

**CITY OF ELIZABETH CITY  
PLANNING COMMISSION  
REGULAR MEETING  
Wednesday, June 10, 2020  
4:30 PM**

**MEMBERS Present**

Rick Boyd - Chairman  
Ed Fearing (absent) - Vice Chairman  
Blair Jackson  
Charlene Wade  
Rachel Stallings  
David Luke (absent)  
Georgene Falcon (absent)

Also present, was Planner, Kellen Long. Due to the concerns with COVID-19 and with keeping in the standards of the North Carolina Open Meetings Act, the Council Chambers were limited to 10 people at one time. Staff provided an overflow room where public attendees and witnesses could view the meeting remotely. Any party with legal standing had the opportunity to address the commission and the applicant.

Chairman Boyd called the meeting to order at approximately 4:30 PM and stated a quorum.

Chairman Boyd called for a motion to approve the agenda as presented. Commissioner Stallings made a motion to **APPROVE** the agenda as presented. Commissioner Wade seconded the motion. **ALL IN FAVOR: Jackson, Wade, AND Stallings. NONE OPPOSED. MOTION CARRIED.**

Chairman Boyd called for a motion to approve the minutes from the Regular Meeting on Wednesday, February 12, 2020. Commissioner Stallings made a motion to **APPROVE** the Wednesday, February 12, 2020 Historic Preservation Commission minutes with the noted grammar error. Commissioner Jackson seconded the motion. **ALL IN FAVOR: Jackson, Wade, and Stallings. NONE OPPOSED. MOTION CARRIED.**

Planner Long, 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. 160 A-75.

Chairman Boyd read the following **STATEMENT FROM THE CHAIRMAN:**

Prior to today's meeting, notification was sent to neighbors living within 100' of the properties in questions. 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 is required 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 are asked to be excused from the hearing of the application.

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

Planner Long and the representative for the applicant, Daryl McCuiston, came forth and were sworn in.

Chairman Boyd read the new business item as follows:

- **CASE NO: HP 09-20**, filed by David McCuiston for the property located at 610 West Main Street. The applicant is requesting approval to replace the front façade windows of the home with vinyl replacement windows that replicate the original wood windows.

Planner Long presented her staff analysis report as follows:

The case before you this afternoon is HP 09-20 filed by David McCuiston for the property located at 610 West Main Street. The property currently maintains the original residential zoning district classification designated at the time the Unified Development Ordinance and official zoning map was adopted by the City of Elizabeth City in 1972. 610 West Main Street is listed on the National Register of Historic Places-Inventory Nomination Form as a narrow 2-story frame house, gable-end to street.

The applicant is requesting approval for the following item:

- Replace the front façade windows with vinyl replacements that replicate the original wood windows design and size. The applicant will be repairing and keeping the original window trim.
  - Photos have been provided in attachment A & B of your staff analysis of the proposed vinyl replacements, keeping both the 6 over 1 and 2 over 2 design.
  - After discussing with the applicant on the decision if a vinyl replacement, it was stated that this decision has been made for energy efficiency reasons and the financial cost of wood windows versus vinyl replacements.

I have provided the local historic district and landmark design guidelines reference in your staff analysis pertaining to windows and doors starting on page 2 of your staff analysis and page 69 of your guidelines booklet.

This section states that: In addition to the functional purposes of providing light, ventilation, and access, windows and doors are also important architectural elements that contribute to the historic character of a structure. Their size, shape, positioning, and pattern can be telling of the structures architectural style and thus provide insight into the age. Equally important are the features that accent both windows and doors including brackets, moldings, muntins, shutters, sidelights, and transoms.

IF the Commission deems the request appropriate, Staff recommends the following as conditions of approval:

- All necessary building permits shall be secured prior to commencing work;
- Care be taken to minimize the loss of historic material;

This concluded Planner Long's staff report.

The representative for the applicant, Daryl McCuiston, came forth and echoed the staff report given by Planner Long and spoke about the damage the house had received from a storm a few weeks prior.

Commissioner Stallings asked the representative what company the windows would be purchased from. The representative did not have this information, however, the representative stated that the windows would be the exact same size and design as the original wood windows.

Chairman Boyd asked the representative if there were any other scalable work that they were planning for the home.

The representative stated that the home needs to be reroofed and there is currently some structural damage that will be need to be fixed.

Planner long noted that an administrative COA was just approved for the structure to change the exterior paint color of the trim, soffit fascia boards, and window trim.

After a brief discussion, Commissioner Wade made a motion to APPROVE **Case No: HP 09-20** with the following staff recommendations:

- All necessary building permits shall be secured prior to commencing work;
- Care be taken to minimize the loss of historic material;

Commissioner Jackson seconded the motion. **ALL IN FAVOR: Jackson, Wade, AND Stallings. NONE OPPOSED. MOTION CARRIED.**

### **Staff Report:**

Planner long congratulated the Commission on receiving the Certified Local Government Status for fiscal year 2019 based on the Commission's efforts. Planner Long also discussed how this year's trainings will be conducted virtually because of the concerns with COVID -19. Planner Long is still waiting on training materials from the State Historic Preservation Office.

### **Chairman's Report:**

There was no chairman report.

### **Member Concerns:**

No member concerns were reported.

Commissioner Stallings made a motion to **ADJOURN** the Wednesday, June 10, 2020 Historic Preservation Commission meeting. Commissioner Wade seconded the motion. **ALL IN FAVOR: Jackson, Wade, AND Stallings. NONE OPPOSED. MOTION CARRIED.**

Historic Preservation Commission adjourned at 4:47 PM.

Respectively submitted,

Kellen Long  
Planner II