

**CITY OF ELIZABETH CITY  
HISTORIC PRESERVATION COMMISSION  
REGULAR MEETING  
THURSDAY, JANUARY 11, 2018  
4:30PM**

**MEMBERS PRESENT**

Jarrett Koch - Chairman  
Harvey Harrison - Vice Chairman (Absent)  
Georgene Falcon (Absent)  
Gordon Adams  
Rachel Stallings  
Rick Boyd (New Member)  
Doris Johnson

Also present were Matthew Schelly, Community Development Director; Kaitlen Alcock, Planner; Yvette Chamblee, Secretary to the Commission; and members of the audience.

Chairman Koch called the meeting to order at approximately 4:36pm and stated there was a quorum. There was an introduction and roll call of the Historic Preservation Commission members.

Chairman Koch called for a motion to adopt the agenda as presented. Mr. Boyd made a motion to **APPROVE** the agenda as presented. Ms. Stallings seconded the motion. **ALL IN FAVOR: ADAMS, BOYD, JOHNSON, AND STALLINGS. NONE OPPOSED. MOTION CARRIED.**

Chairman Koch called for a motion to adopt the minutes as presented. Mr. Adams made a motion to **APPROVE** the minutes as presented. Ms. Johnson seconded the motion. **ALL IN FAVOR: ADAMS, BOYD, JOHNSON, AND STALLINGS. NONE OPPOSED. MOTION CARRIED.**

Chairman Koch asked Ms. Chamblee, secretary to the Commission, to read the **STATEMENT OF DISCLOSURE** as follows:

Elizabeth City Code of Ethics provides that public officials and employees be independent, impartial, and responsible to the public; that government decisions and policy be made in proper channels of the governmental structure; that public office not be used for personal gain; and that the public have confidence in the integrity of its government. In recognition of these goals and in keeping with the ethical standards of

conduct for city public officials and its employees; disclosure of interest in legislative action must be stated for public record, as per City of Elizabeth City Code of Ordinances Section 32.04. Any official act or action before the Historic Preservation Commission shall be publicly disclose on the record of the Commission the nature and extent of such interest and the Commissioner shall withdraw from any consideration of the matter if excused by the Commission pursuant to G.S. 160A-75.

Chairman Koch read the following **STATEMENT FROM CHAIRMAN**:

Prior to today's meeting, notification was sent to neighbors living within 100' of the properties in question. Commission members received a copy of each application and were to visit the site. North Carolina law provides that persons have an opportunity to address an application; thus the Commission conducts a public hearing on the application. During the hearing the Commission receives evidence to determine that proposed changes are not incongruous with the special character of the historic district or the historic property. They review this evidence against guidelines listed in the City's ordinance before issuing a Certificate of Appropriateness. Each application is heard the same way. The judicial format of the hearing requires that they be impartial. Any written Staff comments are evidence presented just as any other evidence. If any Commission member has had reason to discuss the specific details of the application, they ask to be excused from hearing the application.

Because of the quasi-judicial format of the hearings, the Commission hears evidence and judges whether the change is not incongruous. The Commission is required by North Carolina law to swear in persons who speak before the Commission and offer evidence.

Chairman Koch asked the audience members to come forth and be sworn, if anyone plans to speak today in reference to HPC 16-17. Kaitlen Alcock and George Jackson came forth and were sworn.

Chairman read the **Consideration of Application** as follows:

**New Business Case No.: Application HP 16-17** filed by Center Square Development Company LLC, for property located at 200 E Colonial Avenue. The applicant is requesting approval to re-open a 32" door on the east side of the building fronting Pailin's Alley, the door will be designed to match the existing adjacent door and include a glass transom. Additionally, the applicant is proposing to replace the existing light fixtures with ones that match those installed on the façade of 606B East Colonial Avenue.

Ms. Kaitlen Alcock presented her report:

The first case before you this afternoon is HP 16-17 filed by Center Square Development Company LLC for property located at 202 E Colonial Avenue, better known as the former Thumper's building. Constructed between 1891 and 1896, the structure is listed on the National Register as the Sharber and White rental building. The applicant is requesting approval to four items:

- (1) Reopen a 32" door on the alley elevation to provide access into the outdoor dining space, the new door will match the existing in design with the addition of a glass transom above.
- (2) Repair windows on the second floor.
- (3) Replace two existing lighting fixtures and add a third over the proposed door. The lighting would match the lights recently added to the brewery down the alley.
- (4) Repaint using the same color scheme

In the staff report provided to the Commission, Staff referenced a document (ITS Number 22) published by the National Park Service regarding the addition of new entrances on historic buildings. Generally, to meet the standards, a new entrance should be simple in design and while it should not appear to be historic, it should blend with the historic façade. When possible, a new entrance should be added to a side or rear elevation. If the Commission deems the request appropriate, in whole or in part, Staff recommends the following as conditions of approval:

1. The applicant shall secure all necessary building permits prior to commencing work; and
2. Care shall be taken during construction so as not to damage the historic structure.

This concluded Ms. Alcock's presentation.

Mr. George Jackson, applicant, came forth and disclosed for the record that Mr. Boyd, Historic Preservation Commission member, will be repairing two windows for him at the Thumper's location.

After a brief discussion, the Commission determined Mr. Boyd repairing two windows at the Thumpers location would be determined as routine maintenance and wouldn't be providing any conflicts with tonight's meeting. Mr. Jackson also gave a brief overview of the improvements requested in the Certificate of Appropriateness for the Thumper's building such as:

- Re-open a 32" door east side of building fronting on Pailin's Alley.
- Repair second floor windows.
- Replace current alley lights with new vapor proof bulkhead lights.

Ms. Stallings questioned about the look of the proposed final door, while referencing to the provided photos. Mr. Jackson commented the proposed final door will match existing design; design may change depending on use; and final door design could be approved by staff. Mr. Jackson also commented he's trying to lease the building but, he doesn't have a prospect yet.

Chairman Koch commented most of the historic buildings have been covered or altered.

Ms. Stallings commented no issue with the proposed door with final design being approved by staff and questioned about the glass transom.

After much discussion, Chairman Koch called for a motion. Ms. Stallings made a motion to **APPROVE** HPC 16-17 as presented with the recommendation staff approve or deny future changes to the door style. Ms. Johnson seconded the motion. **ALL IN FAVOR: ADAMS, BOYD, JOHNSON, AND STALLINGS. NONE OPPOSED. MOTION CARRIED.**

Chairman Koch asked the audience members to come forth and be sworn, if anyone plans to speak today in reference to HPC 17-17. Kaitlen Alcock, Debbie Malenfant, Michael Boyce, Coleen Curtis, and Larry Giddens came forth and were sworn.

Ms. Kaitlen Alcock presented her report:

The second case before you this afternoon is HP 17-17 filed by ECDI for the alleyway located directly behind Arts of the Albemarle. Similar to recent work in the E Colonial alley, ECDI would like to undertake an alley improvement project for approximately one third of the alley. The improvements would include the following:

- Creation and installation of two custom-made fences designed and constructed by a local metal works artist. The gates will include the base of an oak tree, which when open will tie into a metal oak tree structure that will extend up the brick wall with the branches extending out over the alley. Metal leaves will be given to local artists to paint then be installed on the branches. The tree structure will also include additional unpainted metal leaves and creatures.
- Installation of a metal gallery wall upon which various art elements such as paintings and sculptures can be displayed. The wall will be designed in such a manner that allows for the display pieces to be easily changed and updated.
- Installation of artwork elements inside existing doors and windows which are currently closed.
- Six bistro tables made from old City fire hydrants with accompanying chairs. The tabletops will be made from old barn wood (or something similar) and include artwork designed by local artists that will then be sealed with acrylic. The chairs will be a white, distressed metal.
- Installation of string lighting to match what was used in the E Colonial alley.

Pictures were provided in the applicant's supplemental documentation of most of the proposed elements. If the Commission has any hesitation with the elements for which a picture was not provided, the Commission could condition that the final design be subject to Staff and/or Commission approval. As was the case with the E Colonial alley installation of all elements, if approved, would meet any clearance standards as necessitated by State Fire and/or Building Code.

If the Commission deems the request appropriate, either in whole or in part, Staff suggests the following as conditions of approval:

- All necessary permits and approvals, including, but not limited to, local zoning, North Carolina Alcoholic Beverages Control Commission, Health Department, Fire Department, and Building Inspections shall be secured prior to initiating the use;
- The encroachment agreement with the property owners shall be finalized prior to initiating the proposed improvements; and
- Care shall be taken during installation so as not to damage the historic structures.

This concluded Ms. Alcock's report.

**New Business Case No.: Application HP 17-17** filed by Elizabeth City Downtown Inc., for the alleyway located behind Arts of the Albemarle. The applicant is requesting approval for numerous alleyway improvements including installation of two custom metal fences and gates, metal oak tree structure that will be attached to the brick wall and overhang the alley, six bistro tables made from old City fire hydrants with accompanying chairs, and commercial grade string lighting.

Ms. Malenfant, Director of Elizabeth City Downtown Inc., came forth and represented other partners and volunteers involved in the Alleyway Activation project such as the Albemarle Area Association of Realtors, the Elizabeth City Downtown, Inc., the City of Elizabeth City, and the Arts of the Albemarle. Ms. Malenfant commented on the following in regards to HPC 17-17:

- An Alleyway Activation design to open an underutilized alley for community use;
- Purpose of the alleyway will be for public use and special events hosted by the Arts of the Albemarle;
- Direct entry way from the rear portion of the Arts of the Albemarle into the alleyway;
- Alleyway owned by City of the Elizabeth City and the Alleyway Activation design has been reviewed by City Staff, Fire Department, City Administration, and the Electric Department; and
- The alleyway is a Public Art project in addition to an alleyway. The Public Art project will be using local artist to create art oriented designs.

Mr. Adams commented about the gallery wall and how far will the gallery wall extend. Ms. Malenfant responded stairwell platforms would be used to mount on gallery wall and display artwork. Michael Boyce of Mike's Artwerks shop will be sanding down the stairwell platforms to create a smooth surface.

Ms. Stallings commented on the coloring and painting of the stairwell platforms. Ms. Malenfant responded color hasn't been decided on at this time but tables created out of fire hydrants will be painted their original colors.

Ms. Johnson commented if local artist will be used for the art project. Ms. Malenfant commented, yes while working with the Arts of the Albemarle in connecting with local artist.

Mr. Adams commented painting any existing windows or doors. Ms. Malenfant commented no changes to any buildings. Chairman Koch commented some windows and doors are covered presently and will there be further doors and windows covered. Ms. Malenfant commented no but, there are intentions to use existing metal bars as a place to display art. Mr. Michael Boyce, audience member, commented windows and doors will be open during an exhibit and close once the exhibit is completed. Ms. Malenfant commented artwork (other than metal work) will be special event oriented.

Ms. Coleen Curtis, Executive Officer of the Albemarle Area Association of Realtors, came forth and commented about receiving \$5000 Placemaking Grant from the National Association of Realtors.

Mr. Larry Giddens, Executive Director of the Arts of the Albemarle, commented his excitement to partner and support the art project. Mr. Giddens encouraged the Commission to view Mr. Michael Boyce artwork online.

Ms. Malenfant commented the art project has progressed significantly and how Mr. Boyce is extremely talented and elated to assist with designing one of the metal fences for the art project.

Chairman Koch called for a motion. Mr. Boyd made a motion to **APPROVE** HP-17-17 as presented allowing staff to approve any future changes. Ms. Stallings seconded the motion. **ALL IN FAVOR: ADAMS, BOYD, JOHNSON, AND STALLINGS. NONE OPPOSED. MOTION CARRIED.**

### **COMMITTEE REPORT**

Chairman Koch and the Commission welcomed Mr. Rick Boyd to the Historic Preservation Commission.

### **STAFF REPORTS**

Ms. Alcock commented on information about the green gate. The Commission made the following determination. Ms. Stallings made a motion to allow staff to **APPROVE** the green gate's Certificate of Appropriateness application administratively. Mr. Boyd

seconded the motion. **ALL IN FAVOR: ADAMS, BOYD, JOHNSON, AND STALLINGS. NONE OPPOSED. MOTION CARRIED.**

Ms. Alcock commented she has spoken with the property owners at 413 West Main Street in reference to the plywood used on their front porch and they would need to submit a Certificate of Appropriateness application to the Community Development's office by the next Certificate of Appropriateness application deadline for February 2018.

No **OLD BUSINESS** given.

No **NEW BUSINESS** given.

Chairman Koch called for a motion to adjourn. Mr. Boyd made a motion to **ADJOURN** the Historic Preservation Commission meeting. Ms. Stallings seconded the motion. **ALL IN FAVOR: ADAMS, BOYD, JOHNSON, AND STALLINGS. NONE OPPOSED. MOTION CARRIED.**

Historic Preservation Commission meeting adjourned at 5:20pm.