. The thick paint film traps moisture in the wood. As the moisture escapes from the wood it pushes the paint off the wall, leaving spots of bare wood. Photo: © john leeke.

- Stripping paint or other coatings to reveal bare wood, thus exposing historically coated surfaces to the effects of accelerated weathering.
- Removing paint that is firmly adhering to, and thus, protecting wood surfaces.
- Using destructive paint removal methods such as propane or butane torches, sandblasting or waterblasting. These methods can irreversibly damage historic woodwork.
- Using thermal devices improperly so that the historic woodwork is scorched.
- Failing to neutralize the wood thoroughly after using chemicals so that new paint does not adhere.
- Allowing detachable wood features to soak too long in a caustic solution so that the wood grain is raised and the surface roughened.

- Failing to follow manufacturers' product and application instructions when repainting exterior woodwork. Using new colors that are inappropriate to the historic building or district.
- Failing to undertake adequate measures to assure the protection of wood features.

REPAIR

RECOMMENDED

- Repairing, stabilizing, and conserving fragile wood using well-tested consolidants, when appropriate. Repairs should be physically and visually compatible and identifiable upon close inspection for future research.

- Repairing wood features by patching, piecing-in, or otherwise reinforcing the wood using recognized preservation methods. The new work should be unobtrusively dated to guide future research and treatment.

NOT RECOMMENDED

- Removing wood that could be stabilized and conserved; or using untested consolidants and untrained personnel, thus causing further damage to fragile historic materials.
- Removing wood that could be repaired, using improper repair techniques, or failing to document the new work.

REPLACE IN KIND

RECOMMENDED

- Replacing in kind extensively deteriorated or missing parts of wood features when there are surviving prototypes such as brackets, molding, or sections of siding. New work should match the old in material, design, color, and texture; and be unobtrusively dated to guide future research and treatment.

An example of "limited replacement in kind" points out an appropriate scope of work within the treatment, preservation. Targeted repairs to deteriorated wood cornice elements (Fascia board and modillions) meant that most of the historic materials were retained in the work. Photo: NPS Files

NOT RECOMMENDED

- Replacing an entire wood feature such as a column or stairway when limited replacement of deteriorated and missing parts is appropriate.
- Using replacement material that does not match the historic wood feature; or failing to properly document the new work.

Reference:

These recommendations were adapted from the *The Secretary of the Interior's Standards for the Treatment of Historic Properties*, published in 1992, were reviewed by a broad cross-section of government entities and private sector organizations. The 1995 *Guidelines for Preserving, Rehabilitating, Restoring and Reconstructing Historic Buildings*, by Kay D. Weeks and Anne E. Grimmer, were developed in cooperation with the National Conference of State Historic Preservation Officers and reviewed by individual State Historic Preservation Offices nationwide. Stan Graves and Claire Adams are acknowledged, in particular, for their thoughtful evaluation of the new material. Dahlia Dandridge provided administrative support throughout the 1995 guidelines project. Finally, the published book was dedicated to H. Ward Jandl for his long-term commitment to the field of historic preservation.

http://www.nps.gov/hps/tps/standguide/preserve/preserve_wood.htm#repair

MINUTES

WASHINGTON HISTORIC PRESERVATION COMMISSION

Regular Scheduled Meeting – Minutes

Tuesday September 2, 2014

7:00 pm

Members Present

Geraldine McKinley

Judi Hickson

Ed Hodges

Seth Shoneman

Victoria Rader

Members Absent

Others Present

Jennifer Brennan, Downtown Development Planner

John Rodman, Director

Jessica Green, Administrative Support

I. Opening of the meeting.

The Chairman called the meeting to order.

II. Invocation

A moment of silence was taken.

III. Roll Call

A silent roll call was taken by staff.

Judi Hickson made a motion to accept the agenda. Seth Shoneman seconded the motion. All voted in favor.

IV. Old Business

V. Major Works, Certificate of Appropriateness

Major Works from August agenda

1. A request has been made by the owner at 523 East Second Street to install a four foot wooden picket fence.

James Harstad came forward and was sworn in. He explained that he wanted to construct 3.5ft high wooden picket fence. He stated that there will be approximately 4 inches of space between the boards and it will be wood but painted white. Mr. Harstad stated that the fence would start at the front corner of his property and extend back to meet the existing chain link fence. He explained that it would be approximately 140ft total and the purpose of the fence it to keep their dogs in the yard.

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

Seth Shoneman made the following motion: I move that the Historic Preservation Commission grant a Certificate of Appropriateness to Mr. Harstad and Ms. Dickson to install a four foot high picket fence on the property located at 523 East Second Street. This motion is based on the following findings of fact: the application is congruous with the Historic Preservation Commission Design Guidelines, specifically Section 4.6 Streetscape and Design – Fences and Walls. His motion was seconded by Judi Hickson. All voted in favor and the motion carried.

2. A request has been made by the owner at 149 North Market Street to replace transom windows with new aluminum windows.

Will Page an owner of the property came forward and was sworn in. He stated that they have a lot of façade work to do on the building. He stated that the building has 4 large windows in the front and he plans on replacing them with wooden windows and there are six large windows on the second floor that will be replaced with wood as well. He explained that it is the transom windows that he would like to replace with the aluminum. Mr. Page stated that it will be a significant savings to use the aluminum frame. He explained that the windows are about 2 by 4 foot openings and the frame would be aluminum. He stated that above the transom windows would be brick and below would be wood as it is currently. Ed Hodges asked if the style of the window would be changed. Mr. Page explained that he is only changing the material that they are made of, but the windows will look exactly like they look now. He stated that once the finished product is done the windows will look in character the same as the neighboring transom windows that are wood. Mr. Page explained that the wooden windows are rotten and leaking. Mr. Page stated that he hoped to keep the same look and character of the windows, but just change the material of the windows. Mr. Hodges asked about the difference in cost between a regular wooden window and the transom windows, since Mr. Page is replacing his other windows with wood. Mr. Page stated that the cost is significantly more for the transom windows. He stated that he decided to go with the aluminum because it is cheaper and will last longer.

The Chairman opened the floor. The floor was closed. The Commission discussed the request.

Seth Shoneman made the following motion: I move that the Historic Preservation Commission grant a Certificate of Appropriateness to Page Welch, LLC to replace current windows with new aluminum windows on the property located at 149 N Market Street. This motion is based on the following findings of fact: the application is congruous with the Historic Preservation Commission Design Guidelines, specifically Section 3.4 Existing

Buildings – Windows and Doors. Judi Hickson seconded the motion. The motion carried with a majority vote with Ed Hodges voting in opposition.

3. A request has been made by the owner of Moss Landing to begin construction on the house located at Lot #19 in the Moss Landing subdivision.

Mr. Jim Wiley came forward and was sworn in. He explained that everything in the Commission's agenda packet pretty much was covered at their last meeting when Mr. Rodman and he had presented the plans for lot 18, 19, & 20. He stated that all the elevations and details were in the packet. He asked if any of the Commission members had any questions. Mr. Wiley stated that they believe that the details of these homes are very much in keeping with the historic district. Seth Shoneman asked if these homes were already sold or if they would be speck homes. Mr. Wiley stated that one of the homes has been sold and the other two will be speck homes.

The Chairman opened the floor.

Mr. Steve Rader came forward. Mr. Rader presented a letter of opposition from an adjacent property owner that could not make it to the meeting. He explained that the letter stated that she is objecting to the short distances between the houses and the question of the building line relative to Harvey Street. Mr. Ed Hodges stated that those two issues did not fall under the Commission's authority. John Rodman explained that usually a letter from someone who is not present at the meeting is not considered because the Commission is unable to cross examine the person or ask questions, but it is complete up to the Commission. Mr. Rader explained that the Commission is involved with sighting a property, not just the components of the property but how it is sighted on each lot. He explained that there is the issue with the building line relative to Harvey Street and also the distances between the lots. Mr. Rader spoke about the zoning of the property and explained that the Commission is responsible in making sure the request complies with historic zoning. Mr. Rader then spoke about the history of this property and the past conflicts along with the Harvey Street right-a-way. Mr. Rader spoke more indebt about the history of the Harvey Street right-a-way, a lawsuit that was filed by the residents of Harvey Street and how all of this is affected by the Moss project. Mr. Rader stated that certainly the consistency of a building line is something that based on the historic guidelines the Commission would look at and this is an issue that the residents of Harvey Street are particularly concerned about. Mr. Rader then presented the Commission with a petition from the residents of South Harvey Street asking the Commission to maintain that right-a-way. Mr. Rader explained that the main issue is the visual affect that this property would cause. He stated that this would really be a detourate to the historic district because they would block the right-a-way to the river. He stated that he felt the development would really be an eyesore and would be a detriment to the historic district. Mr. Rader then spoke about his concerns with the distances between the homes and how they compare to current homes in the district. He also talked about the importance of keeping the existing vista to the river.

Mr. Wiley came forward again to address Mr. Rader's concerns. He explained that the Planning Board approved their subdivision plat and during that process they demonstrated the need for the side setbacks and some other things. He stated that at that time the setbacks were set at a minimum of 3ft on the sides. Mr. Wiley explained that there will be

very few cases when they will use that minimum setback. He stated that with lot #20, on the corner, the distance between the back of the curve and the back of the porch is about 9 to 10ft and then the porch itself is about another 9ft. He explained that this would really give close to 15 to 20ft before you get to the body of the house, which is very much in keeping with the original build to line along Harvey Street. He stated that in fact along Harvey Street some of the homes are literally 1ft from the side walk. Mr. Wiley also explained that with their plat approval they have maintained a park at the end of Harvey Street, so when you get to the end of Harvey Street there will be a park and walkway that goes through the development and connects to the existing boardwalk. This will maintain the view/ vista down Harvey Street. Mr. Wiley then stated that there are examples of homes in the historic district that are 15ft apart and some that are 4ft apart and it varies. He explained that by the nature of the character of the purposed homes they are not just boxes so it will not be one long wall against another. He stated that the width between the houses on lot 20 and 19 at the narrowest point is about 11ft and part of that is actually a little bit of a jut out and at some of the wider points is as much as 15ft. Likewise between lot 18 and 19 they are close to 12ft at the narrowest point and that is just a small bump out for some stairs and at the other areas they are close to 15ft. Mr. Wiley stated that these distances are very generous and very much in keeping with the historic district. He explained that it is their intention to make this an asset to the historic district.

Mr. Rader came forward and stated that the only point of reference that would be relevant is the center line on South Harvey Street because they have made the 200 block about 10ft narrower than the 100 block. He then discussed the setbacks further and what would need to be considered in order to stay with the current setbacks.

John Rodman came forward and explained that he did go out and measure some of the setbacks of the houses along the adjacent streets. He stated that he found the proposed setbacks in Moss Landing to be consistent with the other homes in the district. Mr. Rodman referred to Mr. Rader's comments about the previous plan submitted by Mr. Felcher being consist with what the residents on Harvey Street wanted. Mr. Rodman stated that the plat and roads that Mr. Wiley put in are the exact same roads that Mr. Felcher had, nothing changed. He explained that Mr. Wiley is using the same widths.

Mr. Rodman stated that it is very important for the Commission to understand what they are there for and they have spoken a lot about expartae communications and the fact that the Commission members are not supposed to speak about any issue that is on the agenda outside of the meeting. Mr. Rodman then asked that Mrs. Rader not be allowed to vote on this subject because she signed the petition and so she has had some expartae communication on this subject or she would not have known what the petition was about and members cannot do that. Mr. Rodman explained that members have to make a decision on the evidence presented at the meeting. He asked for Mrs. Rader not to be allowed to vote on any of the three homes in Moss Landing that is being presented. Ed Hodges asked if that would require a motion and Mr. Rodman stated that it would. The Commission members discussed the issue and Mrs. Rader spoke in her defense. Ms. McKinley explained to Mrs. Rader that it is a conflict of interest for her to vote on something that she has signed a petition against. Jennifer Brennan explained to the Commission that if a neighbor of a Commission member has an item on the agenda then that member really should not be voting on the request because they have additional knowledge of the

situation. She explained that Commission members should base their votes strictly on evidence that is presented at the meetings. She stated that once the members receive their agendas they should not be having any outside conversations regarding anything on the agenda.

Ms. McKinley stated that in the interest of impartiality on the board's part, she motioned for Mrs. Victoria Rader to be excluded from the vote regarding the Moss Landing lots. Seth Shoneman seconded the motion. All members voted in favor and the motion carried.

There being no others coming forward the Chairman closed the floor.

Seth Shoneman made the following motion: I move that the Historic Preservation Commission grant a Certificate of Appropriateness to Mr. Jim Wiley of Beacon Street Development to construct a new single family dwelling on the property located at Lot #19 Moss Landing Homes. This motion is based on the following finding of fact: the application is congruous with the Historic Preservation Commission Design Guidelines, specifically Section 5.0 New Construction Chapter 5.2 Residential Construction. His motion was seconded by Judi Hickson. All voted in favor and the motion carried.

4. A request has been made by the owner of Moss Landing to begin construction on the house located at Lot #20 in the Moss Landing subdivision.

Mr. Hodges asked if there was any additional information that needed to be presented for Lot 20 and he opened the floor. None came forward.

Geraldine McKinley asked Mr. Wiley to elaborate on the type of opening that will go down Harvey Street. Mr. Wiley came forward and explained that the Harvey Street right-a-way continues on. He stated that once you come to the end of Harvey Street it runs into the road that goes into the Moss property. He stated that they plan on extending a walkway that connects to the boardwalk. He explained that it would be about a 30ft wide lot, which is similar to the road itself, which will not have homes built on. He explained it would be very similar to what has been done on Academy Street. He stated that it will have a gazebo or gathering area, but you will still have a view through to the water.

Mr. Rader came forward and stated that the historic right-a-way of Harvey Street is actually 50ft wide and this walkway would only be 30ft. Mr. Rader again spoke about the setbacks and the distance from the porch on lot 20 to the center line of the street. Mr. Rodman stated that the edge of the porch is 10 1/2ft from the back of the curb and the center line from back to back is 26ft. He explained that from the center line of the right-a-way there is about 33 ½ ft. almost 34 ft. Mr. Rader asked if these measurements were from the edge of the porch. Mr. Wiley stated it is actually a 40ft right-a-way and it is very much in keeping with what is there. He explained again that the Planning Board had already approved the plat with a 3ft setback. With that being said the porch of the house on lot 20 sits almost 5ft back, which puts it at almost exactly 25 ft. from the center assuming his math, is correct. The Commission discussed the issue further.

Geraldine McKinley made the following motion: I move that the Historic Preservation Commission grant a Certificate of Appropriateness to Mr. Jim Wiley of Beacon Street

Development to construct a new single family dwelling on the property located at Lot #20 Moss Landing Homes. This motion is based on the following findings of fact: the application is congruous with the Historic Preservation Commission Design Guidelines, specifically Section 5.0 New Construction Chapter 5.2 Residential Construction. Her motion was seconded by Judi Hickson. All voted in favor and the motion carried.

5. A request has been made by the owner of Moss Landing to begin construction on the house located at Lot #18 in the Moss Landing subdivision.

   The Chairman opened the floor, but no one came forward.

   Seth Shoneman stated that he acknowledged Mr. Rader's concerns and he understands that this development will be a big visual impact and change for the neighbors on Water Street. He stated that he felt Mr. Wiley has done a good job at maintaining the vistas and some of the open space down Harvey Street. Mr. Shoneman stated that he understood Mr. Rader's concerns, but there has been a lot of work done to get to this point and the Commission has discussed this at several meetings so he thinks it is a good plan to move forward with. Ed Hodges agreed.

   Seth Shoneman made the following motion: I move that the Historic Preservation Commission grant a Certificate of Appropriateness to Mr. Jim Wiley of Beacon Street Development to construct a new single family dwelling on the property located at Lot #18 Moss Landing Home. This motion is based on the following findings of fact: the application is congruous with the Historic Preservation Commission Design Guidelines, specifically Section 5.0 New Construction Chapter 5.2 Residential Construction. His motion was seconded by Judi Hickson. All voted in favor and the motion carried.

6. A request has been made by the owner at 423 East Second Street to install a wooden hand railing on the front porch steps.

   Steve Rader came forward and stated that he felt the wooden handrail that Mr. Stokes is purposing is appropriate and he supported the request.

   Judi Hickson made the following motion: I move that the Historic Preservation Commission grant a Certificate of Appropriateness to Ms. Stokes to add wood railings on the front porch steps of the property located at 423 East Second Street. This motion is based on the following findings of fact: the application is congruous with the Historic Preservation Commission Design Guidelines, specifically Section 3.6 Changes to Existing Buildings – Porches and Entryways. Her motion was seconded by Seth Shoneman. The motion passed with a majority vote with Victoria Rader abstaining from the vote.

7. A request has been made by the owner at 755 West Second Street to install a hand rail on the front steps of the porch.

   Mrs. Musselman, owner, came forward and was sworn in. She explained that they have a total of four steps at the front of the house and they would like to install wooden handrails that would match the current architecture on the rest of the porch.

No one else came forward to speak on the request. The Commission discussed the request.

Judi Hickson made the following motion: I move that the Historic Preservation Commission grant a Certificate of Appropriateness to Mr. and Mrs. Musselman to add wood railings on the front porch steps of the property located at 755 West 2nd Street. This motion is based on the following findings of fact: the application is congruous with the Historic Preservation Commission Design Guidelines, specifically Section 3.6 Changes to Existing Buildings – Porches and Entryways. Her motion was seconded by Geraldine McKinley. The motion carried with a majority vote with Victoria Radar abstaining from the vote.

8. A request has been made by the owner at 324 East Second Street to install a fence at the rear and side of the property.

Susan Zachary, representing the property owners, came forward and was sworn in. Ms. Zachary stated that they wish to build a fence that is 49ft across the back of the property line and a 176ft long fence up on the right side of the property. She explained that there will be a 10ft gate put on the right side of the property that will open into the property and the gate will be the same kind of gate that was approved on the properties existing fence. Ms. McKinley spoke about the height of the fence and the fact that a majority of the fence will be seen from the street. Mr. Hodges stated that fences are allowed in rear yards. Ms. Brennan stated that the Willards own the adjoining property and the fence is to the rear of their structure. Ms. McKinley asked about the height of the fence. Ms. Zachary stated that it would be the same height as the existing fence which is 8ft. Mr. Hodges stated that he didn't believe that the existing fence was 8ft high. They agreed that the existing fence is 6ft. Mr. Hodges referred to the existing fence and stated that the post and everything is located on the outside of the fence, but it must be on the inside of the new fence. Ms. Zachary stated that she understood this and would build the new fence accordingly.

The Chairman opened the floor.

Steve Rader came forward and stated that unlike some rear fences this fence will be visible from the street. Mr. Rader suggested to the Commission that the fence may require some shrubbery so that the 6ft fence is not visible from the street.

Ms. Zachary stated that the property owners plan to landscape the inside of the fence. She explained that the Willard's backyard is landscaped beautifully and they plan of using the bricks from the old house and incorporate them into the walkways.

Ms. Brennan pointed out 4.6.8 in the guidelines to the Commission members which states: "Privacy fencing should only be allowed in rear yards, if a majority of the privacy is visible from the public right-a-way a landscape buffer should be included. No fence including privacy fences should exceed 6ft." Judi Hickson stated that the landscape buffer is required to be on the outside of the fence. Mr. Hodges stated that the existing yard is very attractive and this would be landscaped as well. Ms. Brennan stated that the buffer will need to be visible from the East Second Street side. The Commission, staff, and Ms. Zachary discussed the fence position further and the required buffer.

Dee Congleton stated that it was still unclear as to where the fence is going to be located. She stated currently as you ride down 2nd Street you see this very unattractive 6ft high privacy fence all the way down the property. Ms. Congleton stated that in the guidelines it states that if the fence is visible it cannot be allowed. She also pointed out that the guidelines state that the fence should go along with the architectural style of the house. She stated that she does not feel the Commission is sticking to that particular guideline. Ms. Congleton then spoke about the numerous privacy fences that can be seen from the street in the district. She stated that there are two guidelines that can be used to deny this fence, which you will be able to see from the street.

Mr. Rader came forward again and stated that since the fence will be visible from the street that there should be a condition on this COA requiring landscaping to be installed at the same time as the fence. Ed Hodges stated that the plans that the owners have submitted includes shrubbery.

Ms. Brennan explained to the Commission that they can include conditions in their motion. Ms. Hickson stated that their current fence is not historically appropriate. Ms. Brennan stated that the Commission cannot vote on an existing fence. She stated that she felt it would be appropriate if the Commission required a landscaping buffer around the entire lot line.

Judi Hickson made the following motion: I move that the Historic Preservation commission grant a Certificate of Appropriateness to Mr. and Mrs. Willard to install a privacy fence around the side and rear of the property located at 324 East Second Street. This motion is based on the following findings of fact: The application is congruous with the Historic Preservation Commission Design Guidelines, specifically Section 4.6 Streetscape and Site Design – Fences and Walls. I further move that the Historic Preservation Commission place the following conditions on the approval: that the existing fence be appropriately dressed with landscaping and that the new fence be install properly with the post on the inside.

Ms. Zackary came forward again and explained that the property owners plan on putting the fence along the back and side. Then at a later date they plan on building a structure on the property that the fence encloses. At that time they will be removing the existing fence that the Commission wants to require landscaping around. She explained that the existing fence will be taken down so there is one large yard, so she doesn't understand why they would landscape the existing fence when it will be removed and the landscaping would eventually have to be dug up. The Commission stated that they were not given any details of this plan. Ms. Zackary stated that a majority of the fence will be covered from view by the structure they plan to build.

Karen Tripp and members of the audience came up and were shown a picture of the site plan for the fence. Staff also gave a clear explanation of the location of the fence to the Commission members.

Judi Hickson withdrew her motion on the floor. Mr. Rader stated that the Commission doesn't know if or when that future proposal will come before them. Ms. Zackary asked the

Commission for a time frame. Mr. Hodges asked when they planned on building the structure. Ms. Zackary indicated that they should be ready to summit plans for the garage structure within 6 months. Staff and the Commission discussed the possibility of putting a time requirement on the landscaping. Seth Shoneman suggested that if the owners plan on building a structure on that site that they come back with a site plan showing their intentions for the property. Geraldine McKinley stated that the Commission has denied fences in the past because of the view from the street and she felt there should be some consistency.

Geraldine McKinley made a motion to postpone this item so that the Commission could get in sync with the fence issue. Seth Shoneman seconded the motion. The motion carried with a majority vote with Victoria Rader abstaining.

9. A request has been made by the owner at 239 East Third Street to enclose the rear of the building to extend the kitchen and construct a new screen porch and deck. Also, replace all windows with new vinyl windows.

Ms. Stacey Thalmann came forward and was sworn in. She explained that she would like to construct a rear addition to the house in order to extend her kitchen. Ms. Thalmann stated that she is also asking for vinyl windows because visually they are completely indistinguishable exteriorly from wooden windows. She stated that financial factors also pushed her to go with vinyl windows. Ms. Thalmann talked about the cost difference between the vinyl windows and the wood and the financial hardship it is to replace windows with wooden windows. Again she stated that it is very difficult to see the difference between a vinyl window and a wooden window from the exterior of a house. Mr. Hodges asked if the current windows in the house were original. Mr. Thalmann stated that they are. She explained that the house has 17 windows and they are all original with no grids.

Mr. Thalmann stated that the kitchen addition is only going to extend out 5ft. She explained that she has an original porch on the back of her house that she would like to extend and enclose with screening and then have steps down onto a deck. She explained that the addition would extend out on to the rear porch and she would use clap-board siding to match her original siding. Ms. Thalmann and the Commission then discussed the design of the screened porch and the new deck area.

The Chairman opened the floor. There being none coming forward the floor was closed and the Commission discussed the request further.

Geraldine McKinley made the following motion: I move that the Historic Preservation Commission grant a Certificate of Appropriateness to Ms. Thalmann to extend the rear of the property, construct a new deck and screen porch and replace all of the windows with new vinyl replacement windows on the property located at 239 E 3rd Street. This motion is based on the following findings of fact: the application is congruous with the Historic Preservation Commission Design Guidelines, specifically Section 5.3 New Construction – Additions and Section 3.4 Existing Buildings – Windows. Judi Hickson seconded the motion. The motion passed with a majority vote with Ed Hodges voting in opposition and Victoria Rader abstaining from the vote.

Minor Works from August agenda

1. A request has been made by the owner at 325 North Market Street to replace the air conditioning unit and coil condenser.
2. A request has been made by the owner at 120 West Main Street to replace gas pack and remove hanging heater.
3. A request has been made by the owner at 603 W. Main Street to change out split system.
4. A request has been made by the owner at 218 Fleming Street to replace split air conditioning unit.
5. A request has been made by the Tourism office to install new signage at the train depot.

Seth Shoneman made a motion to approve all the minor work. His motion was seconded by Judi Hickson. All voted in favor and the motion carried.

Major Works from September

1. A request has been made by the owner at 603 West Main Street to replace rotten wood porch column with new fiberglass column.

Mr. Richard Mechling, owner, came forward and was sworn in. He stated that he has about four rotten porch columns and he would like to replace them. Mr. Mechling stated that when he was cutting into the columns he found that they were first placed probably in the 80s and they did not hold up like the old columns would have. He stated that he would like to use the same kind of fiberglass column that was approved for the Moss House B&B. He explained that the shaft is the only thing that would be fiberglass and the bass would be original. Mr. Mechling then presented a sample of the column he would like to use. Mr. Mechling stated that the fiberglass column is about $200 cheaper and would last a lot longer. Mr. Hodges asked how many columns would be replaced. Mr. Mechling stated that he has four columns that are rotted. He explained that he would only be replacing the shafts and if the basses did need to replaced, then he would be using wood for the basses. Mr. Hodges asked how many columns the house has in total. Mr. Mechling stated that he has 13 columns on the house and two of them are actually halves because they are against the house. Mr. Mechling stated that mostly all of the columns that need to be replaced are located right by the front steps.

The Chairman opened the floor.

Seth Shoneman made the following motion: I move that the Historic Preservation Commission grant a Certificate of Appropriateness to Mr. Mechling to install 4 new fiberglass columns on the front porch of the property located at 603 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 3.6 Existing Buildings – Porches and Entryways. Geraldine

McKinley seconded the motion. The motion carried with a majority voted with Victoria Rader abstaining from the vote.

Minor Works from September

1. A request has been made by the owner at 104 South Respess Street to install a HVAC unit into the building.
2. A request has been made by the owner at 627 West Main Street to replace an HVAC unit.
3. A request has been made by the owner at 1 Harding Square to replace the roof with new membrane roof.
4. A request has been made by the owner at 225 East Main Street to blow insulation into the house, and replace the air conditioning unit.
5. A request has been made by the property owner at 158 West Main Street to change out a gas pack on the property.
6. A request has been made by the owner of 120 N. Academy Street to install a generator onto the house.
7. A request has been made by the First Christian Church to demolish the church building.

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

VI. Other Business

1. Discussion of new design guidelines.

Scott Campbell came forward and purposed that the guideline sub-committee get together again and get the revised guidelines finished. He also stated that one of the things he planned on purposing in the new guidelines is a definite timeline that people are allowed to have plywood over windows on commercial buildings so they do not become a permanent fixture.

Ms. Brennan stated that the revised guidelines are complete; however over the last couple meetings they have run into some concerns and now is the time to address those concerns. She asked the Commission to give her a list of specific issue that the guidelines sub-committee can address. Ed Hodges stated that he felt the issue of vinyl windows is still unclear. Ms. Brennan and the Commission discussed the issue of vinyl windows further. Ed Hodges stated that the fence issue also needs to be addressed and clarified. Ms. Brennan stated that when the sub-committee reconvenes they will address windows, fences, and timelines on work.

Seth Shoneman then asked for an update on the First Christian Church. Ms. Brennan stated that unfortunately the church was deemed unsafe, so it has to be taken down. She explained that they have not come to staff with any future plans yet.

VII. Approval of Minutes – July 1, 2014

Geraldine McKinley made a motion to approve the July minutes. Judi Hickson seconded the motion.

VIII. Adjourn

There being no other business Judi Hickson made a motion to adjourn. Seth Shoneman seconded the motion.