

**Architectural Review Board
December 5, 2016**

MINUTES

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

MEMBERS ABSENT: Clare Reigart

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

I. Call to Order

II. Approval of Minutes: October 3, 2016; **Mr. Jerry Miller made a motion to approve the minutes as presented, seconded by Mr. Michael Norton; the motion carried 4 to 0 by a roll call vote** (*Ms. Linda Abate' and Mr. Kevin Jayroe were absent from the October meeting*).

III. Public Input: None

IV. Old Business:

1. Robert Fleming is requesting a revision to previously approved roof pitch of a 2 story porch addition at 902 Highmarket Street.

Rick Martin/City Staff told the Board that the Flemings' request is to change the roof pitch from what was previously approved by the Board.

Mr. Robert Fleming/Applicant said originally they asked for the pitch to be 2 1/2:12, but has since found that it could not be done, so the request tonight is for a 7:12 pitch. Mr. Fleming said all trim and details will match the original roof.

Public Input: None

Motion: Mr. Kevin Jayroe made a motion to approve the application as submitted, citing Residential Guidelines Section 24; page 66 (Porches), seconded by Mr. Dwayne Vernon; the motion carried 6 to 0 by a roll call vote.

V. New Business:

1. Ms. Diane Matuse is requesting an approval for repairs to the front façade of her home from damages done during the Hurricane, at 316 Front Street.

Rick Martin/City Staff told the Board that Ms. Matuse' s house was damaged during the Hurricane and the Board Chair was notified along with another member of the Board and they allowed her to do repairs in an emergency case and she is here tonight for a formal approval.

Ms. Gillespie said because the owner had replaced the front facade, leaving a portion of the porch with the asbestos siding, she asked that the Board give her permission to replace that also with the same siding used on the front.

Public Input: None

Motion: Mr. Miller made a motion to approve the application and the approval of the applicant replacing the remaining asbestos siding on the side porch with the same

material used on the front façade, citing Residential Guidelines Section 32; page 78 (Siding), seconded by Ms. Gillespie; the motion carried 6 to 0 by a roll call vote.

2. Ms. Rosalind S. Wyndham is requesting the approval to install a courtyard roof at 109 Screven Street.

Rick Martin/City Staff said the applicant would like to install a roof to a courtyard section on the rear of their property. Mr. Martin said that the product requested is a water based membrane that is used as a sealant. The courtyard has shrubbery surrounding it and it is not readily seen from the road.

Mr. Roger Wyndham/Representing Applicant told the Board that this roof would tie into an existing building and will be used as out-door dining for prospective customers to the restaurant. The columns (2) will either be 8 x 8 or 6 x 6. Insulation will be installed under it to help with climate control.

Public Input: None

Motion: Ms. Abate' made a motion to approve the application as submitted, citing Water Front Guidelines Section 4.5; page 4-6 (Roofing), seconded by Mr. Jayroe; the motion carried 6 to 0 by a roll call vote.

3. Ms. LaRhonda McKnight is requesting the approval to change siding and windows at 430 Cannon Street.

Rick Martin/City Staff that Ms. McKnight would like to change the siding and windows at her home.

Ms. McKnight/Applicant said she wants her siding to remain vertical but wants to install something that will withstand the weather and is treated. Ms. McKnight said the house was previously burnt and her mother had installed the current siding after that fire. **Mr. Norton** had concerns about the siding being vertical, he felt that horizontal siding would be more in keeping with what the original house would have been. **Ms. Gillespie** also said the horizontal siding would be more appropriate for the design of the home since it is located in a very visible location. She said the windows are charming and hoped that they could be restored. Ms. Gillespie said she is just offering suggestions that may add value to the home. **Ms. McKnight** said she understood but her home needs to be renovated and she wants to use something that is treated and would last. **Mr. Miller** said some of the changes given by Ms. Gillespie could help this house to become contributing to the district in the future. **Ms. McKnight** asked about the windows. **Ms. Gillespie** said the windows maybe able to be reworked and storm windows can be used for insulation. **Mr. Vernon** said hardi plank siding would be appropriate for this home. **Mr. Miller** said it is not the Board's job to redesign the applicant's project and they have been instructed not to say what they like, but they have to go by the guidelines, however they are able to make recommendations to help the applicant make wise decisions in spending her money. **Ms. Abate'** said if Ms. McKnight chose to use the requested siding it would be replacement in kind to what she has and she does not need the approval of the Board. Ms. McKnight said she will be able to replace the windows with the material she is requesting using 6 over 6 windows with the exception of the 3 over 3 windows on the rear.

Public Input: None

Motion: Ms. Gillespie made a motion to approve the requested windows using 6 over 6 with the exception of using 3 over 3 in the rear, the siding will be done in like kind and

does not need approval, however if the applicant decides to use a horizontal profile using a different material she will be required to get the Board's approval, citing Residential Guidelines Section 40; page 89 (Windows), seconded by Ms. Abate'; the motion carried 5 to 1 by a roll call vote (Mr. Norton cast the opposing vote).

4. IED-3 Holding LLC is requesting the approval to install a gable roof on the rear of the house at 1012 Front Street.

Rick Martin/City Staff said the applicant would like to put a gable roof over a flat roof at 1012 Front Street.

Mr. Ted Ulrichsen/Contractor told the Board that there is a flat roof currently and he wants to install a gable roof to match the front of the building. All materials and details will match the original.

Public Input: None

Motion: Mr. Jayroe made a motion to approve the application as submitted, citing Residential Guidelines Section 26; page 71 (Roofs), seconded by Mr. Norton; the motion carried 6 to 0 by a roll call vote.

5. Mr. Drew Swinnie is requesting the approval to install a fence and gate inside the yard at 233 Broad Street.

Rick Martin/City Staff told the Board that this request is to install a wooden picket fence with a wrought iron gate.

Mr. Drew Swinnie/Applicant said the fence will be installed along Broad Street and have a parking pad in front of it. The fence will be to protect his children from entering the street. The fence will not exceed 42" and the post 48", the post will be treated 4 x 4 and it will be painted black. The gate will be wrought iron. The privacy fence on the Highmarket Street side will remain a privacy fence but will be replaced with treated wood and painted black also. The owners' future plans is to install wrought iron to replace the picket fence. **Ms. Gillespie** said she did some research and found that a different design would be more appropriate to the home and she had pictures to support her findings. Mr. Swinnie said he also did some research and feels like his design would be more complimentary to the wrought iron gate that is being installed.

Public Input: None

Motion: Ms. Abate' made a motion to approve the application as submitted, citing Residential Guidelines Section 11; page 45 (Fences), seconded by Mr. Vernon; the motion carried 5 to 1 by a roll call vote (Ms. Gillespie cast the opposing vote).

VI. Board Discussion:

- **Rick reminded the Board of the upcoming City Christmas party on Friday, December 9th.**
- **Kevin Jayroe informed the Board that because of personal matters he is resigning as of this meeting, however he would love to come back and serve in the future if his situation changes.**

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

Submitted By,

Debra Grant
Board Secretary