

**CITY OF ELIZABETH CITY
HISTORIC PRESERVATION COMMISSION
REGULAR MEETING
THURSDAY, AUGUST 9, 2018
4:30PM**

MEMBERS PRESENT

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

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

Chairman Koch 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.

Chairman Koch called for a motion to approve the agenda. Vice Chairman Boyd made a motion to **APPROVE** the agenda as presented. Ms. Falcon seconded the motion. **ALL IN FAVOR: ADAMS, BOYD, FALCON, LUKE, AND STALLINGS. NONE OPPOSED. MOTION CARRIED.**

Chairman Koch called for a motion to approve the Thursday, July 12, 2018 Historic Preservation Commission minutes. Mr. Adams and Ms. Falcon made comments about the corrections needed in the Thursday, July 12, 2018 minutes such as the word "simplicity should be implicitly;" capitalization of the "H" in the word hardie planks; and the terminology of storm windows. Vice Chairman Boyd made a motion to **APPROVE** the Thursday, July 12, 2018 Historic Preservation Commission minutes. Mr. Adams seconded the motion. **ALL IN FAVOR: ADAMS, BOYD, FALCON, LUKE, AND STALLINGS. NONE OPPOSED. MOTION CARRIED.**

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 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.

Cheryl Eggar read the **Consideration of Application** as follows:

Application HP 11-18, filed by Matthew and Sylvia Schelly for property located at 504 West Main Street. The applicant is requesting approval for the replacement of the kitchen window on the side of the house. The current window is a "modern" window that was installed perhaps in the 1980's for a kitchen renovation.

Chairman Koch asked for anyone planning to speak in reference to HP 11-18, please come forth and be sworn. Mr. Matthew Schelly came forth and was sworn.

Ms. Cheryl Eggar presented her report:

The case before you this afternoon is HP 13-18 filed by Matthew & Sylvia Schelly for their property located at 504 West Main St. The applicant is requesting a COA to replace an existing double hung window that is located on the side of the home. The original window had been replaced sometime in the past with a smaller modern 12 pane double hung window. The replacement window will be a wood double hung window with two panes, similar to the existing windows. The proposal is to replace the current window with a larger one that will extend up to the trim board and eliminate the infill siding at the bottom of the existing window. The window will be trimmed and painted to match the color of the existing windows. On page 3 of the staff analysis you will find a simulation of the appearance of the replacement window. Staff is of the opinion that the request is appropriate and recommends approval off the request with the following conditions:

- Applicant must secure all necessary permits from the Inspections Department, if any, prior to window replacement; and
- Care shall be taken by the owner or their installed to ensure no damage occurs to the house during the replacement of the window.

This concluded Ms. Eggar's report.

Mr. Schelly's came forth and addressed the Historic Preservation Commission. Mr. Schelly commented his house is known as the "Miss Lillie Grandy House" and the house was built in 1897 for Miss Lillie Grandy. The house was designed by George F. Barber, a Knoxville, Tennessee architect, who sold his design be mail order catalogs. He was the architect for six other homes in Elizabeth City. The purpose of this application is to get the replacement of the kitchen window and replacing a modern window with a more historic representing window. Questions about the design of the window can be explained. All the rest of the windows in the house are all the same single pane over single pane windows. The windows are still all the original windows with the pegs that attach all the wooden pieces together as opposed to modern windows having nails, screws, or glue. The design of the new window is to replicate that appearance. The new replacement doesn't exactly match the height of the original that apparently was there at the time. Because at the time, it apparently went almost to the floor and that window is now in the kitchen where there will be counter top. But, nevertheless, it will be taller than it was, not only in height but, also the seal will be lower than the current one. So, it will be closer to the original.

Ms. Falcon commented she thinks it's gonna look great and be a really nice match with the other windows and it's wood.

No one else came forth to speak in regards to HP 11-18.

Chairman Koch called for a motion. Ms. Stallings made a motion to **APPROVE** HP 11-18 as presented. Ms. Falcone seconded the motion. **ALL IN FAVOR: ADAMS, BOYD, FALCON, LUKE, AND STALLINGS. NONE OPPOSED. MOTION CARRIED.**

STAFF REPORT

Mr. Schelly gave the Historic Preservation Commission a handout titled the Planning Successful Rehabilitation Projects, which included a section titled Replacement Windows Where No Historic Windows Remain. The second handout was titled the Weatherization, which referenced windows and doors.

OLD BUSINESS

Community Director Matthew Schelly will email the revisions or changes of the Historic Preservation Guideline Book that were discussed by the Historic Preservation Commission at the Thursday, July 12, 2018 meeting to the Historic Preservation Commission members.

No **NEW BUSINESS** was given.

Chairman Koch called for a motion to adjourn. Vice Chairman Boyd made a motion to **ADJOURN** the August 9, 2018 Historic Preservation Commission meeting. Ms. Stallings seconded the motion. **ALL IN FAVOR: ADAMS, BOYD, FALCON, LUKE, AND STALLINGS. NONE OPPOSED. MOTION CARRIED.**

The Thursday, August 9, 2018 Historic Preservation Commission meeting adjourned at approximately 5:04pm.

Respectfully Submitted,

Yvette M. Chamblee
Secretary
Historic Preservation Commission