

**CITY OF ELIZABETH CITY
HISTORIC PRESERVATION COMMISSION
REGULAR MEETING
THURSDAY, JUNE 13, 2019
4:30 PM**

MEMBERS PRESENT

Rick Boyd - Chairman
Ed Fearing - Vice Chairman
Georgene Falcon
Blair Jackson
Doris Johnson - Absent
David Luke
Rachel Stallings

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

Chairman Boyd called the meeting to order at approximately 4:30pm with a roll call and stated there was a quorum.

Chairman Boyd called for a motion to adopt the Thursday, June 13, 2019 agenda as presented. Ms. Stallings made a motion to **APPROVE** the Thursday, June 13, 2019 agenda as presented. Ms. Falcon seconded the motion. **ALL IN FAVOR: FALCON, FEARING, JACKSON, LUKE, AND STALLINGS. NONE OPPOSED. MOTION CARRIED.**

Chairman Boyd called for a motion to approve the Thursday, February 7, 2019 minutes. Ms. Stallings made a motion to **APPROVE** the Thursday, February 7, 2019 minutes. Mr. Luke seconded the motion. **ALL IN FAVOR: FALCON, FEARING, JACKSON, LUKE, AND STALLINGS. NONE OPPOSED. MOTION CARRIED.**

Chairman Boyd called for a motion to approve the Thursday, March 7, 2019 minutes. Mr. Luke made a motion to **APPROVE** the Thursday, March 7, 2019 minutes. Ms. Stallings seconded the motion. **ALL IN FAVOR: FALCON, FEARING, JACKSON, LUKE, AND STALLINGS. NONE OPPOSED. MOTION CARRIED.**

Ms. Chamblee, secretary to the Commission, 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 disclosed 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 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 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.

Mr. Schelly discussed disclosure with the Historic Preservation Commission.

Application HP 08-19, filed by Charlotte Patterson, for property located at 200 East Church Street. The applicant is requesting approval for several exterior changes to the property including new front porch railings and steps, new brick skirting on the south side of the house, and new brick walk-way leading to the front porch steps.

Ms. Kellen Long presented her Staff Analysis report as follows:

The case before you this afternoon is HP 08-19 filed by Charlotte Patterson for the property located at 200 E Church Street. This property currently maintains a Central Business (CB) zoning classification. The zoning of this property changed to central business when the new zoning map was adopted by Elizabeth City in 1999. The original zoning classification of the property in the 1972 zoning map was office and institutional at the time the Unified Development Ordinance and official zoning map was adopted by

the City of Elizabeth City. 200 East Church Street is listed on the National Register of Historic Places-Inventory Nomination Form. It was believed to be built in 1896. It is described in the nomination form to be a 2-story frame house. There is no individual description for this home on file.

The applicant is requesting approval for the following nine items:

- Reconstruct the front porch railings and steps. The spindles will be replaced with the same plain rectangular boards to match the rectangular square posts supporting the front porch roof (refer to image 6)
- The handrails along the front porch (except the hand rails on the steps) will be sanded and reused
- The original posts on the porch will remain, with the addition of two matching posts has shown in image 7 in the staff analysis
- The railing will be extended by about a foot to provide privacy.
- The steps leading up to the front porch will be removed and replaced. The applicant would like the width of the steps will be shortened by about a foot and a half and painted brown to match the color of the original front door. The steps will be replaced with an engineered textured wood to prevent wood rot. The risers will be made of natural wood and painted white.
- The new rails will be made of natural wood from 2 x 4 cuts to the specific width of the top rails.
- The current plastic skirting on the south side of the home will be replaced with brickwork as shown in image 7. The brickwork will match the current north, east, and west skirting of the home.
- The existing cement walk-way will be replaced with brick in a herringbone pattern to match the underpinning used on the north, east, and west sides of the home shown in image 7.
- After all work is complete, appropriate landscaping will be added to enhance the new façade, as shown in image 7.

In the staff report provided to the Commission, staff references several briefs that pertain to the proposed project. Please note that neither The National Park Service or our Local Design Guidelines had any references pertain to replacement of concrete walkways with brick, however, it is of the general opinion that the brick work would satisfy the recommendations of The National Park Service and section 1-2 in the Elizabeth City Historic District Guidelines, Streets, Sidewalks, Parking, Driveways, and Alleyways.

Section 1-2.1 states:

That walkways, sidewalks, street, driveways, and alleys should be preserved and maintained to the original city plan and street pattern, including the original size, orientation, and material.

IF the Commission deems the request appropriate, in whole or in part, 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; and
- Care should be taken when replacing the concrete walkway, as to not damage the City's current sidewalk adjacent to the property.

This concluded Ms. Long's presentation.

Ms. Charlotte Patterson, the applicant, was called forth and sworn by the secretary to the Commission.

Ms. Patterson informed the Commission she has lived in her home since 2011. The applicant's home has been remodeled on the inside and now the applicant would like to improve the outside of the home. The applicant discussed several renovations that are needed to the outside of her home.

Ms. Stallings commented which railing would be extended about a foot for privacy. The applicant referred to picture one in the Staff Analysis and commented the railing or post would be extended inward.

Vice Chairman Fearing questioned the current railings of the porch being identical to the original railings of the porch. Ms. Patterson commented all of the porch has been replaced except across the top of the porch.

Mr. Schelly requested Chairman Boyd to ask for any disclosures from the Commission at this time. Several Historic Preservation Commission members commented they have driven by and observed Ms. Patterson's home.

Ms. Falcon commented has the front door of Ms. Patterson's home always been on the side of the house. Ms. Patterson commented yes, her home was made into two apartments instead of a single dwelling home during the war.

Ms. Falcon commented on the planters and what would they consist of. Ms. Patterson commented she would be using appropriate landscaping such as wood and planting annuals.

Ms. Jackson commented whether the property was nominated or nationally listed on the Inventory Nomination form. Ms. Long explained the property was mentioned in the nomination of the Historic District but wasn't individually listed.

Chairman Boyd read the following exterior modifications to allow the Commission to make comments:

- Reconstruct the front porch railings and steps. The spindles will be replaced with the same plain rectangular boards to match the rectangular square posts supporting the front porch roof (refer to image 6).
- The handrails along the front porch (except the hand rails on the steps) will be sanded and reused.
- The original posts on the porch will remain, with the addition of two matching posts has shown in image 7.
- The railing will be extended by about a foot to provide privacy.
- The steps leading up to the front porch will be removed and replaced. The width of the steps will be shortened by about a foot and a half and painted brown to match the color of the original front door. The steps will be replaced with an engineered textured wood to prevent wood rot. The risers will be made of natural wood and painted white.
- The new rails will be made of natural wood from 2 x 4 cuts to the specific width of the top rails.
- The current plastic skirting on the south side of the home will be replaced with brickwork as shown in image 7. The brickwork will match the current north, east, and west skirting of the home.
- The existing cement walk-way will be replaced with brick in a herringbone pattern to match the underpinning used on the north, east, and west sides of the home shown in image 7.

- After all work is complete, appropriate landscaping will be added to enhance the new façade, as shown in image 7.

The Commission gave positive comments and didn't have any issues with the exterior modifications in regards to HPC 08-19.

Chairman Boyd called for a motion to except the applicant's request for exterior modifications. Ms. Jackson made a motion to **APPROVE** the applicant's request for exterior modifications with the following conditions:

- All necessary building permits shall be secured prior to commencing work;
- Care be taken to minimize the loss of historic material; and
- Care should be taken when replacing the concrete walkway, as to not damage the City's current sidewalk adjacent to the property.

Mr. Fearing seconded the motion. **ALL IN FAVOR: FALCON, FEARING, JACKSON, LUKE, AND STALLINGS. NONE OPPOSED. MOTION CARRIED.**

STAFF REPORT

Mr. Schelly discussed the following:

- Copies of the yellow packets for those persons interested in the non-income producing tax credits.
- Reid Thomas visited on Friday, May 31, 2019 to talk about Homeowners Tax Credits.
- Historic Preservation Commission had discussed in the past creating a newsletter or blog.
- Historic Preservation Commission to work with the Elizabeth City Historic Neighborhood Association (ECHNA) in recognizing projects that have been done in the Historic District.

Chairman Boyd announced Sunday, June 16, 2019 at 7:00pm at his house the Elizabeth City Historic Neighborhood Association (ECHNA) will have their picnic and everyone is invited.

OLD BUSINESS

- Ms. Long gave brief information on other Certificate of Appropriateness cases.

NEW BUSINESS

- Debbie Malenfant discussed negative responses being commented by relators to potential homeowners, who are interested in purchasing a home in the Historic District because, there are restrictions for living in the Historic District.
- Mr. Fearing discussed the opening of the Colonial Cafe' in the location of the previous Colonial Restaurant.

Chairman Boyd adjourned the Thursday, June 13, 2019 Historic Preservation Commission meeting. The Historic Preservation Commission meeting adjourned at 5:26pm.