

**CITY OF ELIZABETH CITY
HISTORIC PRESERVATION COMMISSION
REGULAR MEETING
THURSDAY, JULY 12, 2018
4:30PM**

MEMBERS PRESENT

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

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

Vice Chairman Boyd called the meeting to order at approximately 4:31pm 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. Mr. Adams seconded the motion. **ALL IN FAVOR: ADAMS, LUKE, AND STALLINGS. NONE OPPOSED. MOTION CARRIED.**

Vice Chairman Boyd called for a motion to approve the Thursday, June 15, 2018 Historic Preservation Commission minutes. Mr. Adams made a motion to **APPROVE** the Thursday, June 15, 2018 Historic Preservation Commission minutes. Ms. Stallings seconded the motion. **ALL IN FAVOR: ADAMS, LUKE, AND STALLINGS. NONE OPPOSED. MOTION CARRIED.**

No **STATEMENT OF DISCLOSURE** was given.

No **STATEMENT FROM THE CHAIRMAN OR VICE CHAIRMAN** was given.

No **CONSIDERATION OF APPLICATION** was given.

No **NEW BUSINESS** was given.

STAFF REPORT

Mr. Schelly informed the Commission there were ten Certificates of Appropriateness applications approved thus far for the year. (Six Administrative Certificate of appropriateness applications and four Certificate of Appropriateness applications were heard before the Historic Preservation Commission.)

OLD BUSINESS

Historic Preservation Guideline Book

Mr. Schelly informed the Commission of the following comments in reference to the Historic Preservation Guideline book. Georgene Falcon commented about the typos and grammatical errors within the Historic Preservation Guideline Book and Jarrett Koch commented the paint scheme proposed to become all white for a particular building should come before the Historic Preservation Commission and not be handled administratively.

No comments were received from City Council about the Historic Preservation Guideline Book. Mr. Schelly commented there were a few questions from City Council more related to the concept of the Historic Preservation Commission; who or who doesn't fall in the Historic District and the requirements for the Historic District; whether or not we were proposing to expand or contract people out of the Historic District. Mr. Adams commented were there any anticipation for minor or major changes to the Historic Guideline book. Mr. Schelly explained, if any changes are needed, the guideline book would go back before City Council and the Historic Preservation Guideline book would become a part of the City of Elizabeth City's Unified Development Ordinance as a reference.

August or September 2018 would be the proposed City Council meeting months in which the guideline book would be adopted into the City's Unified Development Ordinance.

Mr. Adams was asked to reiterate his comments about the guideline book from the June 15, 2018 Historic Preservation Commission meeting. Mr. Adams commented on the following:

- On page 6, second paragraph, fourth line down, there needs to be more information in defining what "authority" means;
- In the next paragraph on the next line, use "be" instead of "act as";
- Last on that page, "design guideline adopted from" should be deleted; and

- On page seven, next page middle of the page, where it says "if approved by staff, etc.", add prior to work.

This concluded Mr. Adams comments.

Ms. Stallings commented on the following:

- The green section on page 39 beginning with section 1-1.2 add "However, large trees immediately adjacent to a large historic structure should be allowed to be removed.";
- On page 44, section 1-3.3 need clarification on the term "brightness" in regards to the light fixtures should be compatible with the building. Ms. Stallings concern is with the brightness. Mr. Schelly commented adding "and temperature range";
- On page 46, section 1-4.3 applying paint to an unpainted wall or fence that wouldn't have been painted historically. Paint color needs to be suitable and approved by the Historic Preservation Commission;
- On page 46, section 1-4.4 new walls or fences shall be designed and located in a manner that is compatible with the historic character of the district. Colors are subject to being pre-approved such as white picket fences and black wrought iron;
- On page 63, section 2-1.4 Preserve and maintain significant features such as chimneys. Ms. Stallings concern with chimneys is having a chimney so deteriorated and causing structural issue that the chimney is upsetting the integrity of the house. Mr. Adams commented adding a few words to the end of the sentence in 2-1.4 such as "Removal of such features is inappropriate and requires Historic Preservation Commission approval." Mr. Schelly suggested the wording should be "Removal of such features as inappropriate and reconstruction maybe required in severe cases by the Historic Preservation Commission." Ms. Stallings agreed to the wording change;
- On page 69, section 2-3.7 Allow hardie plank or engineered wood to replace the flat board on a house as long as it matches the reveal. Any trim around the windows or decor shall be maintained, preserved, and up kept. Mr. Schelly commented the hardie plank must match the historic profile;
- On page 73, section 2-4.1 Preserve and maintain historic windows and doors etc. Consider allowing vinyl windows as long as they match the current style windows and can be approved by the Historic Preservation Commission. Mr. Adams

commented about adding a few words to say vinyl windows maybe acceptable after approval of the Historic Preservation Commission. Mr. Adams also commented about deleting the last few words of this statement "Use of substitute materials will be considered on an individual basis if the original material is no longer available." Delete "if the original material is no longer available." Ms. Stallings commented change the words to "use of vinyl windows will be considered on individual basis." Vice Chairman Boyd commented not to use the term "vinyl windows" but use the term alternative or substitute material. Mr. Schelly commented crafting a way to revise 2-4.1 by providing clarity.; and

- On page 83, section 2-8.2 Introduce energy efficient features including shutters, storm windows, weather stripping and awnings where appropriate. Storm windows aren't historic accurate and they take away from the historic characteristic of a house.

This concluded Ms. Stallings comments.

On page 83, section 2-8.2, Vice Chairman Boyd commented on ramps (handicap ramps) in the Historic District.

Mr. Adams questioned the simplicity throughout the decision of the Historic Preservation Commission and is the decision of the Historic Preservation Commission final. Mr. Schelly explained the Historic Preservation Commission is a quasi-judicial decision making Commission and any decision of the Commission would be final. Mr. Adams commented was Mr. Schelly's explanations stated within the Historic Guideline book. Mr. Schelly commented it wouldn't have to be stated within the guideline book because the Historic Guideline book would become a part of the Unified Development Ordinance. Vice Chairman Boyd commented guidelines are good but guidelines put in as a rule would be better.

Mr. Schelly commented about the guidelines having consistent or contributing phrases such as "it contributes to character of the Historic District. On page 39, section 1-1.7 Landscape should not substantially obscure or block the views of others as well as on page 38, section 1-1.1 Landscape features contributing to the Historic District has to be maintained and preserved or removed and maintained.

Mr. Schelly commented on page 44, section 1-3.3 New lighting fixtures should be compatible with the building and site in terms of size, scale, design, materials, color, and brightness.

Mr. Schelly commented on page 37, beginning with the second paragraph about informal landscaping, mature trees, and specific rose bushes.

Mr. Schelly commented on page 37, near the end of the first paragraph about the views of the Pasquotank River.

Mr. Gordon Adams had to leave the meeting at approximately 6pm.

Mr. Schelly commented about modifying some of the language used in the Historic Guideline book and revises some of the comments that were made from today's meeting.

Vice Chairman Boyd called for a motion to adjourn. Ms. Stallings made a motion to **ADJOURN** the Thursday, July 12, 2018 Historic Preservation Commission meeting. Mr. Luke seconded the motion. **ALL IN FAVOR: LUKE AND STALLINGS. NONE OPPOSED. MOTION CARRIED.**

The Thursday, July 12, 2018 Historic Preservation Commission meeting adjourned at approximately 6:12pm.