

**Architectural Review Board  
March 4, 2019  
MINUTES**

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

**MEMBERS ABSENT:** Jerry Miller

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

- I. **Call to Order**
- II. **Approval of Minutes for February 4, 2019 (Regular Meeting);** Mr. Lee Padgett made a motion to approve the minutes as presented, seconded by Ms. Sally Gillespie, the motion carried 6 to 0 by a roll call vote. **February 6, 2019 (On-site Meeting);** Mr. Lee Padgett made a motion to approve the minute as presented, seconded by Ms. Sally Gillespie, the motion carried 4 to 0 by a roll call vote. *(Ms. Abate' and Mr. Vernon did not attend the February 6<sup>th</sup> on-site meeting)*
- III. **Public Input: None**
- IV. **Old Business:**
  1. **The City of Georgetown/Kaminski House Restrooms** are requesting the approval for alterations at 1003 Front Street. **Tracy Gibson/City Staff** told the Board that this matter came before the Board on February 5, 2018, and the application was withdrawn without prejudice, with the option to come back under old business if necessary. At this time the City of Georgetown are requesting the approval to install a new metal roof and louvered shutters to the building, the windows and fascia boards will be repaired and preserved. **Mr. Orlando Arteaga/City Engineer** said he is representing the City for the renovations of the Kaminski House restrooms. The request is to replace the metal roof with a low profile standing seam roof (SL 100) with flat panels between the seams, the color will match the existing roof. The windows will be restored, and the fascia boards will also be restored and repainted white. The alternatives if the windows are not able to be properly restored, is to install workable colonial style louvered shutters (Charleston green). **Kevin Jayroe** said the shutters will be closed and will be installed over windows that have been walled over from the interior. **Orlando Arteaga/City Engineer** said the shutters are just an option for two (2) windows. The gentleman that is performing restoration says he feels all windows can be restored. **Orlando** also said there will be asbestos and lead remediation done. **Mr. Vernon** said he feels if shutters are on some windows, they should be on all windows. **Mr. Padgett** said if the windows cannot be repaired they should be replaced, rather than having two shuttered windows. **Orlando** said that was the request on the original application, however they were asked to go back and try and restore/preserve the windows.

**Public Input: None**

**Motion:** Ms. Gillespie made a motion to approve the application as presented, giving permission to replace two (2) windows with like kind; single pane wood windows if necessary or shutters will be installed, citing Design Standards for Commercial Properties, Chapter 6; Section 37.0 (Roofs) and Section 39.0 (Windows & Shutters), seconded by Mr. Padgett; the motion carried 5 to 0 by a roll call vote. *(Mr. Jayroe was recused)*

- V. **New Business:**

1. **Ms. Tracey Miller** is requesting the approval to install an 8 ft. section of fence with a gate at 328 Queen Street. **Tracy Gibson/City Staff** said Ms. Miller would like to replace a temporary fence on the side yard of her home with an 8 ft. section of fencing and a gate. **Ms. Margaret/Representative** said that Ms. Miller is requesting the approval for an 8 ft. section of wrought iron appearance fence with a 4 ft. gate, and she wants to install the navy seal in the gate. The existing fence will be moved to the other side of the house, because it is freestanding. The proposed navy seal is approximately 15 inches across. The Board had concerns about the fence material, and said a picket fence would be more appropriate for this style of home. After much discussion and review the Board agreed that because the fence is not a permanent structure and will be located about midway of the home, if the design be changed to the flat top rather than the spikes, and the navy seal be removable, it would be acceptable. *(The owner joined the meeting by phone and agreed to the modifications)*

**Public Input: None**

**Motion: Mr. Vernon made a motion to approve the application, noting that the spares be removed and the top be flat, citing Design Standards for Residential Properties, Chapter 4; Section 19.0; page 79 (Fences, Gates, & Walls), seconded by Ms. Abate’; the motion carried 6 to 0 by a roll call vote.**

2. **Mr. James Pronesti/ Root Restaurant** is requesting the approval to construct a roof over the rear deck at 919 Front Street. **Tracy Gibson/City Staff** said the owner would like to construct a roof over the deck in the rear of the restaurant. **Mr. James Pronesti/Owner** said there is an existing deck with railings and he would like to install a metal roof. He said the roof will be flat in between the seams (batten style). The columns will be 6 x 6 pressure treated wood, a gutter system will be installed. **Mr. Pronesti** said the doors will not be changed. **Ms. Abate’** said she could not find anything in the Commercial Design Standards that talked about a new roof, section 37.0; page 128 gave guidance for replacement or repairs to an existing roof.

**Public Input: None**

**Motion: Mr. Jayroe made a motion to approve the application and to include gutters to the new roof system to match the existing gutters, all columns will be 6 x 6 in size, the roof style would be the commercial standing seam metal roof, there will be no exposed rafter tails, but have them boxed in to compliment the rest of the building, citing Waterfront Guidelines, Section 44; page 150 (The South side of Front Street and Waterfront; Overall Approach), seconded by Mr. Padgett, the motion carried 5 to 1 by a roll call vote. (Mr. Vernon cast the downward vote)**

3. **Mrs. Jean Rothrock** is requesting the approval to install shutters at 116 Cannon Street. **Tracy Gibson/City Staff** said the owner would like to install workable shutters. **Mrs. Rothrock/Owner** said she would like to install workable panel shutters for the storms that come to this area, instead of having to put up plywood for protection. The shutters will not be wood.

**Public Input: None**

**Motion: Ms. Gillespie 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 Ms. Abate', the motion carried 5 to 0 by a roll call vote. (Mr. Padgett was recused)**

4. **Mrs. Jean Rothrock** is requesting the approval to install shutters at 422 Front Street. **Mrs. Rothrock/Owner** said this house is a bit more challenging because of the bay windows, however she does have photos of the house having some shutters previously. She would like to put shutters on all the single windows she is able to, and the double windows will have bi-fold shutters on them. The small house in the rear yard will also have shutters installed. No shutters will be installed on the bay windows. The shutters will be the 2 panel design.

**Public Input: None**

**Motion: Mr. Vernon made a motion to approve the application as presented, citing Design Standards for Residential Properties, Chapter 3; Section 17.0; page 68 (Windows & Shutters), seconded by Ms. Abate', the motion carried 5 to 0 by a roll call vote. (Mr. Padgett was recused)**

5. **Norman & Harriet Wilcox** are requesting the approval to replace siding and windows, extend front porch, and add shutters at 114 Cannon Street. **Tracy Gibson/City Staff** said Mr. & Mrs. Wilcox would like to install new siding, extend the front porch, install underpinning, and shutters at their house on Cannon Street. **Mr. Wilcox/Owner** said the existing front porch is approximately 4 ft. wide and they would like extend it about 12 ft. and add an uncovered porch, they would also like to install board and batten lap siding, install raised panel shutters on the front of the house only, and at the bottom of the porch extension they would like to add lattice underpinning. The porch material will be lpe on the flooring and the railings. They are also requesting to replace the windows with vinyl clad windows. The current windows are wooden, single pane windows. The front door will remain, however if it has to be replaced it would be replaced with the same design and wooden.

**Public Input: None**

**Motion: Ms. Gillespie made a motion to approve the application, noting that the lattice under the front porch be a squared design, the front door if replaced will be in the same design and a wooden door, the windows will have insulated glass and will be made of wood or vinyl/fiberglass, the siding will be board and batten, the shutters will be raised panels (on the front of the house only), and the porch will be extended approximately 12 ft., citing Design Standards for Residential Properties, Chapter 2; Section 4.0; page 31 (Siding), Chapter 3; Section 9.0; page 45 (Foundations), Section 17.0; page 68 (Windows & Shutters), and Section 14.0; page 57 (Porches, Columns, & Railings), seconded by Mr. Padgett; the motion carried 6 to 0 by a roll call vote.**

**VI. Board Discussion: None**

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

*Submitted By,  
Debra Grant  
Board Secretary*