

Members Present

Cheri Vaughn – Chairman
– Vice-Chairman
Scarlett Boutchyard
Kathi Burdi
Scot Craigie
Mike Renn
Elizabeth Stallings

Members Not Present

Colleen Knight

Others Present

Mike Dail, Director, Director Community and Cultural Services
Domini Cunningham, Historic Preservation Planner
Dawn Maye, Administrative Support Specialist

DUE TO COVID-19 MEETING WAS CONDUCTED VIA Webex.

I. Opening of the meeting

1. Introduction of Newly Appointed Members.

II. Invocation

1. A moment of silence was taken.

III. Roll Call

1. A silent roll call was taken by staff. All members were present except Colleen Knight, due to accident.

IV. Election of Chair and Vice Chair

1. Chairwoman, Cheri Vaughn, asked for nominations for Chair.
 - o Elizabeth Stallings nominated Scot Craigie. Cheri Vaughn, asked if there are any other nominations for Chair. There were no additional nominations. Being Scot Craigie ran unopposed, Scot Craigie is now Chairman of the 2020-2021 Historic Preservation Commission.
2. Chairwoman, Cheri Vaughn asked for nominations for Vice-Chair.
 - o Scarlett Boutchyard, nominated Colleen Knight. Cheri Vaughn asked for any additional nominations. Being Colleen Knight ran unopposed, Colleen Knight is now the Vice-Chair of the 2020-2021 Historic Preservation Commission.
3. At the time of nomination for Chair, Mr. Scot Craigie was not available due to connection problems. When Mr. Craigie returned, he was made aware of the nomination and declined the nomination. The discussion continued concerning the nomination of Chair. Staff was asked why sitting Chairwoman, Cheri Vaughn, was not illegible for nomination? Staff, stated that Cheri Vaughn was not illegible for a second term as Chair. Discussion continued concerning nominations. The Commission agreed that this would be tabled until the next meeting of the Historic Preservation Commission. The Commission also, agreed that Cheri Vaughn would remain Chairwoman through tonight's meeting.

V. Old Business

1. None.

VI. Certificate of Appropriateness

A. Major Works

1. A request has been made by Litchfield Holdings, LLC, owner of 228 Water Street, for a Certificate of Appropriateness to demolish the house on this property.
 - Chairwoman, Cheri Vaughn asked Mr. William Litchfield to remove his mute button. Mr. William Litchfield representing Litchfield Holdings, LLC, was sworn in.
 - Mr. William Litchfield, gave some history concerning 228 Water Street. Currently the home has termites along with structural damage. Litchfield Holdings, LLC owns property from 228 Water Street to 236 Water Street. A group of investors are interested in purchasing these properties. The investors will purchase the property if the house on 228 Water Street is removed. Mr. Litchfield, stated that he was not able to give any additional information concerning this transaction.
 - Chairwoman, Cheri Vaughn, asked for questions from the Commissioners.
 - Elizabeth Stallings, the request states, once the house is demolished there will be an open field and one tree. There is no information regarding investors purchasing the property. Mr. Litchfield, assured the Commission that the property would be developed. Ms. Stallings, my concern was that the request does not say anything about property developed, only that the property would be an open field with the exception of one tree. Scarlett Boutchyard, (directed the question to Mr. Litchfield) after the property is demolished, the property will be an empty field, until at some time the property is purchased along with the other parcels, is that correct? Mr. Litchfield, that is correct. Ms. Boutchyard, after the investors purchase the property, any development to the property will have to come before the Historic Preservation Commission? Mr. Litchfield, yes, they would have to come before the Commission and obtain all permits required by the City.
 - Chairwoman, Cheri Vaughn, asked if there were any more questions for Mr. Litchfield? There were no more questions.
 - Chairwoman, Cheri Vaughn, asked if anyone from the public would like to speak for or against the request.
 - Scott Campbell came forward to speak in favor of the request and was sworn in. Mr. Campbell, stated that he would agree with Mr. Litchfield concerning the condition of the existing house and for that reason alone the house should be demolished. With the Revitalization of the entire area, the Historic Preservation Commission would be able to review the plans of the development. Mr. Campbell, stated he would be in favor of demolishing the existing house.
 - Chairman, Cheri Vaughn, asked if anyone else from the public would like to speak concerning the application. There were no other questions.
 - Chairman, Cheri Vaughn, brought the discussion back to the table.
 - Scarlett Boutchyard, does not have a problem with the request and the structure is not a contributing structure and does not add any value to the area. Cheri Vaughn, Scot Craigie and Elizabeth Stallings all agreed.
 - Chairwoman, Cheri Vaughn, asked for any additional discussion. The Commissioners did not have any additional questions.

- Chairwoman, Cheri Vaughn, asked for a motion.
 - ❖ Scarlett Boutchyard made the following motion: I move that the Historic Preservation Commission grant a Certificate of Appropriateness to William Litchfield, Litchfield Holdings, LLC, to make the above changes on the property located at 228 Water Street. The motion is based on the following Finding of Facts: The application is congruous with the Historic Preservation Commission Design Guideline specifically, 6.1 - Demolition. Scot Craigie seconded the motion. All voted, 6 in favor and 0 opposed. The request was approved.
- 2. A request has been made by Slayton Hazard-Daniel, owner of 307 W Main Street, for a Certificate of Appropriateness for the following:
 - a. Construct a wooden deck on the north and west elevations.
 - b. Recreate original opening on the first floor of the west side elevation
 - c. Install a wooden fire escape on west elevation
 - d. Alter the doorway on the second floor of the west elevation
 - e. Create 6 new windows on the second floor of the east elevation
- Chairman, Cheri Vaughn, asked Mr. Slayton Hazard-Daniel to remove his mute button and he was sworn in.
- Mr. Hazard-Daniel, stated that he was planning for a Tap Room establishment, but due to COVID-19 the projected time line has changed. He is not sure of when the items, in the request, will be completed. The main concern is to get the windows and siding approved. There are eight (8) new windows on the East Elevation. The locations are shown on the plans and elevations, that are included in the agenda packet. Existing window, will be restored and reinstalled in their existing location.
- Chairwoman, Cheri Vaughn, there are six (6) new windows that will be installed on the East Elevation. Mr. Daniel, yes, and two (2) on the first floor. Scot Craigie, what materials will be used on the siding? Mr. Hazard-Daniel, corrugated metal siding that was on the building originally. The existing siding will be repurposed to the interior of the building to cover up the insulation and will be flush with the existing wood beams. This phase of the project will be dependent on how COVID-19 will affect the business.
- Elizabeth Stallings, will this be a commercial structure, not a residential structure? Scarlett Boutchyard, this has always been a commercial structure. Mr. Hazard-Daniel, we were hoping to be further along in the project, but due to COVID-19 we are approaching the project with caution. At this time the main concern is getting the building dried in as soon as possible. Cheri Vaughn, are you wanting approval for the windows and the siding? Mr. Hazard-Daniel, yes, the other items will be completed in the future. Cheri Vaughn, do you want approval for all items. Mr. Hazard-Daniel, would agree to whatever will make it easier for the Commission. Scarlett Boutchyard, the usage of the building is not of any concern to the Historic Preservation Commission. Mr. Hazard-Daniel, all structural repairs have been completed. Mike Renn, you have taken on the initiative to stabilize the building. Mr. Hazard-Daniel, the only change from the original will be the windows on the eastern elevation, everything else will be in their original location. Elizabeth Stalling, we should support the restoration of this building.
- Chairwoman, Cheri Vaughn, asked for any additional discussion.
- Scot Craigie, what materials will be used for the construction of the doors? Mr. Hazard-Daniel, the doors will be standard aluminum storefront doors. Plumbing and mechanical drawings show exactly what will be constructed. The existing doors will be pinned back, this will give the look of shutters and will have the same look on the bottom floor. The existing doors are not up to code and will have to be replaced.

- Chairwoman, Cheri Vaughn, asked for additional questions from the Commissioners. Commission did not have any questions.
 - Chairwoman, Vaughn, asked if the public would like to speak for or against the application.
 - Scott Campbell asked to speak in favor of the request. Mr. Campbell was previously sworn in. Mr. Campbell stated, the building would be more usable and more attractive to the area. Mr. Campbell continued, referring to a previous construction, he was given permission to install a new window in a new location and closed the existing opening. He would encourage the Commission to approve the request. Mr. Campbell, stated, concerning the decking and fire escape, both of these items would need to be approved by inspections.
 - Chairwoman, Cheri Vaughn, asked if anyone from the public would like to speak for or against this application. There were no questions.
 - Chairwoman, Vaughn, brought it back to the table.
 - Chairwoman, Cheri Vaughn, asked for questions from the Commission.
 - Ms. Vaughn, agreed with Mr. Campbell, that the Commission has allowed additional windows to be installed in the Belk Building.
 - Chairwoman, Cheri Vaughn, asked for any additional discussion. Mike Renn, agrees with Mr. Campbell's and Ms. Vaughn's comments.
 - Chairwoman, Cheri Vaughn, asked for any additional discussion. The Commissioners did not have any additional questions.
 - Chairwoman, Cheri Vaughn, asked for a motion.
 - ❖ Scot Craigie made the following motion: I move that the Historic Preservation Commission grant a Certificate of Appropriateness to, Mr. Slayton Hazard-Daniel to make the above changes on the property located 307 W Main Street. This motion is based on the following Finding of Fact: the application is congruous with the Historic Preservation Commission Design Guidelines, specifically Chapter 3.1 – Exterior Walls, 3.2 – Materials, 3.4 – Windows and Doors, 3.7 – Storefronts, 3.8 – Upper Facades, 3.9 – Rear elevations, 3.10 – Architectural Details, 3.13 – Safety and Accessibility and 5.4 – Decks.. Elizabeth Stallings seconded the motion. All voted, 6 in favor and 0 opposed. The request was approved.
3. A request has been made by Allen Bahnson Gray, owner of 420 Water Street, for a Certificate of Appropriateness to construct a 6' tall privacy fence with a 12' gate.
- Chairwoman, Cheri Vaughn, asked Allen Bahnson Gray to remove their mute button and was sworn in.
 - Allen Bahnson Gray, stated that he is requesting the identical fencing that was approved last month for Slayton Hazard-Daniel, next door neighbor. The fence will span 80-feet and is a similar lot shape to Mr. Hazard-Daniel.
 - Chairwoman, Cheri Vaughn, asked for questions from the Commissioners. There were no questions from the Commission.
 - Chairwoman, Cheri Vaughn, asked if anyone from the public would like to speak for or against the application. There were no questions from the public.
 - Chairwoman, Vaughn, brought it back to the table.
 - Chairwoman, Cheri Vaughn, asked for any discussion from the Commission.

- Scarlett, Boutchyard, the Commission had this same type of request last month. Even though the request goes against the Guidelines, due to its location on Water Street and the fence is over 4-feet. The water views on the property are currently obstructed by existing construction. Mr. Gray, there is also an existing 7-foot fence located at the rear of the property. Scot Craigie, the request from last meeting had views that were obstructed by an existing structure.
- Chairwoman, Cheri Vaughn, asked for any additional discussion. The Commissioners did not have any additional questions.
- Chairwoman, Cheri Vaughn, asked for a motion.
 - ❖ Scarlett Boutchyard made the following motion: I move that the Historic Preservation Commission grant a Certificate of Appropriateness to, Allen Bahnsen Gray to make the above changes on the property located at 420 Water Street. The motion is based on the following Finding of Facts: the application is congruous with the Historic Preservation Design Guidelines specifically, 4.6 – Fences and Walls, due to the fact that the water views are already obstructed. Mike Renn seconded the motion. All voted, 6 in favor and 0 opposed. The request was approved.

VII. Minor Works

- ❖ Scarlett Boutchyard made the following motion to approve all minor works. Mike Renn seconded the motion. All voted, 6 in favor and 0 opposed. Minor Works passed.

VIII. Other Business

1. Finding of Facts Wording - Discussion

- Chairwoman, Cheri Vaughn, opens the discussion for the Finding of Facts.
- Scot Craigie, wanted to remind the Commission what is original point was concerning the Finding of Facts and whether or not the request is “congruous or not congruous” should be listed in the statement. Mr. Craigie, stated, that he does not have a problem with the Finding of Facts, this guides the Commission in the appropriate direction. Sometimes we as the Commission find additional information in the Guidelines that support or does not support the request. The point when originally discussed was whether the statement “congruous or not congruous” should remain. At the time of orientation, the new members were instructed not to discuss any request with other Commission Members prior to any meeting. This statement is almost leading the Commission down a path ahead of time whether than letting the Commission discuss the request in an open forum. This is how this discussion came about. Again, Mr. Craigie, does not mind the Finding of Facts, it is the last sentence that makes Mr. Craigie concern.
- Cheri Vaughn, finds that information very helpful and in Ms. Vaughn’s opinion it is a guide and does not sway the Commission to a specific decision. In previous years the Commission has gone against the Finding of Facts and believes the wording “congruous or not congruous” should remain.
- Scarlett Boutchyard, asking Staff, isn’t this a standard in other Commissions to have a city staff member make a recommendation. Staff, I have contacted other municipalities throughout North Carolina and the wording varies. Some municipalities do include the statement concerning “congruous or not congruous” in the Finding of Facts. Also, communicating with the State Historic Preservation Office (SHPO), they recommended a statement from Staff. In most cases members of the Commission do not have an architectural historian background and neither are in the historic preservation profession. This way you have the recommendation of someone who has the training and how it is being interpreted concerning the Design Guideline and Ordinances.

- Scot Craigie, when I look back into our history this started just three (3) years ago and it was not the policy of the Commission prior to that time, why did this start three (3) years ago? Staff, communicating with previous Staff and with the State Historic Preservation Office (SHPO) in Raleigh, it was advised to have input from staff that has extensive knowledge of the Design Guidelines, Ordinances and General Statutes. In 2017, SHPO advised Certified Local Governments across the state, they should be providing the statement in question to their Commissions.
- Scot Craigie, that is fine, we can take a vote, this was a point that I thought I would bring up.
- Chairwoman, Cheri Vaughn, ask for a motion, if there is no further discussion.
 - ❖ Scarlett Boutchyard made the following motion: I move the current Agenda Packet provided by Staff will remain as currently presented. Elizabeth Stallings seconded the motion. All voted, 4 in favor and 2 opposed. The Historic Preservation Commission Finding of Facts will remain as currently presented.

2. Scott Campbell and Becky Furr – Demolition by Neglect

- Scott Campbell, stated that he and Becky Furr have been working together on revisiting properties that would fall under the Demolition by Neglect Ordinance. The specific goal is to get some input from you (the Commission) concerning on how to present this to City Council. Also, this information can be used in the future as a tool for the Commission. There are a large number of properties that are in terrible condition.
- Cheri Vaughn, asked Staff, what is the status on the Demolition by Neglect Program? Staff, currently, there are properties that have been identified as needing improvement. The Owners of said properties have been notified and are currently in various stages of improvement. For example, the property located across the street from Havens Warf, repairs are moving very slow. This type of situation is the same with most property owners: Point of contact is made with the property Owner, work begins, Owner will lose focus and work will stop. Direction from City Council will be needed concerning property Owners that have been notified and the improvements have not progressed.
- Cheri Vaughn, does this list include the properties that were previously on the Demolition by Neglect list? Staff, would need to compare both lists.
- Scott Campbell, City Council needs to recognize the Demolition by Neglect Ordinance as a significant Ordinance, that will help the vitality of the Historic District. Mr. Campbell would like to present this information to City Council, in order to proceed. With the backing of the Historic Preservation Commission and the Commissions thoughts, we could put together a presentation to present before the City Council. By doing this Council may make changes to the Demolition by Neglect Ordinance.
- Scarlett Boutchyard, commends Scott Campbell and Becky Furr for the work and that was spent on gather this information. When presenting this information to Council, remind Council that the Historic District can be used a tool to encourage new investors. In summary, new investors would increase revenue for the City of Washington, but the current condition of some homes within the Historic District could have the opposite effect, unless the Demolition by Neglect Ordinance is updated. Ms. Boutchyard continued. There needs to be a minimum standard of all homes and a written step by step process for homes that do not meet the minimum standard. When presenting to City Council we will need all information compiled in to one document so that Council will be able to understand with little explanation.

- Ms. Boutchyard had a question for Staff, when has the City ever actually followed through with Code Enforcement concerning a property owner that has not complied with at City Ordinance? Staff, to Staff knowledge this has happened concerning over grown lawns. Ms. Boutchyard, if the City Council wants to put time in projects to encourage new businesses, then the City Council needs to put in the same amount of time towards properties that fall in the category of Demolition by Neglect and start enforcing the ordinance. The will also draw in new businesses.
 - Scott Campbell, the Historic District is a huge benefit to the city, new investors, and businesses. There needs to be some type of process for all property owners concerning Demolition by Neglect. This would be step by step process that owners would understand.
 - In summary, the Historic Preservation will create a Sub-Committee. The Sub-Committee will be responsible for the following:
 1. Create a detail list of homes that are in need of repair or need to be demolished due to neglect.
 2. A minimum standard for homes located in the B1H District.
 3. A step by step instructions for homes located in the B1H District that have been placed on the Demolition by Neglect list.
 - The Sub-Committee will update the Historic Preservation Commission monthly on their progress. Once completed the Historic Preservation Commission will review all Sub-Committee information for approval to present before the City Council.
 - The discussion continued.
 - Chairwoman, Cheri Vaughn, asked for a motion.
 - ❖ Mike Renn mad the following motion to create a sub-committee to gather information to present to the City Council on Demolition and Neglect of homes in district B1H. Scarlett Boutchyard seconded the motion. All voted 6 in favor and 0 opposed. The creation of the committee passed.
 - Chairwoman, Cheri Vaughn asked for volunteers to serve on the committee. Scarlett Boutchyard and Mike Renn volunteered to be on the Sub-committee, along with Scott Campbell and Becky Furr (residence of B1H District).
 - Chairwoman, Cheri Vaughn, asked Staff what are the next steps in the process. Staff, will need the following: 1) Who is on the committee 2) Goals of the committee 3) Why the committee was created. This would need to be submitted by the 15th deadline to be placed on the next agenda.
 - Chairwoman, Cheri Vaughn, Sub-Committee will set up date and time to meet and will give the Historic Preservation Commission an update at the next meeting.
3. Chairwoman, Cheri Vaughn, is there any additional Old Business? Scott Campbell asked for an update on letter for the owners of Moss Landing
- Scott Campbell, asked Staff for an update on the letter that was to be sent to the owners of Moss Landing. Staff, the letter is being finalized and waiting for the City Manager to sign. Staff, when the Commission agreed to the letter it was stated that the Chair would sign the letter. At this time Chairwoman, Cheri Vaughn's name is currently on the letter for signature. This would need to be changed as soon as a new Chair is elected. Scott Campbell, noticed additional projects are beginning.

IX. Approval of Minutes – July 7, 2020

1. Corrections to minutes.

A. Page 1 of 8, Section I, Item 2, Bullet Point 2: The following shows presented and correction:

4. ~~Scarlett Boutchyard~~ Mike Renn sworn in as newly appointed member.

❖ Scot Craigie made the following motion to approve minutes as corrected. Mike Renn seconded the motion, All voted, 6 in favor and 0 opposed. The minutes were approved.

X. Adjourn.

1. There being no other business

❖ Mike Renn made a motion to adjourn. Scarlett Boutchyard second the motion. All voted, 6 in favor and 0 opposed. The meeting was adjourn.