

**Architectural Review Board  
June 5, 2017**

**MINUTES**

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

**MEMBERS ABSENT:** Jerry Miller

**OTHERS PRESENT:** Janet Grant, Rick Martin, & Cindy Thompson

- I. **Call to Order**
- II. **Approval of Minutes:** May 1, 2017; **Ms. Sally Gillespie made a motion to approve the minutes as written, seconded by Mr. Kevin Jayroe, the motion carried 6 to 0 by a roll call vote.**
- III. **Public Input: None**
- IV. **New Business:** *(The agenda was amended to hear the first item last)*

- 1. **Friends of the Kaminski House is requesting approval to install a bulkhead door at 1003 Front Street.**

**Rick Martin/City Staff** told the Board that on the right side of the house there is Plexiglas covering the basement that the owners would like to replace with a bulkhead door. The City Staff has no issue with the change being done.

**Ms. Robin Gabriel/Kaminski House Representative** was present for comments.

**Public Input: None**

**Motion: Mr. Norton made a motion to approve the application as submitted, citing Water Front Guidelines Section 4.2.4-4.2.5; page 4-19 (Doors), seconded by Mr. Vernon, the motion carried 5 to 0 by a roll call vote. (Kevin Jayroe was recused from this item because of his affiliation with the Kaminski House).**

- 2. **Ms. Earnestine Dones is requesting approval for a new addition at 328 Highmarket Street. Rick Martin/City Staff** told the Board that the applicant would like to add an approximate 14 x 22 addition to the rear of the home, the home is not contributing. The siding will be German siding and stucco on the foundation, the door will be fiber glass, the windows will be 2 over 2 vinyl clad windows. **Ms. Reigart** asked about the exposed rafters. **Ms. Tarshia Dones/Applicant Grand-daughter** was present for questions. **Mr. Vernon** said all the details matched the existing.

**Public Input: None**

**Motion: Ms. Abate' made a motion to approve the application as submitted citing Residential Guidelines Section 1; page 25 (Additions), seconded by Mr. Jayroe, the motion carried 6 to 0 by a roll call vote.**

- 3. **Harbor Historical Association is requesting approval to remove a parapet and replace windows at 727 & 729 Front Street. Rick Martin/City Staff** told the Board that the owners would like to make some alterations.

**Mr. Dwayne Vernon/Architect for the project** told the Board that he received a verbal approval last month and now he is formalizing the request. The parapet is being removed from the top of the building, one window in the rear of the building is being requested to be replaced with a casement window that can be used for deliveries. Mr. Vernon also asked if all windows can be replaced during this project, to have insulated glass with UV protection. All brick molding will be re-installed. **Ms. Linda Abate'** disapproved the request for all the windows being replaced. Mr. Vernon said the windows are able to be repaired, however they request is for insulated glass for protection of the inventory of the museum. The Board suggested the owners use blinds or some other material to the window to protect the inventory.

**Public Input: None**

**Motion: Mr. Jayroe made a motion to approve the application with the exception of the request to replace windows that are existing, the existing windows should be repaired rather than replaced, citing Water Front Guidelines Section 4.4; page 4-25 (Architectural Details on All Facades) and Section 4.2.6-4.2.10; page 4-19 (Windows), seconded by Ms. Gillespie, the motion carried 4 to 1 (Mr. Norton cast the downward vote; Mr. Dwayne Vernon was recused).**

4. **Mr. Teddy Dowling is requesting approval to install two (2) gates at 315 Prince Street. Rick Martin/City Staff** told the Board that the request is for gates. **Kevin Jayroe/Representative** told the Board that the owner built this house and added some fences, now he is requesting the approval of garden gates, one gate will open to the house and the other to a vacant lot. There will be one (1) single gate and one (1) double gate, the same color as the existing fence, with wood panels.

**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. Norton, the motion carried 5 to 0 by a roll call vote. (Kevin Jayroe was recused)**

**V. Discussion:**

1. **J.E. Watkins request the Board's help in alterations of a house at 918 Duke Street.** **Rick Martin /City Staff** told the Board that Mr. Watkins is before them for guidance on the renovation of the house at 918 Duke St. **Mr. Watkins/Owner** said the house was built approximately 1902-1929 the house was bought for taxes and now he wants to restore the house. The house has good bones, but the wiring and plumbing needs to be updated. Mr. Watkins asked how far he can go in restoring the house. **Mr. Norton** told Mr. Watkins that this Board is tasked with dealing with the exterior of the home, any interior code questions should be directed to the City Staff. Mr. Norton said from his opinion he would like to see the German siding restored or replaced with in kind material, restoring the original windows, and hopefully saving as much of the original material as possible. **Ms. Reigart** said the Board likes to have as many of the original material saved as possible. **Mr. Jayroe** said Mr. Watkins might want to add rails to the porch. **Ms. Gillespie** said she shared some information with Mr. Watkins that have a lot of similarities to the home he is restoring, and as long as Mr. Watkins is replacing materials

with in kind materials the Board did not have any issues. **Rick Martin/City Staff** said he met the owner on-site several times and he just wants to know how much Staff will be allowed to approve without the Board's input.

- 2. Rick Martin told the Board that Councilman Sheldon Butts was present. Mr. Butts said that the Bailey Bill might be something Mr. Watkins could use for the restoration of the home.**

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

*Submitted By,*

*Cindy Thompson  
Acting Secretary*