

**CITY OF ELIZABETH CITY  
HISTORIC PRESERVATION COMMISSION  
SPECIAL CALL MEETING  
WEDNESDAY, MAY 23, 2018  
4:00PM**

**MEMBERS PRESENT**

Jarrett Koch - Chairman (Applicant)  
Rick Boyd - Vice Chairman  
Gordon Adams  
Georgene Falcon (Absent)  
Doris Johnson  
Rachel Stallings

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

Vice Chairman Boyd called the meeting to order at approximately 4:10PM and stated there was a quorum. There was an introduction and roll call for the Historic Preservation Commission members.

Vice Chairman Boyd called for a motion to approve the agenda. Ms. Stallings made a motion to **APPROVE** the agenda. Ms. Johnson seconded the motion. **ALL IN FAVOR: ADAMS, JOHNSON, AND STALLINGS. NONE OPPOSED. MOTION CARRIED.**

Vice Chairman Boyd called for a motion to approve the Thursday, March 8, 2018 Historic Preservation Commission minutes. Mr. Gordon made a motion to **APPROVE** the Thursday, March 8, 2018 Historic Preservation Commission minutes. Ms. Stallings second the motion. **ALL IN FAVOR: ADAMS, JOHNSON, AND STALLINGS. NONE OPPOSED. MOTION CARRIED.**

Vice Chairman Boyd 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.

Vice Chairman Boyd read the following **STATEMENT FROM VICE 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.

Vice Chairman Boyd asked the audience members to come forth and be sworn, if anyone plans to speak today in reference to HPC 06-18. Mr. Jarrett Koch, the applicant, came forth and was sworn.

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

**New Business No.: Application HP 06-18**, filed by Jarrett D. and Catherine M. Koch for exterior improvements to the structure located at 608 West Main Street. The applicant is proposing to raise the roof structure to comply with current building codes for the overhead space and expand second floor bathroom. Materials used on the addition will match the existing façade.

There were not any talking points given by staff at this meeting.

Mr. Koch came forth and described in detail the overall project to complete exterior improvements to a structural portion of his home. Mr. Koch explained how he was proposing to raise the roof structure to comply with current building codes for the

overhead space and expand the second floor bathroom as well as making sure the materials used will match the existing facade.

Mr. Adams commented, "To raise the roof, you'll take the roof completely off and build a new one?" Mr. Koch responded, "Yes, the roof will be stripped down." Mr. Adams commented, "Do you expect to go up three or four feet?" Mr. Koch responded, "Yes, the outside walls about three and a half feet, which will give us nine feet at the peak, and roughly on each side would be a little over seven in the corners but most of the overhead space will be above eight feet."

Ms. Johnson commented, "He answered the question when I was talking about the city and how high they would allow." Mr. Koch stated, "Overhead space for a shower according to the building codes have to be seven and a half feet or higher even though typically most ceilings are eight feet."

Vice Chairman Boyd asked if staff has any recommendations or concerns. Mr. Schelly responded, "I have some questions."

Mr. Schelly asked, "Is the bay window in the picture the kitchen?" Mr. Koch responded, "Yes, it is the kitchen." Mr. Schelly asked, "The ceiling to the kitchen will not be changing correct?" Mr. Koch responded, "The shape and structure design of it will not be changing. The existing trestle will just be raised." Mr. Schelly questioned, "For the kitchen?" Mr. Koch responded, "The roof over the kitchen is the same roof that we are lifting." Mr. Schelly asked, "The existing kitchen ceiling height will remain the same?" Mr. Koch responded, "The existing kitchen ceiling will be the floor of the bathroom. So that will remain the same." Mr. Schelly asked, "Judging by the rendering, it appears that you are raising the roof to match the eaves of the main portion of the house?" Mr. Koch responds, "I don't know exactly how it is going to work out yet as far as the measurements go but, it is going to be close within a few inches." Mr. Schelly stated, "Ok, so is your ceiling height for your existing kitchen, is that higher or the joist above the ceiling for the kitchen, are those higher than the floor joist for the main part of the house?" Mr. Koch responded, "No all the first floor ceilings are nine feet." Mr. Schelly questioned, "And the second floor ceilings?" Mr. Koch responded, "The second floor ceiling is pretty close to the same. The ceiling in the bathroom will not quite be as high as.....actually yeah; it will be as high as the existing ceiling in the bathroom." (Mr. Koch gave a visual description of what he was talking about.) Mr. Schelly commented, "The rendering seems to show that the knee wall you were talking about is likely to be more like six or seven feet tall, not three and a half." Mr. Koch responded, "It's currently three and a half feet, although the overhang from the trusses, you don't see that it's kind of on the inside." Mr. Schelly stated, "Oh, I see what you're saying, the knee wall is inside, not outside." Mr. Koch, responded, "You can't see it right now. There's a roof in the way." Mr. Schelly commented, "The exterior wall is actually going to be closer to

six feet in height along the back facade or maybe even six to eight feet high." Mr. Koch explained, "Where the bottom of the new roof structure will tie in, we'll match where the second floor roof structure already exist coming around the house. So, all the crown molding will be blended in and it will be seamless all the way around the exterior of the house and it will be brought to that exact same height." Mr. Schelly commented, "So, it's likely that you're actually raising the roof more like to eight or nine feet rather than three and a half feet." Mr. Koch responded, "Not really, if you look at the window in the picture, the top left window is 57 inches tall from top to bottom." Mr. Schelly, questioned, "Where the ladder is there?" Mr. Koch responded, "Yes, see the bottom of the roof comes to about the same spot as that window. Total roof height from where it sits now to where it will be raised to will be probably a little over 60 inches. It will be about 60 inches taller than where it currently sits." Mr. Schelly commented, "The eaves of your existing roof over your kitchen is not at the bottom of that window." Mr. Koch responded, "No, there is some structure inside that is hidden that you can't see. There's knee walls on the inside that you can't see because, the roof extends pass it." Mr. Schelly commented, "Essentially, you will be adding a rear wall that is high as the distance between your current eave for your kitchen and the eave for the second floor." Mr. Koch responded, "Yes." Mr. Schelly, questioned, "Intending to keep the sky light or solar panel?" Mr. Koch responded, "No, that's not a sky light or solar panel. That is a metal patch from where a chimney that was decayed and falling apart use to exist and it was never completely repaired. This was a temporary solution for about four years ago that just stayed. So, it's just sheet metal that was placed underneath the shingles. This is just one of those projects that has been on a to do list for a long time." Mr. Schelly questioned, "The new window will it instead be more like the second window?" Mr. Koch responded, "It will be....centered. The rendering actually shows the window a little closer to the left. Reasoning being, my methods of creating the rendering were to cut apart the old picture." Mr. Schelly, commented, "On the side of the addition, it looks like there's a doorway but that's just a vesture of your copy and paste method, right?" Mr. Koch responded, "Yes." Mr. Schelly questioned, "No window there either?" Mr. Koch responded, "No." Mr. Schelly commented those are all my questions.

There were no further questions and Vice Chairman Boyd asked for a motion. Ms. Johnson made a motion to **APPROVE** the HP-06-18 application as it stands according to all the City's codes and ordinances. Mr. Adams seconded the motion. **ALL IN FAVOR: ADAMS, JOHNSON, AND STALLINGS. NONE OPPOSED. MOTION CARRIED.**

No **STAFF REPORTS** given.

No **OLD BUSINESS** given.

## **NEW BUSINESS**

Mr. Schelly commented there was an interest by the Commission to review or suggest any changes to the Local Historic District and Landmark Design Guidelines. In general the Commission would need to establish the next meeting to discuss the guidelines thoroughly and entertain any changes or additions to the document. The City Manager would like the Commission to finish your revision and make recommendations to City Council for their consideration at the end of July 2018. After much discussion, the Commission decided to discuss the Local Historic District and Landmark Design Guidelines at the next regular scheduled Historic Preservation Commission meeting on June 14th, which would allow the Commission ample time to review the Local Historic District and Landmark Design Guidelines.

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

Historic Preservation Commission special call meeting adjourned at approximately 4:47PM.