

I. Opening of the meeting

II. Invocation

III. Roll call

IV. Old Business – None

V. Certificate of Appropriateness

A. Major Works

1. A request has been made by Beaufort County, owner of 111 W 2nd Street, for a Certificate of Appropriateness to make the following changes:
 - a. Change out 24 windows for vinyl windows.
 - b. Brick in one window.
2. A request has been made by City of Washington, for the property located at 601 E 2nd Street, for a Certificate of Appropriateness to demolish the residential structure because of minimum housing code violations.
3. A request has been made by Virginia Finnerty, owner of 400 E Main Street, for a Certificate of Appropriateness to build a carport addition.
4. A request has been made by Tracy Tuten, owner of 502 E 2nd Street, for a Certificate of Appropriateness for a vinyl privacy fence that has been installed on the property

B. Minor Works

1. A request has been made by Martha Mathews, owner of 140 E Main Street, for a Certificate of Appropriateness to repair and replace roof materials with like materials.
2. A request has been made by Walter Fuldner, owner of 516 E Main Street, for a Certificate of Appropriateness to change out existing mechanical and plumbing equipment
3. A request has been made by Metropolitan Housing & CDC Inc., owner of 330 N Market Street, for a Certificate of Appropriateness to Install a new sign
4. A request has been made by John & Rebecca Furr, owners of 311 Water Street, for a Certificate of Appropriateness to widen walkway that leads from the garage side door to driveway
5. A request has been made by Rod Silverman, owner of 710 W Main Street, for a Certificate of Appropriateness to Replace exterior siding and shutters with like materials
6. A request has been made by Paula Mitchell, owner of 309 Water Street, for a Certificate of Appropriateness to install an antenna on the rear of the home.

7. A request has been made by Jeffrey Brundage, owner of 726 W 2nd Street, for a Certificate of Appropriateness to install a metal handrail at the front of the property
8. A request has been made by Will Mayo, owner of 405 E Water Street, for a Certificate of Appropriateness to Install a 4' aluminum fence and small patio

VI. Other Business

1. Discussion Item-The final design for the new porch railing located at 312 Water Street
2. Demolition By Neglect update from staff.

VII. Approval of Minutes – Tuesday, April 6, 2021

VIII. Adjourn

OLD BUSINESS

None

MAJOR WORKS

111 W 2nd Street

- Change out 24 windows for vinyl windows.
- Brick in one window

RESET FORM



CERTIFICATE OF APPROPRIATENESS

**DEVELOPMENT SERVICES
HISTORIC PRESERVATION PLANNING**

OFFICE USE ONLY			
Minor Work Fee: \$0.00	Major Work Fee: \$50.00	Date Paid:	Ref No.:

PROPERTY INFORMATION:	
Owner's Name: <u>Beaufort County</u>	Date of Application:
Historic Property/Name (if applicable): <u>Courthouse / Annex</u>	
Property Address: <u>111 W. 2nd St. WASHINGTON NC</u>	
Lot Size: _____ Feet By _____ Feet	Number of Years at Location _____

DESCRIPTION OF WORK TO BE PERFORMED
Brief Description of Work to be Performed. <u>Change out 24 windows & hopefully brick one up and paint.</u>
I understand that all applications for a Certificate of Appropriateness that require review by the Historic Preservation Commission (HPC) 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 I must begin the approved work within one year of the issuance. Should the work cease for more than six (6) months after one (1) year of the said approval, this Certificate of Appropriateness will become invalid.

APPLICANT INFORMATION:	
Name of Applicant: <u>Fernie Todd Taylor</u>	Date of Application:
Applicant Email Address: <u>todd.taylor@co.beaufort.nc.us</u>	Applicant Phone No.: <u>252-945-8346</u>
Applicant Address: <u>123 W. 3rd St.</u>	<u>Washington NC 27889</u>
Signature of Applicant:	

FOR OFFICE USE ONLY		
Date Received:	Upon being signed and dated below by the Planning Department or designee, this application becomes a Minor Works Certificate of Appropriateness. It is valid until _____. Issuance of a Minor Works Certificate shall not relieve the applicant, contractor, tenant, or property owner from obtaining any other permit required by City code or any law. Minor work projects not approved by staff will be forwarded to the Historic Preservation Commission for review at its next meeting.	
<u>ACTION</u>		<u>INITIALS</u>
Approved		_____
Approved with Conditions		_____
Denied		_____
Withdrawn	_____	
Staff Approval	_____	
Minor Work Auth. Signature: _____ Date: _____		

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

PROJECT CATEGORIES (CHECK ALL THAT APPLY):

- | | |
|---|-------------------------------------|
| <input checked="" type="checkbox"/> Exterior Alteration | <input type="checkbox"/> Addition |
| <input type="checkbox"/> New Construction | <input type="checkbox"/> Demolition |

This document does not constitute the issuance of a Building Permit. It is the responsibility of the applicant to obtain all necessary permits before commencing work. Contact the Inspections Department at 252-975-9304.

SUPPORTING INFORMATION:

Attached 8-1/2" X 11" sheets with written descriptions and drawings, photographs, and other graphic information necessary to completely describe the project. Use the checklist below to ensure that your application is complete. INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED. (Leave the checkbox blank if the item is not applicable).

- | | |
|-------------------------------------|---|
| <input type="checkbox"/> | SITE PLAN / PLOT PLAN (if applicable). A plot plan showing the relationship of buildings, additions, sidewalks, drives, trees, property lines, etc. must be provided if your project includes any addition, demolition, fences, walls, or other landscape work. Show accurate measurements. You may also use a copy of the survey that you received when you bought your property. Revise the copy as needed to show existing conditions and your proposed work. |
| <input type="checkbox"/> | DESCRIPTION OF MATERIALS (provide samples if appropriate). |
| <input checked="" type="checkbox"/> | Photographs of existing conditions. |
| <input type="checkbox"/> | DRAWINGS showing proposed work. Include one set of full size drawings when available. |
| <input type="checkbox"/> | PLAN drawings. |
| <input type="checkbox"/> | ELEVATION drawings showing the new façade(s). |
| <input type="checkbox"/> | DIMENSIONS shown on drawings. |
| <input type="checkbox"/> | 8-1/2" X 11" REDUCTIONS of full-size drawings. If reduced size is so small as to be illegible, make 8-1/2" X 11" snapshots of individual drawings on the big sheet. Photocopy reductions may be obtained from a number of blueprinting and photocopying businesses. |
| <input type="checkbox"/> | STATE AND FEDERAL TAX CREDITS/FUNDS OR CAMA PERMITS. If you are applying for any of these programs, you must include a copy of your letter or permit from the State. |
| <input type="checkbox"/> | BLACK INK. Your application must be prepared in black ink on 8-1/2" X 11" sheets so that it can be copied for commission members. Applications prepared in blue, red, or other colored inks and/or pencil copy poorly and will be not accepted. |



Beaufort County, North Carolina
Department of Public Works
Facilities Maintenance Division

123 West 3rd Street | Washington, North Carolina | 27889
Phone (252) 946-9624 | co.beaufort.nc.us

3/30/2021

City of Washington
Historic Preservation Planning
102 E 2nd St
Washington, NC 27889

To Whom It May Concern,

As a supplement to our application for a Certificate of Appropriateness for window replacement at the Beaufort County Courthouse Annex located at 111 W 2nd St, Washington, NC, please consider our request to complete this project utilizing vinyl windows. Several windows were replaced around five years ago in this building with wood windows, and we are already experiencing rotting window sills. We will be happy to provide additional information if needed regarding this request. Thank you for your consideration.

Sincerely,

Fernie Todd Taylor
Beaufort County Maintenance Supervisor

Good

Good

Good

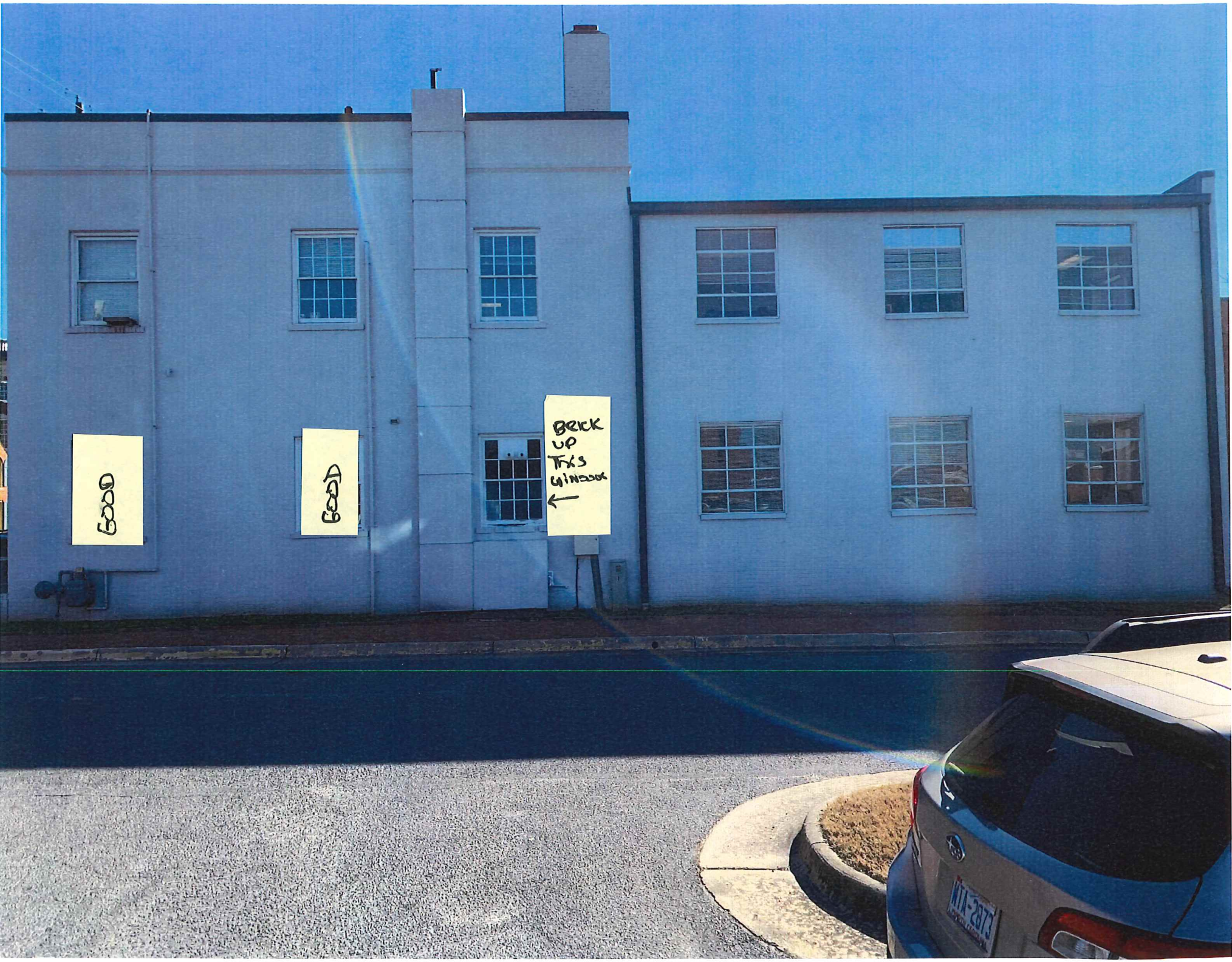
Good

Beaufort County Courthouse Annex

111

Office of the Register-Recorder
Beaufort County Courthouse Annex
111 North Main Street
Beaufort, NC 28520





GOOD

GOOD

BECK
UP
FIXS
GINABOD
↓





NO WEAPONS ALLOWED

NO WEAPONS ALLOWED



Tribute Double Hung New Construction Window



- Standard glazing surpasses ENERGY STAR® qualifications (U-Value 0.25)
- High Performance glazing package available (U-Value 0.17)
Triple glazed, Double Low-E/Krypton, and foam filled cavities
- Standard jamb is 2-1/4"
- Extension jambs options: Primed or clear, 4-9/16", 6-9/16" or custom depth up to 7-1/4"
- Built-in pre-punched nail fin with a 13/16" J-channel pocket offers easy installation
- Optional L-fin adapter available
- Limit latches are standard; always active limit latches are available
- VIEWS full screen is standard

Available upgrade:



INTERIOR COLORS

Extruded Vinyl



White

BetterGrain® (Interior only)



Red Cedar



Dark Oak



Shown with High Performance Package, simulated divided lites plus White locks and integral lift handles.

HARDWARE



White (standard)



Brushed Nickel



Oil-Rubbed Bronze



Dual Action Lock



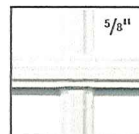
Applied Lift Handle



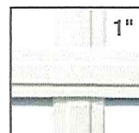
Integral Lift Handle

GRIDS

Contoured GBG (Grids Between Glass)

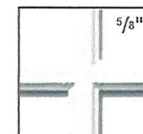


Color-Matched

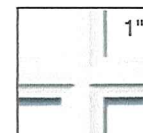


Color-Matched

Exterior Applied Grids

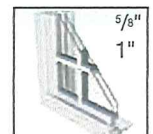


Color-Matched



Color-Matched

SDL (Simulated Divided Lites)



- Interior Applied
- Grids Between Glass
- Exterior Applied

Grid Configurations
See page 13

SCREENS

- Half screen
- Aluminum wire
- Fiberglass



Lifetime Limited Transferable Warranty

Harvey vinyl windows are manufactured from raw materials of the highest quality using the most up-to-date and modern production techniques. They are warranted for residential installations as follows.

LIFETIME WARRANTY

The extruded, solid vinyl members, screening and component mechanical parts, including locks, keepers, balances, and sash retainers are warranted against defects in material and workmanship for as long as the original purchaser owns and resides in the house in which they are installed.

TWENTY YEAR WARRANTY

Insulating glass is warranted against material obstruction of transparency resulting from film formation or dust collection on the interior surfaces for a period of twenty years.

TRANSFERABILITY

If the original purchaser sells the property in which the vinyl windows are installed, the coverage provided by this warranty will be limited to only the next subsequent owner and will be twenty (20) years from the date of manufacture.

EXCLUSIONS AND LIMITATIONS

The above warranty periods commence on the date of shipment from the manufacturing facility.

This warranty does not cover broken glass; torn screening; damages resulting from improper installation; damages caused by airborne pollutants such as salt or acid rain; negligence or unreasonable use (including failure to provide reasonable and necessary maintenance); stress resulting from localized application of heat that causes excessive temperature differential over the glass surface or the edges of the unit; damage resulting from fire, lightning, windstorms, earthquakes, windborne objects, strain applied to the unit by movement of the building or inadequate provision for expansion or contraction of framing members; condensation on windows, which is a natural result of humidity within the house and the difference between the internal and exterior temperatures; installation in ships, vehicles, or outside the continental United States; seal failure if the seal has been subject to immersion in water; acts of God or other causes beyond the control of the manufacturer.

Locking or non-locking screens will not stop a child from falling out a window. Screens are not intended to act as a human barrier.

This warranty covers only manufacturing defects, is limited to repairing or replacing defective parts or components, and providing return transportation to the manufacturer's nearest place of business, and does not include labor or other costs incurred in the removal, replacement, installation, or reinstallation of the product or any part or component of the product. Harvey Building Products reserves the right to discontinue or modify any of its products without notice and will not be liable under this limited warranty as a result of such discontinuance or modification and will have the right to substitute products which, in its sole discretion, are of equal value and quality. This warranty is intended to cover individual homeowners and does not apply to products purchased by or installed in commercial applications such as property owned by corporations, governmental agencies, partnerships, trusts, religious organizations, schools, or cooperative housing arrangements, or installed on apartment buildings or any other type of buildings or premises not used by individual homeowners as their residence. For such purchasers or entities to which this coverage does not apply, the warranty period will be (10) years following the date of original installation.

This warranty applies to the following Harvey vinyl window products only: double hung, single hung, casement, awning, hopper, rolling, picture and designer shapes. Bay and bow configurations are also covered; however wood components are limited to a 10 year warranty. Acoustic vinyl windows are limited to a 10 year non-transferable warranty. This warranty does NOT apply to garden windows.

The statements contained herein set forth the only express warranties of the above products. Any implied warranties imposed by law, such as implied warranties of merchantability or fitness for a particular purpose, are limited in time to the duration of the above express warranties.

The manufacturer shall not be liable to the buyer for incidental or consequential damages for breach of any written or implied warranty.

Some states do not allow limitations on how long an implied warranty lasts, and some states do not allow the exclusion or limitation of incidental or consequential damages, so the above limitations or exclusions may not apply to you. This warranty gives you specific legal rights, and you may have other rights which vary from state to state.

CLAIMS PROCEDURE

The product should first be inspected by the company that sold and installed the product to the homeowner within a reasonable time after discovery of a problem to determine if the problem is installation or product related.

To make a claim under this warranty for a product defect, either the contracting company or the homeowner should notify Harvey Building Products by calling our Field Service Dept at 1-800-822-0437, visiting our website at harveybp.com, or sending an email to fieldservice@harveybp.com. The claim must identify the company that the product was purchased from, the window type, installation date, serial number and the specific defect.

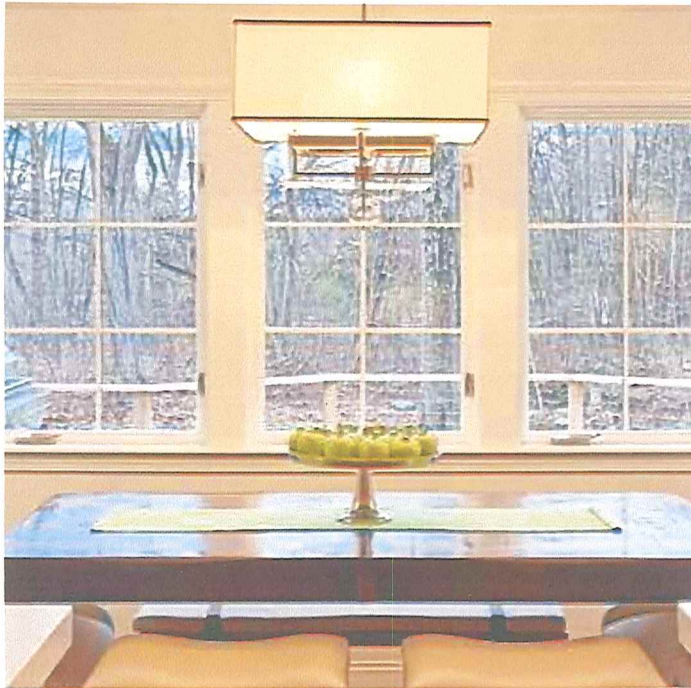
CONTRACTING COMPANY

Name _____
City, St, Zip _____
Installation Date _____
Order # _____
Phone _____

HOMEOWNER / PURCHASER

Name _____
Address _____
City, St, Zip _____

Majesty New Construction Wood Window



- All Majesty windows are ENERGY STAR® qualified
- Solid Pine interior; see interior options below
- 4-9/16" standard jamb depth; 6-9/16" field-applied ext. jambs available
- Fiberglass full screen standard on call sizes
- Jamb liner is standard in Almond; also available in White



EXTERIOR CLADDING COLORS



INTERIOR OPTIONS



HARDWARE

Standard Finishes



Premium Finishes



Double Hung



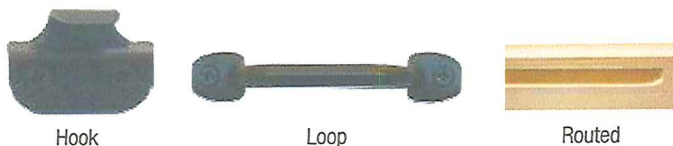
Recessed Sash Lock

Casement



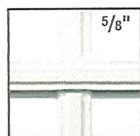
Compact Folding Handle

Bottom Sash Lift Options (Double Hungs)

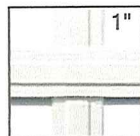


GRIDS

Contoured GBG (Grids Between Glass)

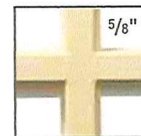


Color-Matched

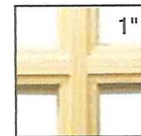


Color-Matched

Interior Grid Pkg (Snap-In)

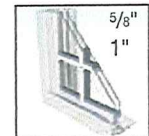


Pine



Pine

SDL (Simulated Divided Lites)



Interior Applied, GBG and Exterior Applied

SCREENS

- Half screen
- Aluminum wire
- VIEWS screen



Harvey Majesty custom clad wood windows are manufactured from raw materials of the highest quality using the most up-to-date and modern production techniques. They are warranted for residential installations as follows.

TWENTY YEAR WARRANTY

Insulating glass is warranted against material obstruction of transparency resulting from film formation or dust collection on the interior surfaces for a period of twenty years according to the following formula: years 0-10=100% years 11-15=50% years 16-20=25%

TEN YEAR WARRANTY

Aluminum and wood structural members are warranted against defects in material and workmanship for a period of ten years. Aluminum members that have a baked enamel finish are warranted against blistering, peeling, flaking, or checking under conditions of normal wear and service for a period of ten years. The extruded, interior vinyl members are warranted against defects in material and workmanship for a period of ten years. All exposed wood must be properly sealed within 48 hours upon installation. Harvey will not be responsible for water staining, discoloration, etc. resulting from condensation or moisture that takes place before units are finished on the interior. Prolonged exposure to condensation and/or humidity may discolor or stain wood members even after finish has been applied. Again, Harvey is not responsible for damages of this nature. Harvey does not recommend that you paint the aluminum clad units, nor do we warrant any finish applied over the exterior clad coating.

EXCLUSIONS AND LIMITATIONS

The above warranty periods commence on the date of shipment from the manufacturing facility.

This warranty does not cover broken glass; torn screening; damages resulting from improper installation; damages caused by airborne pollutants such as salt or acid rain; negligence or unreasonable use (including failure to provide reasonable and necessary maintenance); stress resulting from localized application of heat that causes excessive temperature differential over the glass surface or the edges of the unit; damage resulting from fire, lightning, windstorms, earthquakes, windborne objects, strain applied to the unit by movement of the building or inadequate provision for expansion or contraction of framing members; condensation on windows, which is a natural result of humidity within the house and the difference between the internal and exterior temperatures; installation in ships, vehicles, or outside the continental United States; seal failure if the seal has been subject to immersion in water; acts of God or other causes beyond the control of the manufacturer.

This warranty covers only manufacturing defects, is limited to repairing or replacing defective parts or components, and providing return transportation to the manufacturer's nearest place of business, and does not include labor or other costs incurred in the removal, replacement, installation, or reinstallation of the product or any part or component of the product. Harvey Building Products reserves the right to discontinue or modify any of its products without notice and will not be liable under this limited warranty as a result of such discontinuance or modification and will have the right to substitute products which, in its sole discretion, are of equal value and quality. Locking or non-locking screens will not stop a child from falling out a window. Screens are not intended to act as a human barrier.

This warranty is intended to cover individual homeowners and does not apply to products purchased by or installed in commercial applications such as property owned by, corporations, governmental agencies, partnerships, trusts, religious organizations, schools, or cooperative housing arrangements, or installed on apartment buildings or any other type of buildings or premises not used by individual homeowners as their residence. For such purchasers or entities to which this coverage does not apply, the warranty period will be (10) years following the date of original installation.

This warranty applies to the following Harvey Majesty window products only: double hung, casement, awning, picture and designer shapes. Bay and bow configurations are also covered.

The statements contained herein set forth the only express warranties of the above products. Any implied warranties imposed by law, such as implied warranties of merchantability or fitness for a particular purpose, are limited in time to the duration of the above express warranties.

The manufacturer shall not be liable to the buyer for incidental or consequential damages for breach of any written or implied warranty.

Some states do not allow limitations on how long an implied warranty lasts, and some states do not allow the exclusion or limitation of incidental or consequential damages, so the above limitations or exclusions may not apply to you. This warranty gives you specific legal rights, and you may have other rights which vary from state to state.

CLAIMS PROCEDURE

The product should first be inspected by the company that sold and installed the product to the homeowner within a reasonable time after discovery of a problem to determine if the problem is installation or product related.

To make a claim under this warranty for a product defect, either the contracting company or the homeowner should notify Harvey Building Products by calling our Field Service Dept at 1-800-822-0437, visiting our website at harveybp.com, or sending an email to fieldservice@harveybp.com. The claim must identify the company that the product was purchased from, the window type, installation date, license number and the specific defect.

REV 11/13

CONTRACTING COMPANY

Name _____
City, St, Zip _____
Installation Date _____
Order # _____
Phone _____

HOMEOWNER / PURCHASER

Name _____
Address _____
City, St, Zip _____



Beaufort County, NC

Disclaimer:

Beaufort County online map access is provided as a public service, as is, as available and without warranties, expressed or implied. Content published on this website is for informational purposes only and is not intended to constitute a legal record nor should it be substituted for the advice or services of industry professionals. The County of Beaufort and the Website Provider disclaim all responsibility and legal liability for the content published on this website. The user agrees that Beaufort County and its Assigns shall be held harmless from all actions, claims, damages or judgments arising out of the use of County data. beaufortnc.agdmaps.com



20 m
100 ft

Apr/16/2021
Scale 1:1200

GPIN : 5675-88-5268
GPINLONG : 5675-88-5268
NAME1 : BEAUFORT COUNTY
NAME2 :
ADDR1 : 112 WEST SECOND
STREET
CITY : WASHINGTON
STATE : NC
ADDR2 :
ZIP : 27889
PROP_DESC : PT LT 15 BONNERS
OLD PART

LAND_VAL : 54458
BLDG_VAL : 675003
TOT_VAL : 729461
TAXABLE_VA : 0
DEFR_VAL : 0
PREV_ASSES : 710128
ACRES : 0.17
PROP_ADDR : 111 W 2ND ST
TOWNSHIP : 01
MBL : 567508327
PIN_1 : 15025456

DATE : 12/1/2015
DB_PG : 0208/00275
STAMPS :
SALE_PRICE : 0.00
REID1 : 3261

ADJACENT PROPERTY OWNER
111 W 2ND ST
HPC - MAY 04, 2021

OWNER NAME	MAILING ADDRESS	CITY	STATE	ZIP
DOWNTOWN WASHINGTON ON THE WATERFRONT	102 E 2ND STREET	WASHINGTON	NC	27889
LOGELFO, JOHN & LOFELFO, DEBORAH A	126 WEST MAIN STREET	WASHINGTON	WA	27889
JEFFERSON, WILLIAM E & JEFFERSON, DEVERE H	PO BOX 901	WASHINGTON	NC	27889
CITY OF WASHINGTON	P O BOX 1988	WASHINGTON	NC	27889
BEAUFORT COUNTY	112 WEST SECOND STREET	WASHINGTON	NC	27889
TBC WASHINGTON PROPERTIES LLC	818 COUNRTY CLUB DR	AYDEN	NC	28513
MIDGETTE, RACHEL J	322 POST ROAD	BATH	NC	27808
MAYO, WILLIAM P JR	102 W 2ND ST	WASHINGTON	NC	27889
RICHARDSON, HOOD L	110 W 2ND ST	WASHINGTON	NC	27889



ADJACENT PROPERTY OWNER

DEVELOPMENT SERVICES
HISTORIC PRESERVATION

April 23, 2021

Re: Certificate of Appropriateness – 111 W 2nd 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 applicant, your property is located adjacent to the above subject property.

A request has been made by Beaufort County for a Certificate of Appropriateness to make the following alterations to the property located at 111 W 2nd Street.

- 1. Change out 24 windows for vinyl windows**
- 2. Brick in one window**

If you would like to see plans for this work, please visit the City Planning Office prior to the meeting. Additionally, the full application is available on the city website. You are welcomed and encouraged to attend the regularly scheduled meeting of the Washington Historic Commission. Please note the following date, time and place:

DATE: TUESDAY, May 4, 2021

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: 6:00 pm

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

Sincerely,

A handwritten signature in blue ink, appearing to read "Domini", with a long, sweeping underline.

Domini Cunningham, PLA, CZO
Historic Preservation Planner
City of Washington
hpc@washingtonnc.gov
252-946-0897

Cc: Mike Dail, Community and Cultural Services Director
Mike Weldin, Chief Building Inspector

HPC-21-0037 : 111 W 2nd Street

Beaufort County Courthouse Annex

Request: Change out 24 Windows for vinyl windows and brick in one window
Applicant: Beaufort County
Location: 111 W 2nd Street
Parcel Number: 5675-88-5268
Attachment: 1. Site Photos
 2. Supplemental Materials
 3. Location Map of Property

The Commission should consider this request based upon general conformance with the *Design Guidelines*.

Structure: This is a 2-story brick faced structure

Project Analysis: This application is for the following work:

- A. Change out 24 windows for vinyl windows
- B. Brick in one window

From the *Design Guidelines* (shortened to include only sections that apply):

<u>Chapter</u>	<u>Title</u>	<u>Pages</u>
3	Changes to Existing Buildings	43-67
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.	
3.4.3	If replacement of a window or door unit is necessary, the new unit should be replaced to match the original in size, scale, material, detail, pane and/or panel configurations.	
3.4.4	Replacement of a multi-light window with a single-pane sash or replacing multi-sash windows with only one sash is prohibited.	
3.4.8	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.	
3.4.10	Replacing transparent windows or doors with tinted or frosted glass is prohibited.	

- 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.
- 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.
- 3.4.16** Retain and preserve energy efficient features such as transom windows, awnings, shutters, skylights, and porches.
- 3.4.17** Prefabricated snap-in muntins are prohibited.
- 3.7.1** 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.
- 3.7.7** Using materials which detract from the historic or architectural character of the building, such as mirrored glass, shall not be allowed.
- 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.
- 3.8.4** If replacement of an upper façades 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 covered up or bricked-in.
- 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.
- 3.10.4** 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.

Finding of Facts A: The applicant intends to change out 24 existing windows with vinyl windows which are not permitted in the district. Based on these findings of facts, the request is not congruous with the *Historic Preservation Commission Design Guidelines*.

Possible Actions:

I move that the Historic Preservation Commission grant a Certificate of Appropriateness to Beaufort County to make the above changes on the property located at 111 W 2nd Street. The motion is based on the following Findings of Facts: the application is congruous with the *Historic Preservation Commission Design Guidelines* specifically, **3.4 – Windows and Doors, 3.7 – Storefronts, 3.8 – Upper Facades, 3.10 – Architectural Details**

OR

I move that the Historic Preservation Commission grant a Certificate of Appropriateness to Beaufort County to make the above changes on the property located at 111 W 2nd Street. The motion is based on the

following Findings of Facts: the application is congruous with the *Historic Preservation Commission Design Guidelines* specifically, **3.4 – Windows and Doors, 3.7 – Storefronts, 3.8 – Upper Facades, 3.10 – Architectural Details**. I further move that the Historic Preservation Commission place the following conditions on the approval:

OR

I move that the Historic Preservation Commission deny a Certificate of Appropriateness to Beaufort County to make the above changes on the property located at 111 W 2nd Street. The motion is based on the following Findings of Facts: the application is not congruous with the *Historic Preservation Commission Design Guidelines* specifically, **3.4 – Windows and Doors, 3.7 – Storefronts, 3.8 – Upper Facades, 3.10 – Architectural Details**.

OR

I move the commission continue this Certificate of Appropriateness application and invoke NC GS 160A-400.9(d), which allows the commission to request technical advice from the Historic Preservation Office (HPO) staff. I also move the commission seek guidance from the HPO regarding **[detailed description of what information the commission is seeking from HPO that will aid them in making a defensible decision regarding the case]**. We would like to remind the applicant pursuant to NC GS 160A-400.9(d), the HPO has 30 days from the date an official request is received from the commission to review and comment on the request.

Finding of Facts B: The applicant intends to Brick in a window that faces the parking lot. Permanently filling in an existing window opening is prohibited. Based on these findings of facts, the request is not congruous with the *Historic Preservation Commission Design Guidelines*.

Possible Actions:

I move that the Historic Preservation Commission grant a Certificate of Appropriateness to Beaufort County to make the above changes on the property located at 111 W 2nd Street. The motion is based on the following Findings of Facts: the application is congruous with the *Historic Preservation Commission Design Guidelines* specifically, **3.4 – Windows and Doors, 3.10 – Architectural Details**

OR

I move that the Historic Preservation Commission grant a Certificate of Appropriateness to Beaufort County to make the above changes on the property located at 111 W 2nd Street. The motion is based on the following Findings of Facts: the application is congruous with the *Historic Preservation Commission Design Guidelines* specifically, **3.4 – Windows and Doors, 3.10 – Architectural Details**. I further move that the Historic Preservation Commission place the following conditions on the approval:

OR

I move that the Historic Preservation Commission deny a Certificate of Appropriateness to Beaufort County to make the above changes on the property located at 111 W 2nd Street. The motion is based on the following Findings of Facts: the application is not congruous with the *Historic Preservation Commission Design Guidelines* specifically, **3.4 – Windows and Doors, 3.10 – Architectural Details**.

OR

I move the commission continue this Certificate of Appropriateness application and invoke NC GS 160A-400.9(d), which allows the commission to request technical advice from the Historic Preservation Office (HPO) staff. I also

move the commission seek guidance from the HPO regarding **[detailed description of what information the commission is seeking from HPO that will aid them in making a defensible decision regarding the case]**. We would like to remind the applicant pursuant to NC GS 160A-400.9(d), the HPO has 30 days from the date an official request is received from the commission to review and comment on the request.

601 E Main Street

- **Demolish the residential structure because of minimum housing code violations**



CERTIFICATE OF APPROPRIATENESS

DEVELOPMENT SERVICES HISTORIC PRESERVATION PLANNING

OFFICE USE ONLY			
Minor Work Fee: \$0.00	Major Work Fee: \$50.00	Date Paid: <i>N/A</i>	Ref No.: <i>21-0035</i>

PROPERTY INFORMATION:	
Owner's Name: <i>BARBARA W. ELKS</i>	Date of Application: <i>3/22/21</i>
Historic Property/Name (if applicable):	
Property Address: <i>601 E 2ND ST</i>	
Lot Size: _____ Feet By _____ Feet	Address

DESCRIPTION OF WORK TO BE PERFORMED
Brief Description of Work to be Performed. <i>STRUCTURE TO BE DEMOLISHED DUE TO NEGLECT COST TO REPAIR EXCEEDS 50% OF PROPERTY VALUE</i>
I understand that all applications for a Certificate of Appropriateness that require review by the Historic Preservation Commission (HPC) 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 I must begin the approved work within one year of the issuance. Should the work cease for more than six (6) months after one (1) year of the said approval, this Certificate of Appropriateness will become invalid.

APPLICANT INFORMATION:	
Name of Applicant: <i>CITY OF WASHINGTON INSPECTIONS DEPT.</i>	Date of Application: <i>3/22/21</i>
Applicant Email Address: <i>MWELDI@WASHINTONNC.GOV</i>	Applicant Phone No.: <i>252 975 9304</i>
Applicant Address: <i>102 E 2ND ST.</i>	<i>WASHINGTON NC 27889</i>
Signature of Applicant: <i>[Signature]</i> MICHAEL WELDI	City State Zip Code

FOR OFFICE USE ONLY		
Date Received:	<p>Upon being signed and dated below by the Planning Department or designee, this application becomes a Minor Works Certificate of Appropriateness. It is valid until _____. Issuance of a Minor Works Certificate shall not relieve the applicant, contractor, tenant, or property owner from obtaining any other permit required by City code or any law. Minor work projects not approved by staff will be forwarded to the Historic Preservation Commission for review at its next meeting.</p>	
<u>ACTION</u>		<u>INITIALS</u>
Approved		_____
Approved with Conditions		_____
Denied		_____
Withdrawn		_____
Staff Approval	_____	
Minor Work Auth. Signature: _____ Date _____		

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

PROJECT CATEGORIES (CHECK ALL THAT APPLY):

- | | |
|--|--|
| <input type="checkbox"/> Exterior Alteration | <input type="checkbox"/> Addition |
| <input type="checkbox"/> New Construction | <input checked="" type="checkbox"/> Demolition |

This document does not constitute the issuance of a Building Permit. It is the responsibility of the applicant to obtain all necessary permits before commencing work. Contact the Inspections Department at 252-975-9304.

SUPPORTING INFORMATION:

Attached 8-1/2" X 11" sheets with written descriptions and drawings, photographs, and other graphic information necessary to completely describe the project. Use the checklist below to ensure that your application is complete. INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED. (Leave the checkbox blank if the item is not applicable).

- SITE PLAN / PLOT PLAN** (if applicable). A plot plan showing the relationship of buildings, additions, sidewalks, drives, trees, property lines, etc. must be provided if your project includes any addition, demolition, fences, walls, or other landscape work. Show accurate measurements. You may also use a copy of the survey that you received when you bought your property. Revise the copy as needed to show existing conditions and your proposed work.
- DESCRIPTION OF MATERIALS** (provide samples if appropriate).
- Photographs** of existing conditions.
- DRAWINGS** showing proposed work. Include one set of full size drawings when available.
 - PLAN** drawings.
 - ELEVATION** drawings showing the new façade(s).
 - DIMENSIONS** shown on drawings.
 - 8-1/2" X 11" REDUCTIONS** of full-size drawings. If reduced size is so small as to be illegible, make 8-1/2" X 11" snapshots of individual drawings on the big sheet. Photocopy reductions may be obtained from a number of blueprinting and photocopying businesses.
- STATE AND FEDERAL TAX CREDITS/FUNDS OR CAMA PERMITS.** If you are applying for any of these programs, you must include a copy of your letter or permit from the State.
- BLACK INK.** Your application must be prepared in black ink on 8-1/2" X 11" sheets so that it can be copied for commission members. Applications prepared in blue, red, or other colored inks and/or pencil copy poorly and will be not accepted.



CITY OF WASHINGTON
INSPECTIONS DEPARTMENT

102 E. 2ND St.
P.O. Box 1988
Washington, NC 27889

252-975-9304

252-975-9334

252-975-9352

252-975-9650

Fax – 252-214-6150

MINIMUM HOUSING – COMPLAINT AND HEARING
CERTIFIED LETTER

March 1, 2021

Barbara Williams Elks
601 East 2nd Street
Washington, NC 27889

Subject: Complaint and notice of hearing before Code Enforcement Officer under City of Washington
Housing Code
601 East 2nd Street, Washington, NC
Parcel # 5685-17-0072
Case # 210019

Dear Sir or Madam,

On February 26, 2021, The Code Enforcement Division of the Community and Cultural Service Department conducted an on-site inspection of the structure located at 601 East 2nd Street. As a result of the inspection, you are hereby notified that the structure located at 601 East 2nd Street is in a condition that appears to constitute a hazard to the health, safety and welfare of the City of Washington citizens as a result of the violations included in the City of Washington Code of Ordinances, Chapter 6, Article V, Division 2 – Minimum Housing Standards. Based on the inspection the following items are in violation:

1. Fascia and soffit are rotted and deteriorated in several locations around the house.;
2. Several section along the back side of the house where the roof has rotted and causing water infiltration into the house.;
3. The roof shingles are worn and tattered along the edges of the roof.;
4. The front porch handrail is not secured properly.;

5. Front door seal is rotted and allowing water infiltrate under the floor and along the foundation sill.;
6. HVAC duct covering is not sealed to the house allowing water to run on top of the ductwork. This will deteriorate the duct and cause mold inside the ductwork.;
7. Plumbing vent boot on back of roof is not properly sealed to the roof and could allow water to infiltrate into the house.

You are hereby notified that a hearing will be held before the Code Enforcement Officer located at the **Grace Martin Harwell Senior Center Building, located at 310 West Main Street, Washington, NC** at **10:00 AM on March 18th, 2021**, for the purpose of Finding of Facts as to whether or not the conditions of such structure falls within the scope of the above mentioned abandoned structure requirements of the City of Washington Code. At the hearing, you shall be entitled to file an answer to the complaint and to be heard in person or by counsel upon all legal or factual questions relating to this matter and shall be entitled to offer such evidence which is relevant or material to the questions sought to be determined or to the remedies sought to be effected. Rules of evidence in law or equity will not be controlling in the hearing.

You are further notified that, upon such hearing, if the Code Enforcement Officer shall find that the conditions in the above described structure are in fact in violation of the requirements of City of Washington Code of Ordinances, Chapter 6, Article V, Division 2 – Minimum Housing Standards, the Code Enforcement Officer will issue an order in writing directed to the owner to remedy these conditions by repairing the same or by vacating and demolishing or removing the same, or by taking such other steps as may be necessary to remedy these conditions. The Code Enforcement Officer may make such other orders and take such other procedures as are authorized under the City of Washington Code of Ordinances and the General Statutes of North Carolina. Further information regarding this matter may be obtained by contacting the undersigned.

Should you have any questions, concerns or require additional information regarding this matter or you are no longer the owner of the above subject property, please do not hesitate to contact me at 252-975-9304.

Respectfully yours,



Michael Weldin
Chief Building Official
City of Washington
252-975-9304
mweldin@washingtonnc.gov



CITY OF WASHINGTON
CODE ENFORCEMENT DIVISION

102 E. 2nd St.
Washington, NC 27889

(252) 975-9304

(252) 975-9352

(252) 975-9650

Fax – (252) 214-6150

FINDING OF FACT AND ORDER

Cost of Repairs More Than 50% of Value

CERTIFIED LETTER

March 23, 2021

Beaufort County Tax Collector
P.O. Box 633
Washington, NC 27889

Re: Deteriorated and/or Dilapidated Structure – Finding of Facts from Minimum Housing Hearing
601 East 2nd St., Washington, NC
Ground Parcel # 5685-17-0072
Case # 210019

Dear Sir / Madam,

On February 26, 2021, the City of Washington Code Enforcement Division conducted an on-site inspection of the structure located at 601 East 2nd St. A hearing was held on March 18, 2021 to discuss the Finding of Facts about violations to the City of Washington Minimum Housing Code. At the hearing, the answer, if any, filed by the owners and parties in interest was read and considered, and the evidence, contentions, and views of the owner and parties in interest were carefully analyzed and considered by the undersigned. In addition to the other evidence presented, the undersigned personally inspected the structure described above, and such inspection and examination had been considered, along with the other evidence offered at the hearing.

The cost of repairs that are required are estimated to be greater than fifty percent (50%) of the value of said property. Please review the following material.

Upon the record and all of the evidence offered and contentions made, the undersigned Code Enforcement Officer does hereby find the following facts:

1. The owners and parties in interest with respect to the residential building or structure, located at the place specified above, were duly served as required by law with a written Complaint and Notice of Hearing. The Complaint and Notice of Hearing set forth the complaint that the residential building or structure located at the above address appears to violate the minimum standards established by the City of Washington Minimum Housing Code. In Chapter 6, Article V of the City of Washington Minimum Housing Code, and the particulars thereof, a fixed time and place for the hearing set upon the complaint as provided by law. At the hearing, the following owners, parties of interest, or their agents or attorneys, were present and participated therein:

Michael Weldin – Chief Building Official – City of Washington

Jeff Huss – Code Enforcement Officer – City of Washington

Barbara S. Elks – Owner of Property (1 of 5 owners)

Austin Elks – Son of Barbara Elks

2. The residential building or structure described above violates the minimum standards established by the Minimum Housing Code contained in Chapter 6, Article V, of the City of Washington Code, by reason of the following conditions found to be present and to exist in and about the residential building or structure:
 1. Fascia and soffit are rotted and deteriorated in several locations around the house;
 2. In several sections along the back side of the house the roof has rotted and is causing water infiltration into the house;
 3. The roof shingles are worn and tattered along the edges of the roof;
 4. The front porch handrail is not secured properly;
 5. Front door seal is rotted allowing water to infiltrate under the floor and along the foundation sill;
 6. HVAC duct covering is not sealed to the house allowing water to run on top of the ductwork and causing the ductwork to deteriorate and cause mold inside the ductwork;

7. Plumbing vent boot, on back of roof, is not properly sealed to the roof and could allow water to infiltrate into the house.
 8. Floors are damaged from Hurricane Florence flood waters which has caused them to warp and become a hazardous walking surface;
 9. Due to Hurricane Florence floodwaters mold has accumulated under the house as well as inside on the walls and floor.
3. The previously listed violations of the Minimum Housing Code contained in Chapter 6, Article V, renders the residential building or structure described above to be in a condition so that the safety or health of its occupants or the general public is jeopardized.
4. The cost of repair, alteration or improvement of the building or structure, to bring it into compliance with the City of Washington Minimum Housing Code, as described above, would exceed fifty percent (50%) of its current value.

IT IS THEREFORE ORDERED that the owner of the residential building or structure named above is required to bring such residential structure into compliance with the minimum standards established by the City of Washington Minimum Housing Code contained in Chapter 6, Article V, by either (a) repairing, altering or improving the residential building or structure in order to bring it into compliance with minimum standards established by the City of Washington Minimum Housing Code contained in Chapter 6, Article V, or (b) by vacating, closing and removing or demolishing the residential building or structure by a date not later than **May 10, 2021**.

If you fail to comply with this order within the specified time herein, the undersigned may, among other things authorized by the City of Washington Code and/or North Carolina state law, submit to the City Council an ordinance requiring the undersigned to have subject dwelling vacated, closed and demolished. The cost of any repairs, alterations or improvements; vacating and closing; and/or removal or demolition, caused to be made or done by the undersigned shall constitute a lien against the subject property and shall also constitute a lien on any other real property of the owner of the subject property located within the City limits or within one (1) mile thereof except for the owner's primary residence.

If you are no longer the owner of the above subject property, please notify this office.

Should have any questions, concerns or require additional information regarding this matter please do not hesitate to contact me at (252) 975-9352.

Sincerely,

A handwritten signature in black ink, appearing to read "Michael Weldin". The signature is fluid and cursive, with a long horizontal stroke at the end.

Michael Weldin
Chief Building Official

Cc: Jeff Huss, Code Enforcement Officer

Michael Dail, Community and Cultural Service Director

Franz Holscher, City Attorney

Jonathan Russell, City Manager

File



Beaufort County, NC

Disclaimer:

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5 m
20 ft

Feb/25/2021
Scale 1:268

GPIN : 5685-17-0072
 GPINLONG : 5685-17-0072
 NAME1 : ELKS BARBARA W
 NAME2 : WILLIAMS STEVEN
 MARK
 ADDR1 : 120 RUNNING PINES DR
 ADDR2 : 120 RUNNING PINES DR

CITY : CHOCOWINITY
 STATE : NC

ZIP : 27817
 PROP_DESC : 1 LOT 601 EAST 2ND STREET
 LAND_VAL : 23760
 BLDG_VAL : 27153
 TOT_VAL : 50913
 TAXABLE_VA : 50913
 DEFR_VAL : 0
 PREV_ASSES : 78742
 ACRES : 0.18
 PROP_ADDR : 601 E 2ND ST

TOWNSHIP : 01
 MBL : 56850955
 PIN_1 : 01004271
 DATE : 2/27/2013
 DB_PG : 013E/00109
 STAMPS :
 SALE_PRICE : 0.00
 REID1 : 44659



601 E 2nd St - 8-27-19



09/18/19



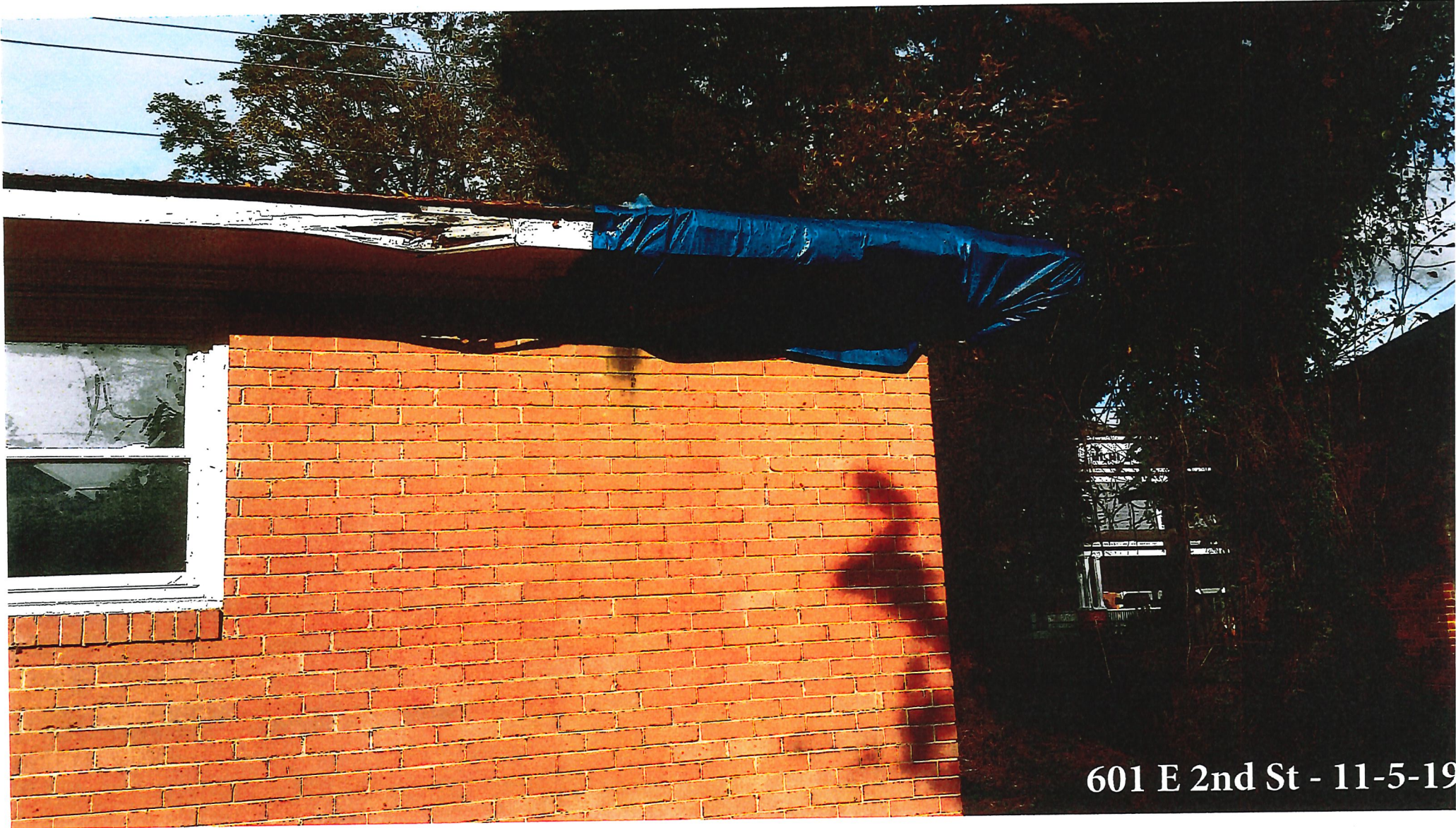
601 E 2nd St - 11-5-19



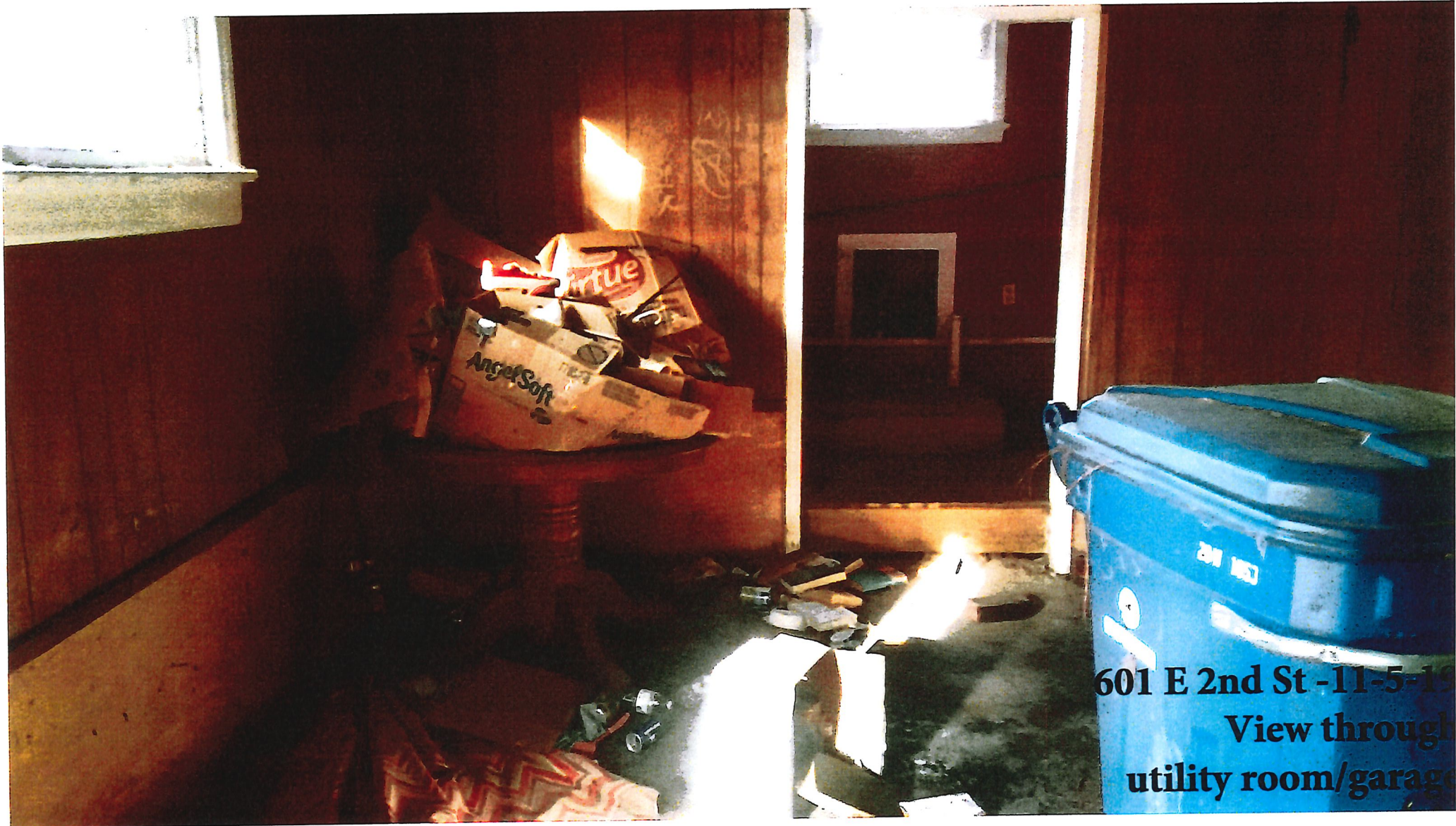
601 E 2nd St - 11-5-19



601 E 2nd St - 11-5-19



601 E 2nd St - 11-5-19



601 E 2nd St - 11-5-19
View through
utility room/garage



601 E 2nd St - 12-18-19



601 E 2nd St - 12-18-19



601 E 2nd St - 12-18-19
View through open
front door on E 2nd S



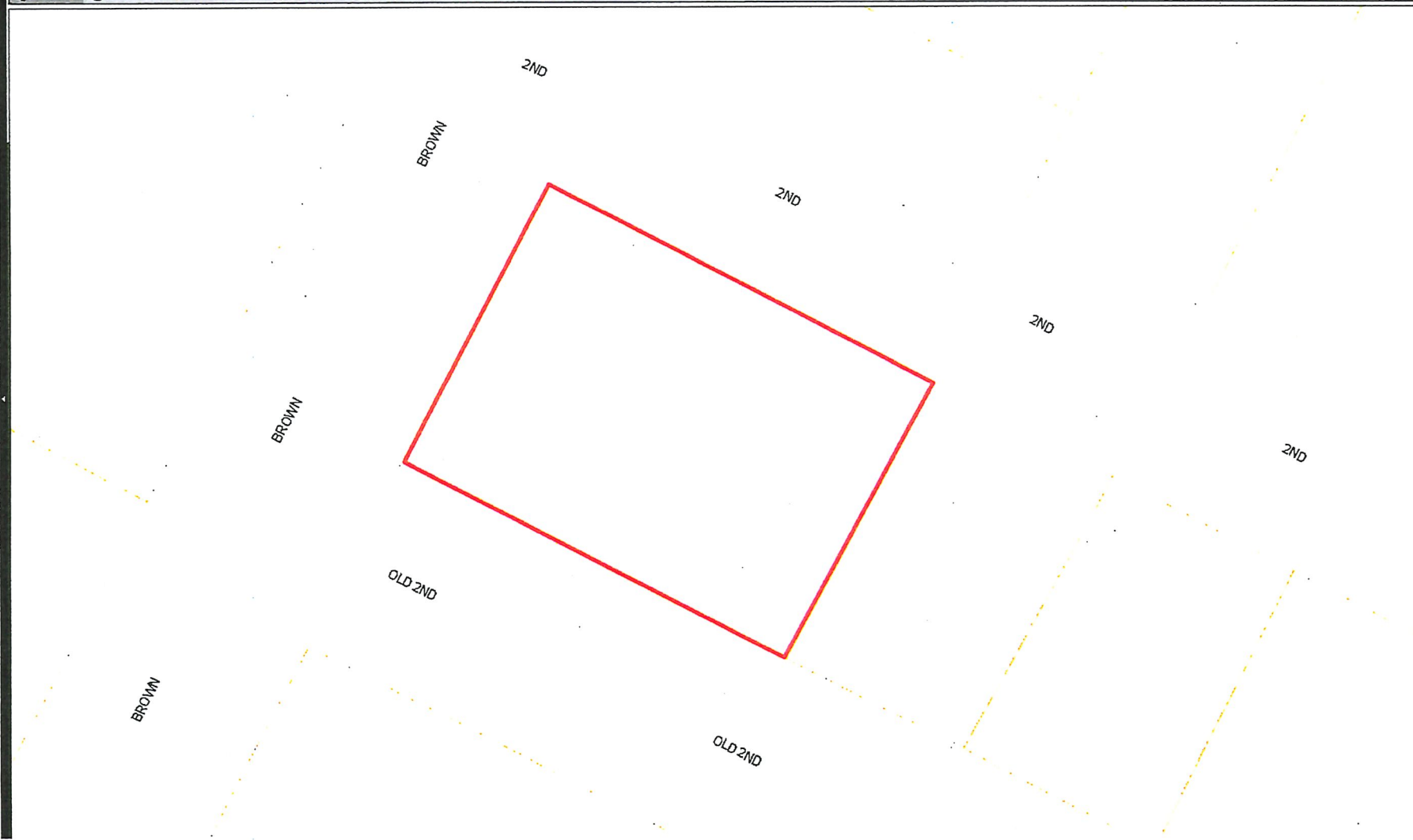
601 E 2nd St - 9-4-20



601 E 2nd St - 9-4-20

Layers Selection
 Parcels 1

Attribute	Value
GPIN	5685-17-0072
GPINLONG	5685-17-0072
NAME1	ELKS BARBARA W
NAME2	WILLIAMS STEVEN MARK
ADDR1	120 RUNNING PINES DR
CITY	CHOCOWINITY
STATE	NC
ADDR2	120 RUNNING PINES DR
ZIP	27817
PROP_DESC	1 LOT 601 EAST 2ND STREET
LAND_VAL	23760
BLDG_VAL	27153
TOT_VAL	50913
TAXABLE_VA	50913
DEFR_VAL	0
PREV_ASSES	78742
ACRES	0.18
PROP_ADDR	601 E 2ND ST
TOWNSHIP	D1
MBL	56850955
PIN_1	D1004271
DATE	2/27/2013
DB_PG	D13E/00109
STAMPS	
SALE_PRICE	0.00
REID1	44659





Beaufort County, NC

Disclaimer:

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20 m
100 ft

Apr/16/2021
Scale 1:1200

GPIN : 5685-17-0072
 GPINLONG : 5685-17-0072
 NAME1 : ELKS BARBARA W
 NAME2 : WILLIAMS STEVEN
 MARK
 ADDR1 : 120 RUNNING PINES DR

CITY : CHOCOWINITY
 STATE : NC
 ADDR2 : 120 RUNNING PINES DR

ZIP : 27817
 PROP_DESC : 1 LOT 601 EAST 2ND STREET
 LAND_VAL : 23760
 BLDG_VAL : 27153
 TOT_VAL : 50913
 TAXABLE_VAL : 50913
 DEFR_VAL : 0
 PREV_ASSES : 78742
 ACRES : 0.18
 PROP_ADDR : 601 E 2ND ST

TOWNSHIP : 01
 MBL : 56850955
 PIN_1 : 01004271
 DATE : 2/27/2013
 DB_PG : 013E/00109
 STAMPS :
 SALE_PRICE : 0.00
 REID1 : 44659

ADJACENT PROPERTY OWNERS
601 E 2ND ST
HPC - MAY 04, 2021

OWNER NAME	MAILING ADDRESS	CITY	STATE	ZIP
TAYLOR, SHANE LUREL & TAYLOR, JENNIFER LYNN MARSLENDER	122 N BROWN ST	WASHINGTON	NC	27889
ALGER, TOBY & ALGER, ELIZABETH	7934 MASONBORO SOUND RD	WILMINGTON	NC	28409
FRANZ, PATRICIA ROSE	118 CHARLOTTE STREET	WASHINGTON	NC	27889
MACEWAN, ROBERT A & MACEWAN, VALERIE H	117 BROWN STREET	WASHINGTON	NC	27889
FRANZ, PATRICIA ROSE	118 CHARLOTTE STREET	WASHINGTON	NC	27889
CAMPBELL, CECIL S II & CAMPBELL, TERESA L	5064 SLATESTONE ROAD	WASHINGTON	NC	27889
DARRE, LAURA	316 RIVERSIDE DRIVE	WASHINGTON	NC	27889
YOUNG-MARTIN, EMMA	617 E 2ND STREET	WASHINGTON	NC	27889
ELKS, BARBARA W & WILLIAMS, STEVEN MARK	120 RUNNING PINES DR	CHOCOWINITY	NC	27817
MILLER, MARK ELLIOTT	307 CARDINAL RD	LOUISA	VA	23093
INNER BANKS DONICILE INC	600 E 2ND ST	WASHINGTON	NC	27889
RAUSCHENBACH, MATTHEW JOSEPH	PO BOX 2694	WASHINGTON	NC	27889
JONES, GREGORY BRIAN & JONES, LORI JO	314 E CHURCH ST	NASHVILLE	NC	27856



ADJACENT PROPERTY OWNER

DEVELOPMENT SERVICES
HISTORIC PRESERVATION

April 23, 2021

Re: Certificate of Appropriateness – 601 E 2nd 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 applicant, your property is located adjacent to the above subject property.

A request has been made by The City of Washington for a Certificate of Appropriateness to make the following alterations to the property located at 601 E 2nd Street.

1. Demolish the residential structure because of minimum housing code violations

If you would like to see plans for this work, please visit the City Planning Office prior to the meeting. Additionally, the full application is available on the city website. You are welcomed and encouraged to attend the regularly scheduled meeting of the Washington Historic Commission. Please note the following date, time and place:

DATE: TUESDAY, May 4, 2021

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: 6:00 pm

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

Sincerely,

A handwritten signature in blue ink, appearing to read "Domini", with a long, sweeping underline.

Domini Cunningham, PLA, CZO
Historic Preservation Planner
City of Washington
hpc@washingtonnc.gov
252-946-0897

Cc: Mike Dail, Community and Cultural Services Director
Mike Weldin, Chief Building Inspector

HPC-21-0035 : 601 E 2nd Street

Elks-Williams Residence

Request:	Demolish the residential structure because of minimum housing code violations
Applicant:	City of Washington
Location:	601 E 2nd Street
Parcel Number:	5685-17-0072
Attachment:	<ol style="list-style-type: none"> 1. Site Photos 2. Supplemental Materials 3. Location Map of Property

The Commission should consider this request based upon general conformance with the *Design Guidelines*.

Structure: This is a 1-story brick ranch house

Project Analysis: The structure was found to be in violation of the City of Washington’s Minimum Housing Code by the Code Enforcement Division of the Community and Cultural Service Department after an inspection conducted on February 26, 2021. A finding of facts hearing was held on March 18th, 2021. The estimated cost for the required repairs was found to be greater than 50% of the property. Specific violations include the following:

1. Fascia and soffit are rotted and deteriorated in several locations around the house
2. Several sections along the back side of the house where the roof has rotted and causing water infiltration into the house
3. The roof shingles are worn and tattered along the edges of the roof
4. The front porch handrail is not secured properly
5. Front door seal is rotted and allowing water to infiltrate under the floor and along the foundation sill
6. HVAC duct covering is not sealed to the house allowing water to run on top of the ductwork
7. Plumbing vent boot on back of the roof is not properly sealed to the roof and could allow water to infiltrate into the house

From the *Design Guidelines* (shortened to include only sections that apply):

<u>Chapter</u>	<u>Title</u>	<u>Pages</u>
6	Demolition and Relocation	95-99

- 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.

Finding of Facts: The Code Enforcement Division has found minimum housing code violations that warrant the demolition of this structure. The required repairs are estimated to be greater than 50% of the value of the property. The historic places inventory lists this structure as a non-contributing structure. Based on these findings of facts, the request is congruous with the *Historic Preservation Commission Design Guidelines*.

Possible Actions:

I move that the Historic Preservation Commission grant a Certificate of Appropriateness to City of Washington to make the above changes on the property located at 601 E 2nd Street. The motion is based on the following Findings of Facts: the application is congruous with the *Historic Preservation Commission Design Guidelines* specifically, **6.1 – Demolition**.

OR

I move that the Historic Preservation Commission grant a Certificate of Appropriateness to City of Washington to make the above changes on the property located at 601 E 2nd Street. The motion is based on the following Findings of Facts: the application is congruous with the *Historic Preservation Commission Design Guidelines* specifically, **6.1 – Demolition**. I further move that the Historic Preservation Commission place the following conditions on the approval:

OR

I move that the Historic Preservation Commission deny a Certificate of Appropriateness to City of Washington to make the above changes on the property located at 601 E 2nd Street. The motion is based on the following Findings of Facts: the application is not congruous with the *Historic Preservation Commission Design Guidelines* specifically, **6.1 – Demolition**.

OR

I move the commission continue this Certificate of Appropriateness application and invoke NC GS 160A-400.9(d), which allows the commission to request technical advice from the Historic Preservation Office (HPO) staff. I also move the commission seek guidance from the HPO regarding **[detailed description of what information the commission is seeking from HPO that will aid them in making a defensible decision regarding the case]**. We would like to remind the applicant pursuant to NC GS 160A-400.9(d), the HPO has 30 days from the date an official request is received from the commission to review and comment on the request.

400 E Main Street

- **Build a Carport addition**

RESET FORM



CERTIFICATE OF APPROPRIATENESS

DEVELOPMENT SERVICES HISTORIC PRESERVATION PLANNING

OFFICE USE ONLY			
Minor Work Fee: \$0.00	Major Work Fee: \$50.00	Date Paid:	Ref No.:

PROPERTY INFORMATION:	
Owner's Name: Virginia Finnerty	Date of Application: 3/18/21
Historic Property/Name (if applicable):	
Property Address: 400 East Main St	
Lot Size: 107.45' Feet By 202.13' Feet	Address Number of Years at Location 11

DESCRIPTION OF WORK TO BE PERFORMED
Brief Description of Work to be Performed. Build a car port
I understand that all applications for a Certificate of Appropriateness that require review by the Historic Preservation Commission (HPC) 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 I must begin the approved work within one year of the issuance. Should the work cease for more than six (6) months after one (1) year of the said approval, this Certificate of Appropriateness will become invalid.

APPLICANT INFORMATION:	
Name of Applicant: Virginia Finnerty	Date of Application: 3/18/21
Applicant Email Address: v.milla.finnerty@gmail.com	Applicant Phone No.:
Applicant Address: 400 East Main St	Washington NC 27889
Signature of Applicant: <i>Virginia Finnerty</i>	City State Zip Code

FOR OFFICE USE ONLY		
Date Received:	Upon being signed and dated below by the Planning Department or designee, this application becomes a Minor Works Certificate of Appropriateness. It is valid until _____. Issuance of a Minor Works Certificate shall not relieve the applicant, contractor, tenant, or property owner from obtaining any other permit required by City code or any law. Minor work projects not approved by staff will be forwarded to the Historic Preservation Commission for review at its next meeting.	
ACTION		INITIALS
Approved		_____
Approved with Conditions		_____
Denied		_____
Withdrawn		_____
Staff Approval	_____	
Minor Work Auth. Signature: _____ Date _____		

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

JOSEPH RANDALL BROWN

S 54° 06' 00" E 107.45'

0.499 ACRE

D.B. 550, PG. 360

FRAME GARAGE 28'

GRAVEL DRIVE

TWO STORY FRAME HOUSE

PORCH

WATER METER

LLOYD P. SLOAN
D.B. 688, PG. 177

ACADEMY STREET

30' B/B

EAST MAIN STREET

ACADEMY STREET

STREET

36' B/B

MAGNETIC

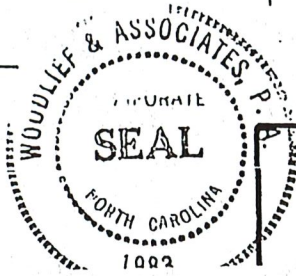
Existing Fence

existing gate

new gate to be built

STATE OF NORTH CAROLINA, BEAUFORT COUNTY
I, W. Duke Woodlief, certify that this map was drawn under my supervision from an actual survey made under my supervision, that the ratio of precision as calculated by latitudes and departures is 1:10,000+, that the boundaries not surveyed are shown as broken lines, that this map was prepared in accordance with G.S. 47-30 as amended. Witness my hand and seal this 15th day of AUGUST, 1981.

W. Duke Woodlief
Surveyor Reg. No. L-2604

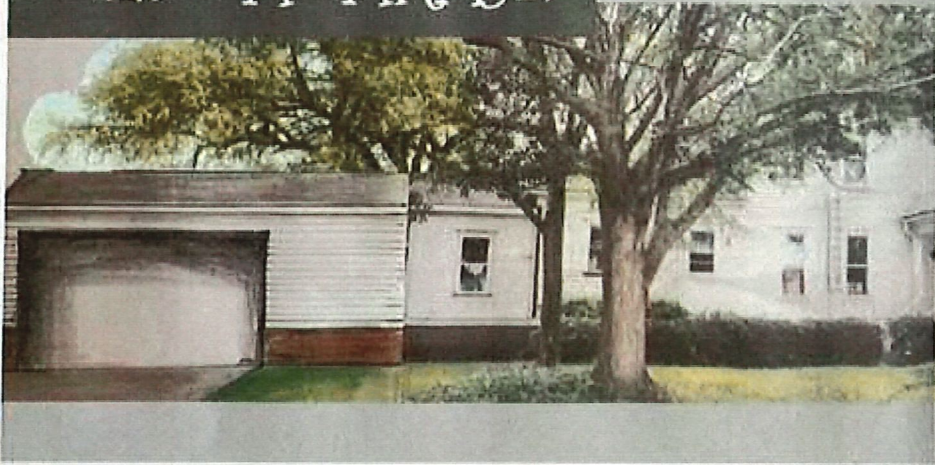


NOTES :
THIS LOT IS SERVICED BY CITY WATER AND SEWER.
ZONED : R-6
THIS LOT IS LOCATED IN ZONE B AND ZONE C AS DETERMINED BY HUD/FIA FLOOD MAP, COMMUNITY PANEL NO. 370017 0006 C.

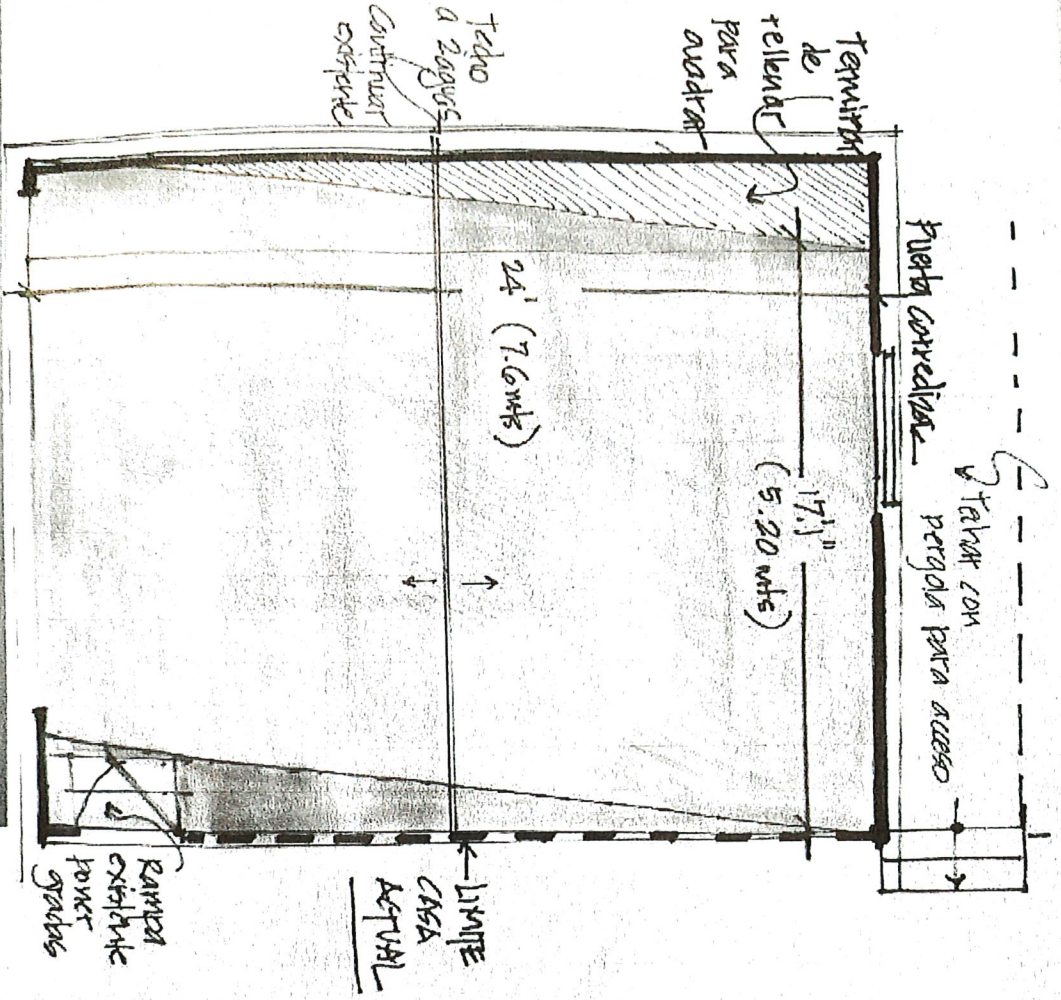
MAP OF SURVEY FOR
LAWRENCE HERVEY



ACCESO A GARAJE



Planta de garaje



acabado piso





Beaufort County, NC

Disclaimer:

Beaufort County online map access is provided as a public service, as is, as available and without warranties, expressed or implied. Content published on this website is for informational purposes only and is not intended to constitute a legal record nor should it be substituted for the advice or services of industry professionals. The County of Beaufort and the Website Provider disclaim all responsibility and legal liability for the content published on this website. The user agrees that Beaufort County and its Assigns shall be held harmless from all actions, claims, damages or judgments arising out of the use of County data. beaufortnc.agdmaps.com



20 m
100 ft

Apr/16/2021
Scale 1:1200

GPIN : 5685-07-0238
GPINLONG : 5685-07-0238
NAME1 : FINNERTY VIRGINIA M

NAME2 :
ADDR1 : 400 EAST MAIN STREET

CITY : WASHINGTON
STATE : NC
ADDR2 :
ZIP : 27889

PROP_DESC : 1 LOT 400 EAST MAIN STREET
LAND_VAL : 108070
BLDG_VAL : 444706
TOT_VAL : 552776
TAXABLE_VA : 552776
DEFR_VAL : 0
PREV_ASSES : 593187
ACRES : 0.49
PROP_ADDR : 400 E MAIN ST
TOWNSHIP : 01

MBL : 56850994
PIN_1 : 01009826
DATE : 1/26/2010
DB_PG : 1710/00214
STAMPS : 1170.00
SALE_PRICE : 585000.00
REID1 : 44090

ADJACENT PROPERTY OWNERS
 400 E MAIN ST
 HPC - MAY 04, 2021

OWNER NAME	MAILING ADDRESS	CITY	STATE	ZIP
CRAIG, TIMMY ALLEN & CRAIG, LORI ANN KEECH	331 E MAIN STREET	WASHINGTON	NC	27889
JEFFERSON, ANNETTE L	323 E MAIN STREET	WASHINGTON	NC	27889
CARTER, HENRY CLAY	325 EAST MAIN STREET	WASHINGTON	NC	27889
SIMPSON, GLENN C JR & SIMPSON, KATHLEEN L	322 EAST MAIN STREET	WASHINGTON	NC	27889
HODGES, LISA FRYMIER	110 ACADEMY STREET	WASHINGTON	NC	27889
CLARK, DAVID L & CLARK, SHERRI M	401 E MAIN STREET	WASHINGTON	NC	27889
FIRST BAPTIST CHURCH	113 N HARVEY ST	WASHINGTON	NC	27889
BENNETT GERALDINE BOYD	405 E MAIN ST	WASHINGTON	NC	27889
FINNERTY VIRGINIA M	400 EAST MAIN STREET	WASHINGTON	NC	27889
HENSHELL GARY F	9110 V TROPICANA AVENUE	LAS VEGAS	NV	89147
MOODY GIBBS	323 E 2ND ST	WASHINGTON	NC	27889
MAIN STREET GANG LLC	135 HARBOR ROAD	WASHINGTON	NC	27889
FIRST CHRISTIAN CHURCH OF WASHINGTON NORTH CAROLINA	307 E 3RD ST	WASHINGTON	NC	27889
PERKINS DONALD A	405 E 2ND STREET	WASHINGTON	NC	27889



ADJACENT PROPERTY OWNER

DEVELOPMENT SERVICES
HISTORIC PRESERVATION

April 23, 2021

Re: Certificate of Appropriateness – 400 E 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 applicant, your property is located adjacent to the above subject property.

A request has been made by Virginia Finnerty for a Certificate of Appropriateness to make the following alterations to the property located at 400 E Main Street.

1. Build a carport addition

If you would like to see plans for this work, please visit the City Planning Office prior to the meeting. Additionally, the full application is available on the city website. You are welcomed and encouraged to attend the regularly scheduled meeting of the Washington Historic Commission. Please note the following date, time and place:

DATE: TUESDAY, May 4, 2021

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: 6:00 pm

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

Sincerely,

A handwritten signature in blue ink, appearing to read "Domini", with a long, sweeping underline.

Domini Cunningham, PLA, CZO
Historic Preservation Planner
City of Washington
hpc@washingtonnc.gov
252-946-0897

Cc: Mike Dail, Community and Cultural Services Director
Mike Weldin, Chief Building Inspector

HPC-21-0036 : 400 E Main Street

Saint Peter's Rectory

Request: Build a carport addition to the existing home

Applicant: Virginia Finnerty

Location: 400 E Main Street

Parcel Number: 5685-07-0238

Attachment:

1. Site Photos
2. Supplemental Materials
3. Location Map of Property

The Commission should consider this request based upon general conformance with the *Design Guidelines*.

Structure: The structure is a large 2 ½-Story Colonial Revival style house with a wide porch, Ionic columns, and hipped roof. It was built in 1906 by the Episcopal Church as a rectory.

Project Analysis: The addition is a 17'-1" x 24' carport on the rear of the home

From the *Design Guidelines* (shortened to include only sections that apply):

<u>Chapter</u>	<u>Title</u>	<u>Pages</u>
5	New Construction	85-94
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.

Finding of Facts: The proposed addition is located at the rear of the existing house and will be painted to match the existing house. Based on these findings of facts, the request is congruous with the *Historic Preservation Commission Design Guidelines*.

Possible Actions:

I move that the Historic Preservation Commission grant a Certificate of Appropriateness to Virginia Finnerty to make the above changes on the property located at 400 E Main Street. The motion is based on the following Findings of Facts: the application is congruous with the *Historic Preservation Commission Design Guidelines* specifically, **5.3 – Addition**.

OR

I move that the Historic Preservation Commission grant a Certificate of Appropriateness to Virginia Finnerty to make the above changes on the property located at 400 E Main Street. The motion is based on the following Findings of Facts: the application is congruous with the *Historic Preservation Commission Design Guidelines* specifically, **5.3 – Addition**. I further move that the Historic Preservation Commission place the following conditions on the approval:

OR

I move that the Historic Preservation Commission deny a Certificate of Appropriateness to Virginia Finnerty to make the above changes on the property located at 400 E Main Street. The motion is based on the following Findings of Facts: the application is not congruous with the *Historic Preservation Commission Design Guidelines* specifically, **5.3 – Addition**.

OR

I move the commission continue this Certificate of Appropriateness application and invoke NC GS 160A-400.9(d), which allows the commission to request technical advice from the Historic Preservation Office (HPO) staff. I also move the commission seek guidance from the HPO regarding **[detailed description of what information the commission is seeking from HPO that will aid them in making a defensible decision regarding the case]**. We would like to remind the applicant pursuant to NC GS 160A-400.9(d), the HPO has 30 days from the date an official request is received from the commission to review and comment on the request.

502 E 2nd Street

- **A vinyl privacy fence that has been installed on the property**

RESET FORM



CERTIFICATE OF APPROPRIATENESS

DEVELOPMENT SERVICES HISTORIC PRESERVATION PLANNING

OFFICE USE ONLY			
Minor Work Fee: \$0.00	Major Work Fee: \$50.00	Date Paid:	Ref No.:

PROPERTY INFORMATION:

Owner's Name: Tracy Tuten	Date of Application: 4-6-21
Historic Property/Name (if applicable):	
Property Address: 502 E Second Street Washington NC	
Lot Size: _____ Feet By _____ Feet	Number of Years at Location 1

DESCRIPTION OF WORK TO BE PERFORMED

Brief Description of Work to be Performed.
 Privacy fence off back door of property. Fence is white vinyl

I understand that all applications for a Certificate of Appropriateness that require review by the Historic Preservation Commission (HPC) 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 I must begin the approved work within one year of the issuance. Should the work cease for more than six (6) months after one (1) year of the said approval, this Certificate of Appropriateness will become invalid.

APPLICANT INFORMATION:

Name of Applicant: Tracy Tuten	Date of Application: 4-6-21
Applicant Email Address: tracytuten@gmail.com	Applicant Phone No.: 2524950328
Applicant Address: 2788 Corsica Road	Washington NC 27889
Signature of Applicant: Tracy Tuten	

FOR OFFICE USE ONLY

Date Received:	Upon being signed and dated below by the Planning Department or designee, this application becomes a Minor Works Certificate of Appropriateness. It is valid until _____. Issuance of a Minor Works Certificate shall not relieve the applicant, contractor, tenant, or property owner from obtaining any other permit required by City code or any law. Minor work projects not approved by staff will be forwarded to the Historic Preservation Commission for review at its next meeting.	
<u>ACTION</u>		<u>INITIALS</u>
Approved		_____
Approved with Conditions		_____
Denied		_____
Withdrawn		_____
Staff Approval	_____	
Minor Work Auth. Signature:		Date

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



CERTIFICATE OF APPROPRIATENESS DEVELOPMENT SERVICES HISTORIC PRESERVATION PLANNING

PROJECT CATEGORIES (CHECK ALL THAT APPLY):

- Exterior Alteration, Addition, New Construction, Demolition

This document does not constitute the issuance of a Building Permit. It is the responsibility of the applicant to obtain all necessary permits before commencing work. Contact the Inspections Department at 252-975-9304.

SUPPORTING INFORMATION:

Attached 8-1/2" X 11" sheets with written descriptions and drawings, photographs, and other graphic information necessary to completely describe the project. Use the checklist below to ensure that your application is complete. INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED. (Leave the checkbox blank if the item is not applicable).

- SITE PLAN / PLOT PLAN (if applicable). A plot plan showing the relationship of buildings, additions, sidewalks, drives, trees, property lines, etc. must be provided if your project includes any addition, demolition, fences, walls, or other landscape work. Show accurate measurements. You may also use a copy of the survey that you received when you bought your property. Revise the copy as needed to show existing conditions and your proposed work.
DESCRIPTION OF MATERIALS (provide samples if appropriate). white vinyl
Photographs of existing conditions.
DRAWINGS showing proposed work. Include one set of full size drawings when available.
PLAN drawings.
ELEVATION drawings showing the new facade(s).
DIMENSIONS shown on drawings.
8-1/2" X 11" REDUCTIONS of full-size drawings. If reduced size is so small as to be illegible, make 8-1/2" X 11" snapshots of individual drawings on the big sheet. Photocopy reductions may be obtained from a number of blueprinting and photocopying businesses.
STATE AND FEDERAL TAX CREDITS/FUNDS OR CAMA PERMITS. If you are applying for any of these programs, you must include a copy of your letter or permit from the State.
BLACK INK. Your application must be prepared in black ink on 8-1/2" X 11" sheets so that it can be copied for commission members. Applications prepared in blue, red, or other colored inks and/or pencil copy poorly and will be not accepted.

SUBMIT FORM

Dr. Tracy Tuten



2788 Corsica Road, Washington NC 27889
252.495.0328
tracytuten@gmail.com

April 6, 2021

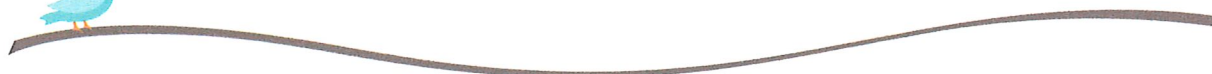
Dear Historic Preservation Commission,

Please accept the attached application for a certificate of appropriateness for the addition of a fence at 502 East Second Street, Washington NC 27889.

I received a letter from Mr. Domini Cunningham that the fence I installed at the property requires a certificate of appropriateness from the Commission. Please note that I was not aware that the property was in a historic district as I had never been notified of this in the more than a year since I purchased the property.

I respectfully request that the fence be approved as it is. It is aesthetically pleasing and I am happy to plant shrubs in front of the fence as preferred according to the design guidelines.

The fence is white vinyl, which I understand according to the design guidelines is prohibited. However, several other fences in the surrounding area also in the historic district include materials that are prohibited in the design guidelines including chain link, welded wire, and vinyl fencing. I've taken photographs of these fences as well as other fences which are of approved materials but in states of disrepair to demonstrate that there is no existing continuity in the fencing materials used in the area and that other fences exist in this area which are already of prohibited materials. The fence I installed is aesthetically pleasing and improves the look of the property and the surrounding areas.



I would like to appeal to the commission at your meeting on May 4th and will bring these photographs at that time.

Thank you for your consideration.

Sincerely,

Tracy Tuten

Dr. Tracy Tuten



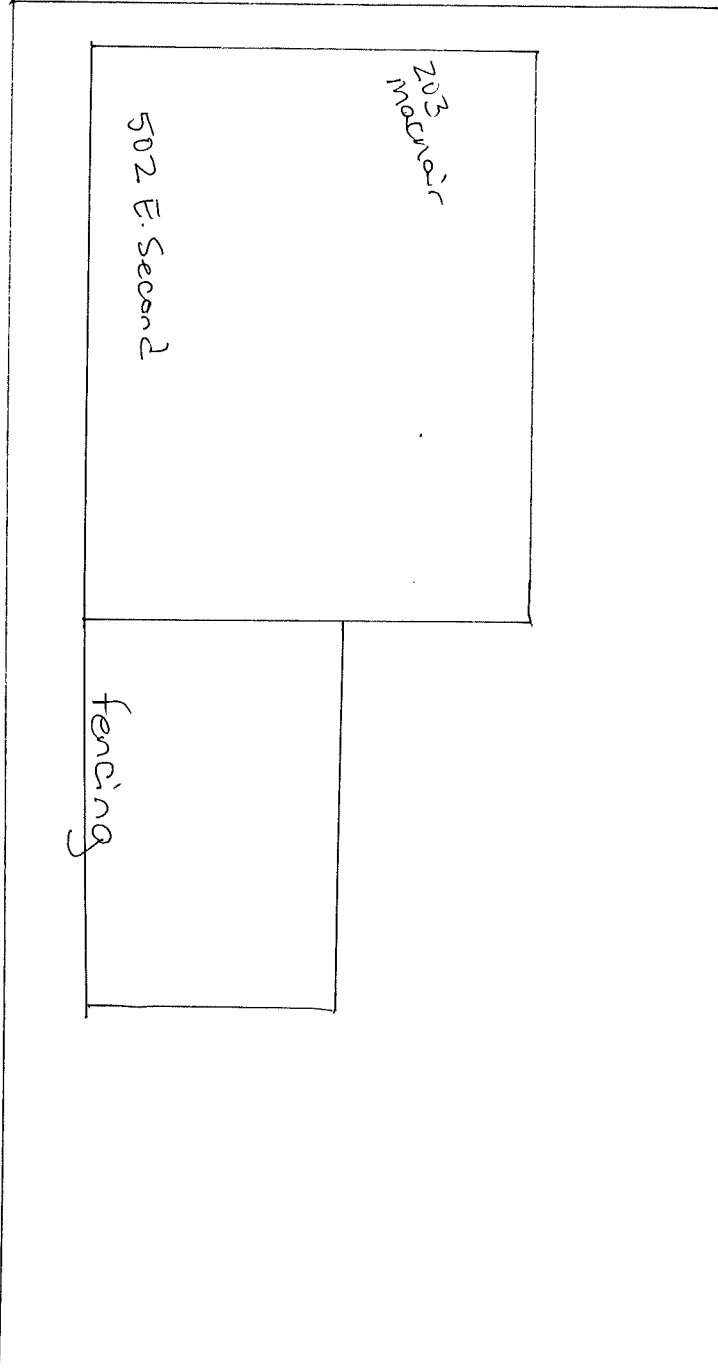
MACWAIR

203
Macwaair

502 E. Second

fencing

East Second St









NOTICE OF VIOLATION WARNING

DEVELOPMENT SERVICES
HISTORIC PRESERVATION

March 18, 2021

Tracy Tuten
104 Thomas Pl
Washington, NC 27889

RE: Fence

Dear Mrs. Tuten,

It has come to our attention the construction of a vinyl fence began on the property located at 502 E 2nd Street. Our office has not received a Certificate of Appropriateness application for this construction. Please fill out the attached application and return it to our office no later than April 15, 2021 to be placed on the Historic Preservation Commission's agenda, May 4, 2021.

Please review Washington's Historic District Design Guidelines:

- 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.
- 4.6.8** Privacy fencing shall only be allowed in the rear yard. If a majority of a privacy fence is visible from the public right-of-way, a landscape buffer shall be included. No fence, including a privacy fence, shall exceed six (6) feet in height.

We are confident you will take the necessary steps to come into compliance with the City of Washington's Historic District Design Guidelines. If you have any questions, please don't hesitate to call me at 252-946-0897. Your cooperation in the matter will be greatly appreciated.

Sincerely,

A handwritten signature in blue ink, appearing to read "Domini", with a long horizontal flourish extending to the right.

Domini Cunningham, PLA, CZO
Historic Preservation Planner
City of Washington
hpc@washingtonnc.gov
252-946-0897

Cc: Mike Dail, Community and Cultural Services Director
Mike Weldin, Chief Building Inspector



Beaufort County, NC

Disclaimer:

Beaufort County online map access is provided as a public service, as is, available and without warranties, expressed or implied. Content published on this website is for informational purposes only and is not intended to constitute a legal record nor should it be substituted for the advice or services of industry professionals. The County of Beaufort and the Website Provider disclaim all responsibility and legal liability for the content published on this website. The user agrees that Beaufort County and its Assigns shall be held harmless from all actions, claims, damages or judgments arising out of the use of County data. beaufortnc.agdmaps.com



20 m
100 ft

Apr/16/2021
Scale 1:1200

GPIN : 5685-07-7309
GPINLONG : 5685-07-7309
NAME1 : TUTEN TRACY
NAME2 :
ADDR1 : 104 THOMAS PL
CITY : WASHINGTON
STATE : NC
ADDR2 :
ZIP : 27889
PROP_DESC : (.16 AC) RICK STEVENS

LAND_VAL : 28599
BLDG_VAL : 131708
TOT_VAL : 160307
TAXABLE_VA : 160307
DEFR_VAL : 0
PREV_ASSES : 181128
ACRES : 0.17
PROP_ADDR : 502 E 2ND ST
TOWNSHIP : 01
MBL : 56850978
PIN_1 : 15021014

DATE : 1/21/2020
DB_PG : 2011/00770
STAMPS : 280.00
SALE_PRICE : 140000.00
REID1 : 6848

ADJACENT PROPERTY OWNERS
502 E 2ND ST
HPC - MAY 04, 2021

OWNER NAME	MAILING ADDRESS	CITY	STATE	ZIP
POSTON, MARGARET	705 W MAIN STREET	WASHINGTON	NC	27889
CHAPMAN, MARY R	432 E 2ND ST	WASHINGTON	NC	27889
WALKINSHAW, NELLIE	125 MACNAIR STREET	WASHINGTON	NC	27889
FITZPATRICK, KAREN	507 E 2ND ST	WASHINGTON	NC	27889
HARSTAD, JAMES ALAN - DAWN CORA DICKINSON LIVING TRUST	332 TALON DRIVE	PITTSBORO	NC	27312
WASHINGTON HOUSING AUTHORITY	P O BOX 1046	WASHINGTON	NC	27889
REAPP, BRIAN & REAPP, ELLIOTT	509 E 2ND STREET	WASHINGTON	NC	27889
TUTEN, TRACY	104 THOMAS PL	WASHINGTON	NC	27889
FITZPATRICK, KAREN & FITZPATRICK, TODD CHRISTOPHER	510 EAST 2ND STREET	WASHINGTON	NC	27889
TAU TRIBE NO 18 REDMENS LODGE	304 BEECH STREET	WASHINGTON	NC	27889



ADJACENT PROPERTY OWNER

DEVELOPMENT SERVICES
HISTORIC PRESERVATION

April 23, 2021

Re: Certificate of Appropriateness – 502 E 2nd 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 applicant, your property is located adjacent to the above subject property.

A request has been made by Tracy Tuten for a Certificate of Appropriateness to make the following alterations to the property located at 502 E 2nd Street.

1. A vinyl privacy fence that has been installed 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 regularly scheduled meeting of the Washington Historic Commission. Please note the following date, time and place:

DATE: TUESDAY, May 4, 2021

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: 6:00 pm

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

Sincerely,

A handwritten signature in blue ink, appearing to read "Domini", with a long, sweeping underline.

Domini Cunningham, PLA, CZO
Historic Preservation Planner
City of Washington
hpc@washingtonnc.gov
252-946-0897

Cc: Mike Dail, Community and Cultural Services Director
Mike Weldin, Chief Building Inspector

HPC-21-0034 : 502 E 2nd Street

Tuten Residence

Request: A vinyl privacy fence that has been installed on the property

Applicant: Tracy Tuten

Location: 502 E 2nd Street

Parcel Number: 5685-07-7309

Attachment:

1. Site Photos
2. Supplemental Materials
3. Location Map of Property

The Commission should consider this request based upon general conformance with the *Design Guidelines*.

Structure: This is a 2-story plain frame house built in the late 19th century. It has chamfered porch posts with sawn details.

Project Analysis: The application is for approval of a vinyl privacy fence that has been constructed on the property

From the *Design Guidelines* (shortened to include only sections that apply):

<u>Chapter</u>	<u>Title</u>	<u>Pages</u>
4	Streetscape and Site Design	68-84
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.	
4.6.6	New fences and walls 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. If a majority of a privacy fence is visible from the public right-of-way, a landscape buffer shall be included. No fence, including a privacy fence, shall exceed six (6) feet in height.	
4.6.9	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.

- 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.

Finding of Facts: The applicant has constructed a vinyl privacy fence on the property without an approved Certificate of Appropriateness application. Vinyl fences are not allowed in the district. The privacy fence extends into the front yard facing 2nd street. Front yard fences should be of an open design and no greater than 4 feet in height. The privacy fence is 6 feet tall along the front of the property facing East 2nd Street. Based on these findings of facts, the request is not congruous with the *Historic Preservation Commission Design Guidelines*.

Possible Actions:

I move that the Historic Preservation Commission grant a Certificate of Appropriateness to Tracy Tuten to make the above changes on the property located at 502 E 2nd Street. The motion is based on the following Findings of Facts: the application is congruous with the *Historic Preservation Commission Design Guidelines* specifically, **4.6 – Fences and Walls**

OR

I move that the Historic Preservation Commission grant a Certificate of Appropriateness to Tracy Tuten to make the above changes on the property located at 502 E 2nd Street. The motion is based on the following Findings of Facts: the application is congruous with the *Historic Preservation Commission Design Guidelines* specifically, **4.6 – Fences and Walls**. I further move that the Historic Preservation Commission place the following conditions on the approval:

OR

I move that the Historic Preservation Commission deny a Certificate of Appropriateness to Tracy Tuten to make the above changes on the property located at 502 E 2nd Street. The motion is based on the following Findings of Facts: the application is not congruous with the *Historic Preservation Commission Design Guidelines* specifically, **4.6 – Fences and Walls**.

OR

I move the commission continue this Certificate of Appropriateness application and invoke NC GS 160A-400.9(d), which allows the commission to request technical advice from the Historic Preservation Office (HPO) staff. I also move the commission seek guidance from the HPO regarding **[detailed description of what information the commission is seeking from HPO that will aid them in making a defensible decision regarding the case]**. We would like to remind the applicant pursuant to NC GS 160A-400.9(d), the HPO has 30 days from the date an official request is received from the commission to review and comment on the request.

MINOR WORKS

Minor Works

1. A request has been made and approved by staff for a Certificate of Appropriateness for the owner of 164 East Main Street to alter and remove sections of fencing along the east side property line on the property.
2. A request has been made and approved by staff for a Certificate of Appropriateness for the owner of 415 West Second Street to replace the roof using like materials on the property.
3. A request has been made and approved by staff for a Certificate of Appropriateness for the owner of 411 West Second Street to replace the roof and rotten siding using like materials on the property.
4. A request has been made and approved by staff for a Certificate of Appropriateness for the owner of 245 East Main Street to install a new HVAC unit on the property.
5. A request has been made and approved by staff for a Certificate of Appropriateness for the owner of 625 East Main Street to replace rotten siding using like materials on the property.
6. A request has been made and approved by staff for a Certificate of Appropriateness for the owner of 219 East Third Street to install storm windows on the property.
7. A request has been made and approved by staff for a Certificate of Appropriateness for the owner of 409 East Second Street to repair the roof using like materials on the property.
8. A request has been made and approved by staff for a Certificate of Appropriateness for the owner of 140 West Main Street to install 6 new HVAC units on the roof of the property.

OTHER BUSINESS

312 Water Street

- Review of final design for the new porch railing

Minutes

January 6, 2015

WASHINGTON HISTORIC PRESERVATION COMMISSION

Regular Scheduled Meeting – Minutes

Tuesday, January 6, 2015

7:00 pm

Members Present

Mary Pat Musselman Stacey Thalmann

Geraldine McKinley Ed Hodges

Seth Shoneman Judi Hickson

Members Absent

All members were present

Others Present

John Rodman, Director

Jessica Green, Administrative Support

I. Opening of the meeting

The Chairman called the meeting ~~to~~ⁱⁿ order.

II. Invocation

A moment of silence was taken.

III. Roll Call

A silent roll call was taken by staff.

IV. Old Business

1. None

V. Major Works, Certificate of Appropriateness

A. Major Works

1. A request has been made by Deborah & John Logelfo for a Certificate of Appropriateness to: (1) repair and replace the existing storefront to enclose the alcove; and (2) replace the storefront door of the building located at 128 West Main Street.

Mr. Rodman came forward and explained to the Commission that some of the items on Mr. Logelfo's application are listed under minor works. Mr. John Logelfo came forward and was

Mary Pat Musselman asked if they placed on grinding the stump and root once the trees are removed. Mr. Moseley stated that the tree service will take care of all of that and then they will replace it with topsoil and go from there. Seth Shoneman asked if they planned to replace the trees. Mr. Moseley stated that in time they would replace the trees with something historically accurate. He stated that he is a fan of crepe myrtles and could envision something like that. Judi Hickson stated that the guidelines require the trees to be replaced. Mr. Moseley stated that replacing the trees would not be a problem.

The Chairman opened the floor.

Victoria Rader, Marianna Rader, and Tudor Rader all came forward and spoke in support of Mr. Moseley's request.

Seth Shoneman made the following motion: I move that the Historic Preservation Commission grant a Certificate of Appropriateness to John & Sherry Moseley to remove 2 Maple trees that are growing into the power lines and the foundation of the house in the front yard located at 243 East Main Street. This motion is based on the following findings of fact: the application is congruous with the Historic Preservation Commission Design Guidelines, specifically Chapter 4.0 Streetscape and Site Design Section 4.1 Landscaping. I further move that the Historic Preservation Commission place the following condition on the approval: that the 2 trees are replaced along Main Street. Judi Hickson seconded the motion. All voted in favor and the motion carried.

3. A request has been made by Victoria & Tudor Rolinsky Rader to: (1) reconstruct the front porch to its original form; (2) repair and replace the roof with metal or architectural shingles; (3) remove the right wing of the structure; (4) remove old kitchen and construct 2 story replacement at the rear; and (5) remove trees as necessary for construction on the property located at 312 Water Street.

Victoria Rader came forward and was sworn in. Ms. Rader went through and explained each request and showed picture examples of what they plan to do. Ms. Rader explained that they will just be replacing the materials in kind. However they have not decided whether they should go with a metal roof or a shingled roof. She asked the Commission to give them approval for both and then they will decide which one they would like to go with. Ms. Rader stated that the footprint of the new porch will match the exact lines of the original porch that was removed. She stated that they have not decided on the final design elements of the porch and they plan on coming back to the Commission when they get to that stage. Ms. Thalmann asked why they want to remove the right wing. Ms. Rader explained that on the right and left corner the structural beam is rotten. She explained that it is not worth repairing and is structurally unsafe. Ms. Rader explained that the right wing had been added to the house and is not original to the house. Ms. Rader stated that the back kitchen is not in good condition, so they would like to demolish it and build a 2 story addition on the rear with a garage. Ms. Rader presented the

Commission with drawings of her plans. She explained that all materials and windows used on the project will be wood. Ms. Mary Pat Musselman addressed the roof replace and stated that she felt shingles would go more with the period of the house. Ms. Hickson asked Mr. Rodman if a house of this age would be more likely to have metal or wood railing around the porch. Mr. Rodman stated that it would probably be wood. Ms. Rader stated that they planned on using wooden railing around the new porch. Seth Shoneman then asked about shingles verses metal on the roof. Mr. Rodman stated that the house currently has shingles. The Commission stated that it probably had wood shingles originally.

The Chairman opened the floor.

Mr. John Moseley came forward and spoke in favor of the request. He stated that the Raders will go above and beyond to make sure the house is period correct as well as structurally sound.

Karen Tripp came forward and was sworn in. She also spoke in favor of the request and spoke highly of Victoria Rader's workmanship.

Jackie Tendall came forward and was sworn in. She stated that the house will be a showplace once the Raders are finished.

Larry Beeman, City Councilman, came forward and encouraged the Commission to support the Rader family 110%. He stated that they are doing something that no one else wanted to step up and do and they are preserving a historical house that was in danger of being torn down.

Mr. Rodman came forward and explained that the Rader family will be required to hire a structural engineer for the project and he believed that they had already done that. He also explained that the property had not been closed on yet, so the Raders do not own the property as of yet. He stated that anything the Commission issues would be on the condition until such time the property is closed upon.

Geraldine McKinley made the following motion: I move that the Historic Preservation Commission grant a Certificate of Appropriateness to Victoria & Tudor Rolinsky Rader to: (1) reconstruct the front porch to its original form; (2) repair and replace the roof with metal or architectural shingles; (3) remove the right wing of the structure; (4) remove old kitchen and construct 2 story replacement at the rear; and (5) remove trees as necessary for construction on the property locate at 312 Water Street. This motion is based on the following findings of fact: the application is congruous with the Historic Preservation Commission Design Guidelines, specifically Chapter 3.0 Changes to Existing Buildings Sections 3.1 thru 3.6, Chapter 5.0 New Construction Section 5.3 Additions. Her motion was seconded by Stacey Thalmann. All voted in favor and the motion carried.



Demolition By Neglect Staff Update

MINUTES

Members Present

Colleen Knight – Chairwoman
Scot Craigie – Vice-Chairman
Scarlett Boutchyard
Kathy Burdi
Elizabeth Stallings
Cheri Vaughn

Members Not Present

Others Present

Mike Dail, Director of Community and Cultural Services
Holli Y. Tetterton, Administrative Support Specialist

DUE TO COVID-19 MEETING WAS CONDUCTED VIA WEBEX.

I. Opening of the meeting

II. Invocation

1. A moment of silence was taken.

III. Roll Call

1. Staff took a silent roll call.

IV. Old Business

1. Chairwoman Knight, A request has been made by Wayne & Felicia Huggins, owners of 214 W Main Street, for a Certificate of Appropriateness to construct a 2-story Inn with 10 rooms. We went over this last time. They have altered their façade to meet our requirements.
 - o Chairwoman Knight asked Mr. & Ms. Huggins to present their request.
 - o Mike Dail, Director of Community and Cultural Services, swore in Mr. & Ms. Huggins.
 - o Pictures of the former and updated façade were presented.
 - o Chairwoman Knight, we talked about them adding a door to the façade and it looks like they have.
 - o Elizabeth Stallings, some of us that were on the subcommittee saw this rendition previously and we thought that it looked appropriate.
 - o Vice-Chairman Craigie, I think it's going to look really good.
 - o Chairwoman Knight asked if the Commission had any questions.
 - o Vice-Chairman Craigie, I think during our subcommittee that we had there were some other questions that were going to be asked tonight. We talked about two different pictures. I don't remember what the other one was. Did you change your mind on that? Ms. Huggins, I think any

questions that we had have been cleared up. Vice-Chairman Craigie, it was about the second floor. Ms. Huggins, it was the Juliet balcony. We talked about possibly putting the Juliet balcony on the second floor. This would be just a faux balcony.

- Chairwoman Knight asked Mike Dail if we needed to open up the public hearing again. Mike Dail, Director of Community and Cultural Services, I think that will be the option of the Commission. Cheri Vaughn, that's the procedure. Mike Dail, I would say you should.
- Chairwoman Knight opened the public hearing.
- Mike Dail, Director of Community and Cultural Services, swore in Scott Campbell.
- Mr. Campbell, I think it looks great. They did exactly what the Commission thought was necessary, which it was. It states that there needs to be an entrance on Main Street. My observation would be that they have now spent an extra thirty days for everyone to say, "Yes, that looks great." I think going forward, the Commission needs to have some mechanism when someone does exactly what they have been told they can take it to you and quickly have it approved. Vice-Chairman Craigie, I don't think you were here last month. There was no delay. We approved the footprint and we approved the inn. The only thing they were coming back to us for was this façade. Mr. Campbell, there was delay in that we are sitting here talking about it. My point being that something that has been pretty much all agreed to there should be a mechanism where it could become a Minor Work. Then they can go into the office and say, "Hey, I've done everything you wanted us to do" and Staff can sign off and be done with it. That's my observation. Vice-Chairman Craigie, I understand your observation, but you weren't here and people were not in agreement. We actually made this go forward for them. This is a minor little thing that the Commission agreed upon last month that needed to take place. Chairwoman Knight, we did meet with them a couple weeks ago to discuss and go over all of this. It would have been nice if we had been able to agree and give them permission at that time and not have to schedule them to this meeting. Mr. Huggins, isn't there a group of guys in there that can say, "Okay, when you get to this point everything looks good" and go to a three or four committee and say this thing is approved? That way the next time someone doesn't have to go through the same issues we are doing. We appreciate everything you are doing, don't get me wrong, I'm just trying to maybe help the next guy along. Chairwoman Knight, that really is a question for Staff. Scarlet Boutchyard, I think a potential solution is to put it on next month's agenda and have Staff check into in before. In our motion we would include, that provided they meet the requirements we have suggested and take their plans back to Staff, then it can be approved. As long as he finds that it is congruous it could be considered a Minor Work at that point because all of the details have already been worked out. I think that's something we need to put on our agenda for next month to see if that is something we can amend or do.
- Chairwoman Knight closed the public hearing.
- Chairwoman Knight brought it back to the table for the Commission to discuss. There were no comments.
- Chairwoman Knight asked for a motion.
 - Kathy Burdi made a motion that the Historic Preservation Commission grant a Certificate of Appropriateness to Wayne and Felicia Huggins to make the above changes on the property located at 214 W Main Street. The motion is based on the following Findings of Facts: the application is congruous with the Historic Preservation Commission Design Guidelines specifically, 4.2 - Lighting, 4.3 – Parking, Driveways and Sidewalks, 4.4 – Signs, 4.5 – Awnings, 5.1 – Downtown Commercial Construction. Elizabeth Stallings seconded the motion. All present members voted, 7 in favor and 0 opposed. The motion passed. Record of vote below.

➤ Record of Vote:

YES	NO	COMMISSION MEMBER	MOTION
X		Collen Knight	
X		Scot Craigie	
X		Cheri Vaughn	
X		Kathy Burdi	Made the Motion
X		Scarlett Boutchyard	
X		Elizabeth Stallings	2 nd the Motion
X		Marian Booth	

V. Certificate of Appropriateness

1. Major Works

1. Chairwoman Knight, a request has been made by Kasey Stone, owner of 238 E Main Street, for a Certificate of Appropriateness to enclose the remaining sides of an out building in the back yard.
 - o Mike Dail, Director Community and Cultural Services, swore in Kasey Stone.
 - o Ms. Stone, There is an outbuilding located on the left, backside of my property. It has a metal roof, a concrete slab, and part of it is enclosed with plywood. It also has a leaning problem. The previous owner shored it up with posts. It is going to need maintenance soon and I need storage. What I would like to do is fix the lean that is happening and enclose it. I would do lap siding to match the house on the façade that is visible from the street and replace the plywood with T1-11 wooden siding.
 - o Chairwoman Knight asked if the Commission had any questions. There were none.
 - o Chairwoman Knight opened the public hearing.
 - o Scott Campbell was previously sworn in.
 - o Mr. Campbell, I would speak for the saving of this garage. The Historic Preservation Commission’s purview is over the entire district, which means trees and outbuildings, garages, etc. This is a great structure that is appropriately scaled to the house. It was probably built at the same time that the house was built. It is in desperate need of being reconfigured and saved. I think Kasey’s goal of doing that, and her way of doing that is perfectly appropriate. I would urge the Commission to approve her request.
 - o Chairwoman Knight asked if anyone else had any questions. There were none.
 - o Chairwoman Knight closed the public hearing
 - o Chairwoman Knight brought it back to the table for the Commission to discuss. Kathy Burdi, I live behind this house. This building is in desperate need of some cosmetic and structural work. I find it interesting that this had to come before the Commission. It is not attached to the house. It is obviously going to benefit from some constructive applications. Some of this stuff could be determined outside of our meeting. This seems to me like it should have been a Minor Work since it’s an existing structure. Maybe I just need clarity on why we pick and choose some of these. Scarlett Boutchyard, we have had many outbuildings that are contributing to the district that have had to come before review on this for years. Some were carriage houses. This is probably as old as the house so it is kind of contributing. Ms. Burdi, the design is totally the same as the other building. We have many storage buildings of different ages. Carriage houses are usually more prominent to the front of the house and is truly a historical building. I am completely happy. I think this is long overdue. I’m thrilled with everything. I just feel sorry they had to do this to get

our permission. Chairwoman Knight, that would be something we need to discuss when it comes to possibly revamping the guidelines. Ms. Stone, it may have to do with the size. I initially submitted this with two minor works. Staff wrote back and wanted to know what the size of the building was. That may determine whether it is a minor or major work. I am happy to do it either way.

- Ms. Burdi, did you need to get a building permit to do it? Ms. Stone, yes, Staff told me that I would need to work with the Building Inspector on this. Ms. Burdi, I can't wait to see what you do.
- Chairwoman Knight asked for a motion.
 - Ms. Boutchyard made a motion that the Historic Preservation Commission grant a Certificate of Appropriateness to Kasey Stone to make the above changes on the property located at 238 E Main Street. The motion is based on the following Findings of Facts: the application is congruous with the Historic Preservation Commission Design Guidelines specifically, 3.1 – Exterior Walls, 3.2 – Materials. Elizabeth Stallings seconded the motion. All present members voted, 7 in favor and 0 opposed. The motion passed. Record of vote below.

➤ Record of Vote:

YES	NO	COMMISSION MEMBER	MOTION
X		Collen Knight	
X		Scot Craigie	
X		Cheri Vaughn	
X		Kathy Burdi	Made the Motion
X		Scarlett Boutchyard	Made the Motion
X		Elizabeth Stallings	2 nd the Motion
X		Marian Booth	

2. Chairwoman Knight, a request has been made by Latonia Chalmers, owner of 721 West 2nd Street, for a Certificate of Appropriateness to remove the existing roof made of varying materials and install a new metal roof.
 - This is Mike Hagan with energy savers. Ms. Chalmers sent a letter stating that I could speak for her. I am the contractor that is going to be doing the renovation. She states that I do have the right to speak for her regarding this roof.
 - Mike Dail, Director of Community and Cultural Services, swore in Mr. Hagan.
 - Chairwoman Knight asked Mr. Hagan to present the request.
 - Mr. Hagan, this house has several different materials on a poor roof at this time. There is an old standing seam roof on the backside of the house. It is actually rusted through. This homeowner just purchased the house two years ago. Prior to that someone coated the roof with some type of coating trying to give it more longevity. It is time to be replaced. She is experiencing leaks in the kitchen and bathroom, which she has remodeled. She wants to continue remodeling the interior of the house but needs to get the roof taken care of. Some parts of the roof have two layers of tar shingles with a layer of wood shake shingles underneath them. We want to remove it all down to the substructure, put a good underlayment, and go back with a metal roof.
 - Chairwoman Knight asked if the Commission had any questions. There were none.
 - Chairwoman Knight opened the public hearing. There were no comments.
 - Chairwoman Knight closed the public hearing.

- Chairwoman Knight brought it back to the table for the Commission to discuss. There were no comments.
- Chairwoman Knight asked for a motion.
 - Vice-Chairman Scot Craigie made a motion that the Historic Preservation Commission grant a Certificate of Appropriateness to Latonia Chalmers to make the above changes on the property located at 721 W 2nd Street. The motion is based on the following Findings of Facts: the application is congruous with the Historic Preservation Commission Design Guidelines specifically, 3.5 – Roof. Elizabeth Stallings seconded the motion. All present members voted, 7 in favor and 0 opposed. The motion passed. Record of vote below.

➤ Record of Vote:

YES	NO	COMMISSION MEMBER	MOTION
X		Collen Knight	
X		Scot Craigie	Made the Motion
X		Cheri Vaughn	
X		Kathy Burdi	
X		Scarlett Boutchyard	
X		Elizabeth Stallings	2 nd the Motion
X		Marian Booth	

2. Minor Works

1. No Commission action required.

VI. Other Business

1. None

- Mr. Campbell, it was my understanding from when we did the prevention of demolition by neglect ordinance that the Commission had requested Staff do a monthly update. I did not attend the meeting last month, but I saw from the agenda that there was no update. Again, from this agenda and attending this meeting, there is no update. I would like to understand what the status is of the prevention of demolition by neglect candidates and/or folks that are being worked at this stage. Ms. Boutchyard, I reached out to Staff via email to find out what’s going on with this as well. I don’t know if Mike Dail has any updates on the on the progression of demolition by neglect. Mike Dail, Director of Community and Cultural Services, I will make sure that Staff puts a complete update on the agenda for May. I do know that one of the agenda items in May will be a request to demolish a house. That’s going to come from the Inspections Department as part of the process for Minimum Housing Demolition.

VII. Approval of Minutes – March 2, 2021

1. Approval of Minutes

- Chairwoman Knight asked if there were any questions or comments about the March 2, 2021 meeting minutes.
- Vice-Chairman Craigie, I would like to make a comment. It has to do with 202 E 2nd St, and when we were going over that property. It states here that Mr. Barnes was the previous property owner. He spoke on behalf of the changes and improvements stating that he approved everything. I apologize, I guess I should have asked more questions during the meeting. Perhaps with the meeting being

virtual I didn't hear everything that was going on. I didn't quite catch his name, and I didn't recognize it. I called afterwards to try and find out who it was. Since the minutes have come out I have researched it. Mr. Barnes stated that he was a previous owner, and he was, but he was the previous owner for one month. He spoke on behalf of that changes that were presented. I think we are all in agreement of not having a problem with anything with 202 E 2nd St. I think we may need to follow up with people when they come before the Commission to speak on behalf of properties. Is it for us to ask the questions of who they are and why they are speaking? He said he was the previous owner, but he only owned it for one month. They bought it and sold it to the people that are making the request. The original owner, who owned it for sixty years, was not that person. It just strikes me as strange. My question is not about the minutes, but the process of who validates what people say when they speak on behalf of a property. Chairwoman Knight, they are sworn in to tell the truth the whole truth and nothing but the truth and I guess he just left that out. Vice-Chairman Craigie, they were the previous owner, but they only owned it for one month. They never even lived in the house. Chairwoman Knight, I think the onus might be on us to ask more. Mike Dail, Director of Community and Cultural Services, on our application we require that the owner fill out an affidavit saying that somebody can speak on their behalf. When someone like this gentleman shows up for the public hearing we don't have their information. It's kind of a tough situation. The owner is supposed to read the part of the application that they are allowing somebody to speak on their behalf. If someone is to show up to the meeting and we don't have that we may have to say you don't have permission to speak on the applicant's behalf. Vice-Chairman Craigie, as Commissioners we listen to these people and what they present. That puts a little bit of misconception in our lap when we go to make a judgement. I just found it strange that they were only owners for one month and they were speaking on behalf of the house. Chairwoman Knight, that was definitely misleading. Vice-Chairman Craigie, I just wanted to make us all aware of such things that could happen.

- Chairwoman Knight asked if anyone had any changes to the minutes. There were no comments.
- Chairwoman Knight asked for a motion to approve the minutes.
 - Vice-Chairman Scot Craigie made the motion to approve the March 2, 2021 minutes without any changes. Marian Booth seconded the motion. All present members voted, 7 in favor and 0 opposed. The minutes were approved. Record of vote below.

➤ Record of Vote:

YES	NO	COMMISSION MEMBER	MOTION
X		Collen Knight	
X		Scot Craigie	Made the Motion
X		Cheri Vaughn	
X		Kathy Burdi	
X		Scarlett Boutchyard	
X		Elizabeth Stallings	
X		Marian Booth	2 nd the Motion

VIII. Adjourn

1. There being no other business, Chairwoman Knight asked for a motion to adjourn the meeting.
 - Mike Dail, Director of Community and Cultural Services, advised that this should be the last virtual meeting.

- Vice-Chairman Scot Craigie made a motion to adjourn. Elizabeth Stallings seconded the motion. All present members voted, 7 in favor and 0 opposed. The meeting was adjourned. Record of vote below.

➤ Record of vote:

YES	NO	COMMISSION MEMBER	MOTION
X		Colleen Knight	
X		Scot Craigie	2nd the Motion
X		Cheri Vaughn	
X		Kathy Burdi	
X		Scarlett Boutchyard	Made the Motion
X		Elizabeth Stallings	
X		Marian Booth	