

**Architectural Review Board  
August 7, 2017**

**MINUTES**

**MEMBERS PRESENT:** Jerry Miller, Dwayne Vernon, Kevin Jayroe, Michael Norton, Clare Reigart, Linda Abate', & Sally Gillespie

**MEMBERS ABSENT:** None

**OTHERS PRESENT:** Rick Martin, Janet Grant, & Debra Grant

- I. **Call to Order**
- II. **Approval of Minutes:** July 10, 2017; **Ms. Linda Abate'** made a motion to approve the minutes with corrections submitted by **Mr. Jerry Miller**, seconded by **Ms. Clare Reigart**, the motion carried unanimously.
- III. **Public Input: None**
- IV. **Old Business:**

- 1. **The Maritime Museum is requesting the approval to install a new door at 727-729 Front Street.**

**Rick Martin/City Staff** told the Board that Mr. Dwayne Vernon would be presenting the application for the Maritime Museum, in their request to replace an entry door.

**Mr. Dwayne Vernon/Architect** told the Board that there are 3 doors on the Front Street elevation of the Maritime Museum, the pair on the Northwest corner or the far right side of the Front Street elevation which is the existing fire stair exit, is requested to be replaced due to the deterioration of the current door. These doors are also required to have panic hardware installed to meet the Fire codes, however because of the size of the doors this is not possible. The request is for a 42" wide x 6'-8" high wooden door to be installed to replace the current door. The glass panels will remain in place. **Rick Martin/City Staff** said after working with Mr. Vernon on installing the panic hardware and discovering that there was no options for installing it on the current doors, this was the only other option.

**Public Input: None**

**Motion: Mr. Jayroe made a motion to approve the application as presented, citing Water Front Guidelines Section 4.3; page 4-5 (Exterior Materials on All Facades), seconded by Ms. Reigart, the motion carried 6 to 0 by a roll call vote. (Mr. Vernon was recused)**

- V. **New Business:**
  - 1. **Ms. Mary Lou Kenny is requesting the approval to perform alterations on her front porch and add gutters around the porch, at 113 St. James Street.**

**Rick Martin/City Staff** told the Board that the owner is requesting to replace porch ceiling with 6" V-groove T&G board and replace rotted porch floor with 3 1/8 x 5/4 pt. T&G flooring to match the existing (routine maintenance) and also to add 6" Ogee gutters around the front porch only with downspouts.

**Mark Smith/JMS Constructors, LLC** said the gutters that are requested (6 inches) are standard size and they are also planning on installing leaf guards. **Ms. Gillespie** had concerns about the size of the gutter being overbearing and also the leaf guards being added because

of the appearance. **Mr. Smith** said the leaf guards he will be installing will not be seen from the road and will not increase the depth of the gutters.

**Public Input: None**

**Motion: Ms. Abate' made a motion to approve the application as presented, citing Residential Guidelines Section 16; page 53 (Gutters), seconded by Mr. Jayroe, the motion carried 7 to 0 by a roll call vote.**

**2. Mr. & Mrs. Rex Query are requesting the approval to add an addition to the home and the Board's guidance on an addition to the garage, at 116 St. James Street.**

**Rick Martin/City Staff** told the Board that the request is for an addition to the main house.

**Mr. Rex Query/Applicant** told the Board that he and his wife are excited about buying property and moving to this area. The hope is to do an addition on the rear of the home, the closing is not complete but will be done on Tuesday. **Mr. Wayne Rogers/Architect at Catalyst Architects** said there will be an addition for a mudroom, porch, and master bedroom. The exterior siding that will be used will be Artisan (fiber cement) lap siding with mitered corners. The storm windows that are currently there will be removed and 1 over 1 double hung units by Andersen A Series will be installed, the roof will be a metal standing seam, French doors will be add that will also be Andersen A Series, and the foundation will be painted brick. The HVAC system will be relocated and screened. The addition that will be done to the garage will be brought back before the Board at a later time, because it will have to go before the Board of Zoning & Appeals. There is another building in the rear yard that will not be renovated, but does need to be moved on the property and put on a foundation. **Mr. Jayroe** asked about allowing the owner to place doors on the garage. The Board said the garage has been removed from the application and will be heard at a later date.

**Public Input: None**

**Motion: Ms. Gillespie moved that the Board grant contingent approval of the application as presented for the main house with the understanding that nothing is being approved for the out buildings, citing Residential Guidelines Section 1; page 25 (Additions). This approval is contingent on the record owner of the property co-signing and dating the application within 30 days after this meeting, and will be null and void if the co-signed and dated application is not so received. No work may commence on the project until after both a COA and a building permit is issued, seconded by Mr. Norton, the motion carried 7 to 0 by a roll call vote.**

**VI. Board Discussion:**

- Mr. Miller reminded the Board of the continuing education training scheduled for Tuesday, August 8<sup>th</sup> and notified them of the upcoming training later in the month.
- Mr. Martin told the Board that the training done by Phil Thomason group is being tracked, and the power point will be sent to Planning Commission.
- Mr. Martin also told the Board about a scheduled power outage on Wednesday night, beginning at 8 pm that will effect Front and Screven Street for about 3 to 4 hours.

- The Board discussed the fact that the small shed discussed by the Query's will be moved onto their property; Ms. Janet Grant said this all will be handled by Matt Millwood as a BZA matter.
- Mr. Miller thanked everyone for all their comments on the upcoming guidelines. Additional time has been given by the City Administrator and Archives and History on the deadlines, before presenting them to the Planning Commission and then City Council. More updates will be given at the next meeting.

**VII. Adjournment:** With there being no further business the meeting was adjourned.

*Submitted By,*

*Debra Grant  
Board Secretary*