

**MINUTES**  
**Architectural Review Board**  
**June 3, 2019**  
*(Audio recording states the date as June 2017)*

**MEMBERS PRESENT:** Linda Abate', Sally Gillespie, Lee Padgett, Kevin Jayroe, Jerry Miller, Dwayne Vernon, & Debra Smalls

**MEMBERS ABSENT:** None

**OTHERS PRESENT:** Tracy Gibson & Debra Grant

- I. **Call to Order**
- II. **Approval of minutes for May 6, 2019;** Mr. Padgett made a motion to approve the minutes with corrections, seconded by Mr. Jayroe; the motion carried unanimously.
- III. **Public Input: None**
- IV. **Amendment:** Mr. Padgett made a motion to amend the agenda to add an executive session to receive legal advice from the City Attorney, seconded by Mr. Jayroe; the motion carried unanimously.
- V. **Executive Session:**  
Mr. Miller made a motion to close the regular meeting and enter into executive session to receive legal advice, seconded by Mr. Vernon, the motion carried unanimously.

Mr. Padgett made a motion to close the executive session and reconvene the regular meeting, seconded by Mr. Jayroe, the motion carried unanimously. No formal action was taken.

- VI. **Old Business:**
  1. **Mr. Richard Hall/represented by Mr. Raymond Owens** is requesting the approval to replace an arched porch roof at 1021 Duke Street. **Tracy Gibson/City Staff** told the Board that Mr. Owens came before the board last month under discussion and was told to come back for a formal vote for the removal of an arched roof and to install a gable roof on the front porch. **Mr. Raymond Owens/Representative** said the request is to install a gable roof on the front of the home, the arched roof was removed because it was not stable. **Mr. Miller** asked if it had been determined that the arched roof was not original to the home. **Mr. Owens** said it was not original because it was attached to the siding and not to the studs. **Mr. Vernon** said he looked at the home and there is Dutch lap siding on the home, however there was bead board behind the arch and that tells him that the arch is not original to the home. **Mr. Jayroe** said he came to the same conclusion after going onsite. **Mr. Miller** said even though the arch is listed in the survey as a contributing feature, it is not original to the home and is not a typical feature of this style of home. **Mr. Owens** said the new gable roof will be supported by a 4 x 4 or 6 x 6 wooden post with a top and bottom base. (It was recommended that the post be 4 x 4 post and trim it out), there will be open rafter tails, and the gable will have siding. The wrought iron handrails that are existing will be used. The side and back porches will have handrails will be 4 x 4 wood and the pickets will be 2 x 2. The top rail of the handrails will be a 2 x 4.  
**Public Input: None**

**Motion: Mr. Vernon made a motion to approve the application as submitted with the clarification that the post will be 4 x 4 and trimmed with ¾ inch thick trim boards, citing Design Standards for Residential Properties, Chapter 3; Section 15.0; page 63 (Roofs), seconded by Padgett, the motion carried 7 to 0 by a roll call vote.**

**VII. New Business:**

- 1. Ms. Maudest Rhue-Scott** is requesting the approval to install new windows and foundation repairs at 334 Orange Street. **Tracy Gibson/City Staff** told the board that the applicant came before them in 2017 and 2018 for alterations to her home and the minutes of those meetings have been included in the packets. At this time the applicant is seeking the approval to replace windows and repair the foundation. **Mr. Jimmy Cox/Contractor** said approximately 11 windows needs to be replaced and the foundation needs repairs because of cracks, stucco will be installed to cover the entire foundation to give a uniformed look. **Mr. Miller** asked the condition of the windows and if they were original to the house. **Mr. Cox** said some of the windows have been replaced, and the ones seeking to be replaced the sashes are in bad condition. The house has a mixture of different styles of windows, the windows that are requested to be used are 1 over 1, wood windows. **Mr. Miller** said this is a contributing house and the Board has to be a little stricter with contributing houses than they would with a non-contributing house, because are only a few contributing houses left and if they are lost the district would be lost as well. The guidelines state that windows should be repaired rather than replaced, and if they have to be replace they should be with the same style and design. **Ms. Abate'** asked if the foundation would be stabilized. **Mr. Cox** said he will address any areas in the foundation that needs to be re-enforced for stabilization of the house. **Ms. Gillespie** said the windows should be preserved if at all possible, and suggested that some research be done to try and get someone to repair them rather than replace them. *(The names and phone number of Mr. Browder and Mr. Ramsey, contractors that specialize in restoration of windows were given to the contractor).* **Ms. Smalls** said she rode by the house and the windows are not consistent in style. **Mr. Miller** recommended that the building inspector and a couple of the board members come onsite and take a closer look at the windows. **Mr. Jayroe** said the contractor should be aware that the insurance company may require railings on the front porch.

**Public Input: None**

**Motion: Mr. Vernon made a motion to approve the foundation work as requested, citing Design Standards for Residential Properties; Chapter 3, Section 9.8; page 45 (Foundations), seconded by Mr. Padgett; the motion carried 7 to 0 by a roll call vote.**

- 2. John & Kristina McManus** are requesting the approval to install a fence, build a storage unit, and a walkway at 835 Front Street. *(Application withdrawn by applicant)*
- 3. Mr. Jim Clements** is requesting the approval to install shutters at 322 Prince Street. **Tracy Gibson/City Staff** told the board that the applicant is seeking the approval to install shutters. **Ms. Abate'** asked why shutters aren't being installed on all windows. **Mr. Clements** said it was because of economic reasons, the windows that won't have shutters, storm panels will be used when necessary. All shutters will be workable, except for the shutters on the upper level on the St. James Street side of the house, they will have the hardware, but will not be workable. The shutters will be raised panel, a synthetic wood product. It was suggested that the owner consider installing shutters between the two windows on the

front upper level over the front porch. The owner said he did not have an issue installing those shutters, but will get the opinion of the installer. The owner is also willing to make the shutters on the St. James Street side operable.

**Public Input: None**

**Motion: Ms. Abate' made a motion to approve the application as submitted, citing Design Standards for Residential Properties, Chapter 3, Section 17.0; page 68 (Windows & Shutters), seconded by Mr. Padgett, the motion carried 7 to 0 by a roll call vote.**

4. **Ms. Carol Addy is requesting the approval to replace a window at 221 Queen Street. (Application was withdrawn by applicant)**

**VIII. Board Discussion:**

- **Tracy Gibson/City Staff gave the board a FYI, concerning Prince George Winyah Church; they are about to start masonry work and restoration on the church and wanted to make them aware of the project, there will be no structural or foundation repairs. Mr. Miller said they did not need the board's permission because they are performing maintenance.**
- **Mr. Jayroe commented about the brick on some recent projects, saying they look older than the house.**
- **Ms. Gillespie said the yellow brick, which is made of local clay and is unique to Georgetown, on some of the store fronts on Front St. has been painted over and the district is losing that feature.**

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

*Submitted By,*

*Debra Grant  
Board Secretary*