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Historic Preservation Commission A G E N D A

Tuesday, August 28, 2018, 6:00 PM
City Council Chambers

200 West Fifth Street
Greenville, NC 27835

-
- I. Call to Order
 - II. Roll Call
 - III. Additions/Deletions to Agenda
 - IV. Approval of Meeting Minutes: July 24, 2018
 - V. Old Business
 1. FIG 2017-0016: 401 Evans St.
Applicant: Morris Moye Jr. (Presented by Brad Williams)
Project: Amendment to exterior restoration of lower west façade
 2. COA 2018-0017: 803 East 5th Street, College View Historic District, Contributing, # 189
Applicant: Kelly Schillig – CSL Management (Presented by Michael Moore)
Project: Update on the replacement of garage doors
 - VI. New Business
 1. Major Works COA's
 - 2018-0019: 401 East 4th street, College View Historic District, Contributing # 206
Applicant: St. Paul's Episcopal Church (Presented by Cathy Palmer)
Project: Installation of awnings on the east side of the transept
 2. Minor Works COAs
 - 2018-0018: 400 South Rotary, College View Historic District, Contributing # 76
Project: Installation of two AC units at the rear of the home.
 - 2018-0020: 707 East 4th Street, College View Historic District, Contributing # 215
Project: Repairs to deck and exterior stairs.
 - VII. Public Comment Period – Refer to page 2 of agenda for public comment guidelines
 - VIII. Committee Reports
 1. Design Review Committee
 2. Publicity Committee
 3. Selection Committee
 - IX. Approved COA/MWCOA Staff Update
 - X. Announcements / Other
 - XI. Adjournment

Public Comment Period Guidelines

1. **An individual wishing to address the Commission during the Public Comment Period shall register with the Secretary of the Commission prior to the opening of the meeting by signing his or her name, address and short description of his or her topic on a sign-up sheet provided by the Secretary to the Commission.**
2. The Public Comment Period shall not exceed a total of thirty minutes, unless the Commission, by majority vote, extends this limit.
3. Each individual will be allowed no more than three minutes for comments, unless the Commission, by a majority vote, extends this time.
4. Any item which is the subject of a public hearing conducted at the same meeting shall not be discussed during the Public Comment Period.
5. If the thirty minutes allocated to the Public Comment Period has not expired after the individuals who have registered have spoken, individuals who have failed to register before the meeting may speak during this comment period and will speak following those who have registered in advance. If time remains the Chair will ask if any other individuals desire to address the Commission during this comment period. An individual wishing to speak shall raise his or her hand to ask to be recognized by the Chair. After being recognized by the Chair, the individual shall state his or her name, address and the topic to be addressed. If permitted to speak, the individual shall limit his or her comments to the same three minutes limit.
6. The Chair shall act as official timekeeper. When an individual has thirty seconds left in their time to speak, the Chair will state "Thirty Seconds." The individual will need to bring their comments to a close. When time expires, the Chair will announce "Time Up." At that point, the individual must stop talking and return to their seat or leave the meeting room. No additional comments will be permitted or accepted once time has expired.
7. No action will be taken on matters raised during the Public Comment Period. If matters discussed require action by the Commission, the Chair will request staff to review and provide a recommendation at the next meeting.

DRAFT MINUTES PROPOSED FOR ADOPTION BY THE GREENVILLE HISTORIC PRESERVATION COMMISSION

July 24, 2018

The Greenville Historic Preservation Commission held a meeting on the above date at 6:00 p.m. in Council Chambers of City Hall located at 200 West Fifth Street.

COMMISSION MEMBERS PRESENT:

Candace Pearce – Chair *	Justin Edwards X
Myron Caspar *	Chris Nunnally *
Mary Ellen Cole *	Bernard Schulz *
Jeremy Jordan *	Jordan Koonts X
Blake Belch *	Roger Kammerer X

The members present were denoted by an “*” and those absent by an “X”.

Chair Pearce stated that Jordan Koonts resigned his seat on the HPC.

STAFF MEMBERS PRESENT: Thomas Weitnauer, Chief Planner; Domini Cunningham, Planner II; Gwendolyn Turnage, Administrative Assistant, Corinne Becker, Secretary

OTHERS PRESENT: Donald Phillips, Assistant City Attorney; and Kelvin Thomas, Communications Technician

MINUTES:

Mr. Caspar noted that the Applicant, Owner, and Project were incorrect on Major Works COA 2018-0012 in the June 2018 Minutes. They should read as follows:

<i>COA 2018-0012</i>	<i>1301 E 5th St., College View Historic District, Contributing Applicant: Frank Cassiano</i>
	<i>Owner: 5th Street #2 Land Trust, Owner</i>
	<i>Project: Adjust the roofline on the rear of the house</i>

Mr. Caspar clarified his comments at the June HPC meeting regarding the use of the word “congruent”. He stated that in the April 2018 Minutes in three places the phrase “the application is in congruent with...” is used. The “in” and “congruent” is separated by a space. He suggested using “congruent” as an adjective and “in congruence” as a noun.

Motion made by, Chair Pearce to approve the June 26, 2018 minutes as amended and Mr. Caspar made a 2nd. Motion passed unanimously.

Gwendolyn Turnage swore in all of those who would be speaking at the meeting.

Attorney Phillips stated pursuant to North Carolina General Statute 168-388 and Section 4-H of the Historic Preservation Commission Rules of Procedure:

Conflict of Interest. No member of the Historic Preservation Commission shall participate in either the discussion or vote on any certificate of appropriateness in any manner that would violate the affected persons' constitutional right to a fair and impartial decision maker. Prohibited conflicts include but are not limited to a member having a fixed opinion prior to hearing the matter and not willing to consider changing his or her mind; undisclosed ex parte communications with the person before the Commission, any witnesses, staff or other Commission members; a close familial, business or other associational relationship with the affected person; or a financial interest in the outcome of the matter before the board. On any other matter before the Commission where such decision by the Commission shall be in an advisory capacity only, no member shall participate in the discussion or vote on such advisory matters where the outcome on the matter being considered is reasonable likely to have a direct, substantial, and readily identifiable financial impact on the member. Decisions on either a request for recusal by a member or objections by a person appearing before the board shall be decided by a simple majority vote. A member so disqualified will not be counted or included in the count to determine the appropriate voting majority for the issue before the Commission and will not negate a quorum of the Commission.

If a Commission member has had an ex parte communication that also needs to be disclosed at this time.

As a reminder, please keep in mind as members of the Commission, conversations among yourselves during the discussion periods of this meeting and your Committee meetings are not ex parte communications.

Chair Pearce asked if anyone would like to disclose ex parte communications. Seeing none she then described the format for the meeting.

OLD BUSINESS

COA 2018-0009: 601 East 5th Street
Applicant: William Bagnell/East Carolina University
Project: A modification to the wall of a previously approved accessible ramp at the rear of the structure

Mr. Cunningham provided a project update, stating that the application was previously submitted and presented during the April 24, 2018 Historic Preservation meeting. The applicant now wishes to make a modification to the accessible ramp at the rear of the structure with approval from the North Carolina State Historic Preservation Office.

Mr. Aldrich described the modification to the ramp, stating that after the HPC approved the project, SHPO asked that the height of the masonry be minimized, particularly along the sidewalk. He provided multiple sketches to SHPO and referenced the sketch indicating the proposed modification, which was provided to the HPC. The new design includes a railing.

Chair Pearce asked Mr. Aldrich to show the construction document on the screen. She asked if the railing was made of aluminum.

Mr. Aldrich stated that it calls for wrought iron which is in keeping with other historic railings.

Mr. Jordan made a motion to adopt the Findings of Facts as presented and accept that the application is in congruence with applicable guidelines. Mr. Belch seconded the motion and it passed unanimously.

Chair Pearce made a motion to approve COA 2018-0009 with modifications. Ms. Cole seconded the motion and it passed unanimously.

COA 2016-0004: 601 East 5th Street
Project: Previously approved demolition of garage to commence

Mr. Cunningham explained how this is notification that the previously approved demolition of a garage will commence shortly.

Chair Pearce clarified that this was previously approved and that this is merely notification.

Mr. Schulz asked whether the name of the applicant needs to be changed since the original applicant is no longer at ECU.

Chair Pearce stated that Mr. Bagnell is officially the one in the applicant spot at this time.

Mr. Nunnally stated that it is appropriate that the notification is being made to the HPC that the demolition is about to commence. That did not happen in previous cases. According to the guidelines the HPC should approve the documentation, not a third party, prior to the commencement demolition.

Chair Pearce stated that based on previous discussion, Mr. Bagnell, on behalf of ECU complied before the building is torn down.

NEW BUSINESS

1. Major Works COA

COA 2018-0017: 803 E 5th Street, College View Historic District, Contributing
Doc # 1081066

Applicant: Kelly Schillig with CSL Management
Project: Renovation of a carriage house

Mr. Cunningham explained how there is a new applicant and contractor on this project, which was previously approved last year, but for this reason it's being presented as a major COA. He described the structure as a c. 1929 three car brick garage that was typical of the scale and degree of sophistication used in the construction of garages for houses on East 5th Street. The garage has open portals and a hip roof.

Mr. Cunningham stated that the proposal includes the restoration of one of the three garage doors and construction of two new garage doors to match the one they're restoring.

Design Guidelines (shortened to include only those that apply):

Chapter 2, Windows and Doors 35-36

- 1. Original windows, doors, and shutters **must** be retained and preserved. This includes all wood and metal sash, glass, and hardware.*
- 2. Openings and details of windows and doors, such as trim, casings, lintels, sills, and thresholds **must** be retained and preserved.*
- 4. Original windows, doors, and associated elements should be repaired by dutchman repairs consolidating, or otherwise reinforcing deteriorated sections.*
- 5. If replacement of a piece or a window or door element is necessary, only the deteriorated portion should be replaced while all else **must** be retained. The replacement section **must** match the original in size, scale, proportion, profile, materials, and detail.*
- 6. If replacement of an entire door or window is required because of total loss or irreparable deterioration as determined by a preservation professional, the replacement **must** match the original exactly in profile, dimensions, and finish. Replacement of windows and doors with stock items that do not fill the original openings or duplicate the unit in size, material, and design is **not** permitted. Vinyl replacement windows are **not** permitted and snap-in muntins are **not** appropriate replacements for true divided light window panes.*
- 16. Existing window or door openings **must not** be filled or altered if it would diminish the historic character of the building. It is not appropriate to replace or cover glazing with plywood.*

Chapter 2 Garages & Outbuildings 46

- 1. Historic, contributing garages and outbuildings **must** be retained and preserved.*
- 2. All architectural features that are character defining elements of historic, contributing garages and outbuildings **must** be retained and preserved, including foundations, steps, roof form, windows, doors, architectural trim, and lattices.*
- 3. The guidelines for "Roofs," "Exterior Walls and Trim," "Windows and Doors," and "Foundations" apply to garages and outbuildings as well. See all pertinent sections for applicable guidelines.*

9. Modern garage doors shall be decided upon on a case-by-case basis. They **must not** present false historic style inappropriate to the property. Their installation **must not** detract from or damage the historic garage.

Recommendations:

Staff: Approval as the proposed project was previously approved under COA# 2017-03 on April 25, 2017. The work to be done is the same under a different contractor.

The proposed project is still in compliance with Design Guidelines, Chapter 2, Windows and Doors.

Guidelines # 1, 2, 5-6 & 16

Guidelines # 1-3 & 9

Michael Moore stated that one door is left but was too damaged to repair. He will use that door as a sample and build three new doors to match it.

Chair Pearce asked for a drawing.

Mr. Schulz asked for clarification of the owner, contractor and applicant/manager of the property.

Mr. Moore stated that CSL manages the property and he's the contractor working for them.

Chair Pearce asked if Mr. Moore had done other work in the area.

Mr. Moore stated that he's done window replacement at 508 W. 5th Street and 801 E. 5th Street. He also did window repairs and replaced a wood porch and exterior wood rot on the house at Delta Zeta.

Chair Pearce asked if he was also installing soffit lights.

Mr. Moore stated he's only under contract to replace the doors at this time.

Mr. Schulz asked if the owner or manager of the property were present.

Mr. Moore stated they are not.

Mr. Schulz asked if they could approve the request without the applicant present.

Mr. Nunnally asked Mr. Moore if he was acting as the agent of the applicant.

Mr. Moore stated that he was.

Mr. Nunnally stated that a note should be made that in the future there should be a document authorizing someone to speak on the behalf of the applicant. He said Mr. Moore did have legal authority with a signed contract.

Mr. Schulz stated that he was not comfortable approving a project without the owner present.

Chair Pearce asked Mr. Moore if he was a licensed contractor and if he had a signed contract.

Mr. Moore answered yes to both.

Chair Pearce stated that by law that makes Mr. Moore the agent.

Mr. Caspar stated that while he remembered having a good deal of input with former contractor, he doesn't remember what it was.

Chair Pearce stated she remembered John Tipton bringing roofing material for the slate roof of garage, and how the existing slate would later be used on the house. She stated that you could not even tell it was not slate. That was approved along with soffit lighting and other things. She clarified that it was not Mr. Moore's fault, but approval of this would imply approval of other work.

Mr. Nunnally stated that as a new COA, he felt the application before them could be considered and that other work could be considered at a different time.

Mr. Schulz stated that without applicant being there, it could set a precedent, particularly since the owner has contracted work to a management firm that is not present.

Chair Pearce stated she didn't think there was enough information.

Mr. Nunnally inquired as to the concrete floor.

Mr. Moore stated that it was already poured and that his understanding was that interior work did not require HPC approval.

Mr. Caspar stated that he felt they were upsetting the way they do business. This is a major works COA that has not undergone the review of the DRC prior to the HPC. He objects to that approach.

Chair Pearce stated the DRC did not meet because enough people were not available for a meeting. She did not feel postponement was necessary since she thought they were getting the exact work and specifications as the previous request. She thought only the contractor was changing.

Mr. Schulz moved to table the request until the next meeting until the DRC has time to take action and follow up with contractor and applicant.

Ms. Cole stated that Mr. Tipton was the only one present at the previous request regardless of who the applicant was, and she sees nothing incongruent with tonight's request.

Mr. Nunnally stated that absent a written agreement in the file, he's not sure they can accept someone speaking on their behalf without written authority. Seeing a written contract would absolve it for him.

Mr. Jordan stated that they may need to clarify their application so applicants are not confused, since it says if you cannot appear, you can appoint a duly authorized agent. It doesn't say anything about anything in writing.

Mr. Moore showed that he had multiple approvals signed by the sorority.

Mr. Schulz stated that the property owner's signature is not present on application, only the applicant.

Chair Pearce stated that while Mr. Moore is legally authorized, the applicant/owner have skipped the process of coming before the HPC. She had thought they could do this at this meeting rather than at DRC, which is easier. She'd like the floor problem to be addressed at the same time as the walls, and that the problem of the doors be addressed then as well. However, they want it done before school starts. Doesn't feel they can approve at this time but will meet with them at the DRC.

Mr. Nunnally suggested there may be some way to approve this despite concerns, since on its face, the application meets their guidelines.

Mr. Caspar stated there were structural issues that were supposed to be addressed, such as a rotted foundation.

Mr. Moore stated that the foundation is not rotten, the footings under the walls are fine and there was no existing slab. The roof needs repair but is not under contract at this time.

Mr. Nunnally asked if they could approve, as a matter of fact, only the garage doors at this time.

Chair Pearce asked if it was Mr. Moore's intention to build doors in the same design, and whether, since he put wood windows in previous projects, they could believe he was qualified to do that.

Mr. Moore said yes, that is the case.

Mr. Nunnally made a motion to approve the application on its face, as it's before them as conforming with the guidelines based on the narrative that the applicant indicates that "we will construct two new garage doors to match existing and the garage will have three total doors" So that the replacement doors will match the former. Mr. Nunnally further stated that the application as presented conforms with the guidelines in that the replacement doors would match the former and based on that he moved to approve the COA.

Mr. Schulz asked for Attorney Phillips' clarification of the legality of the application that he doesn't feel is complete.

Attorney Phillips stated that Rules of Procedure Section 7G3 states "the applicant and others shall present arguments in support of the application". His recommendation is that with the applicant present it be found to be complete.

Chair Pearce stated that with a signed contract Mr. Moore is the applicant, which was also the case under the previous request with Mr. Tipton.

Mr. Schulz stated that he previously served on a fraternity and most of the time the headquarters is actually signing the application before city officials.

Chair Pearce asked that pictures of the doors and a copy of his contract be added to the application.

Ms. Cole seconded Mr. Nunnally's motion. With no further discussion Chair Pearce called for a vote. The motion passed 5-2, with Mr. Schulz and Mr. Caspar voting against the motion.

Mr. Caspar asked if they now wait for another COA to come before them for the roof and other issues with the garage such as lighting.

Chair Pearce clarified that findings of fact were approved. She asked Mr. Moore to tell the management company that the HPC is very concerned about the character of this building and would appreciate them bringing more information including pictures.

Ms. Cole made a motion to approve COA 2018-0017 and Mr. Belch seconded. The motion passed 5-2, with Mr. Schulz and Mr. Caspar voting against the motion.

Mr. Jordan pointed out that the property owner's signature line on the application says "property owner's signature if not applicant". He stated this is something they need to look at so applicants can clearly know what is needed.

Chair Pearce told Mr. Moore most of the buildings they deal with are not big business.

2. Staff Report: Minor Works COA

2018-0014: 508 W 5th Street, Local Landmark

Project: Remove and replace a diseased tree

Mr. Cunningham stated that the tree was already removed and was administratively approved. He said trees are removed ASAP since it can pose a safety hazard.

Mr. Nunnally asked that pictures be provided in the packet for any work that is done.

Mr. Moore provided a picture of the Willow Oak tree that was removed and a letter from the arborist, Steven Jones, who removed it.

2018-0015: 801 E 5th Street, College View Historic District, Contributing

Project: Remove/replace damaged stone tiles within walkway

Mr. Cunningham showed a picture and pointed out the damaged tiles. The work has not been done yet.

2018-0016: 508 W 5th Street, Local Landmark

Project: Replace rot damaged wood

Mr. Cunningham showed a picture and stated that the work had already been done and was administratively approved.

Chair Pearce asked Mr. Moore to give Mr. Cunningham copies of his documents for the record.

PUBLIC COMMENT PERIOD

Chair Pearce commended Israel Mueller for his past, present and future attendance.

Seeing no speakers, Chair Pearce closed the public comment period.

COMMITTEE REPORTS:

Design Review Committee

Did not meet.

Publicity Committee

Did not meet.

Doc # 1081066

Selection Committee

Did not meet.

Chair Pearce asked that if someone knows they cannot meet at the times scheduled, please change committees.

ANNOUNCEMENTS/OTHER:

Chair Pearce asked the status of the Minor Works COAs at 200 Southeastern St.

Mr. Cunningham stated that he did not have a status for those.

Chair Pearce asked Mr. Weitnauer if he had the status.

Mr. Weitnauer said he did not have a status report but would get one for the next meeting.

Chair Pearce asked the status of the painting for the Minor Works at 801 & 803 E. 4th St.

Mr. Weitnauer stated that they have scraped and replaced rotten window frames.

Chair Pearce asked if they could get a picture next month and stated they'd like to have updates to COAs they have approved.

Chair Pearce asked about the project by Holton Wilkerson.

Mr. Weitnauer stated that an updated survey is being prepared. He will provide it when it is finished.

Chair Pearce asked for an update of 805 Evans St.

Mr. Weitnauer stated he did not, except that a security light was added.

Chair Pearce asked if there was an update to the Major Works COA at 401 Jarvis St.

Mr. Cunningham stated building permits have been issued and construction has started.

Chair Pearce asked if there was an update to the Major Works COA at 1305 E 5th St.

Mr. Weitnauer stated a permit had been pulled.

Chair Pearce asked the status of 402 S. Library St.

Mr. Cunningham stated the fence has been completed.

Chair Pearce asked that regular status updates be provided from start to finish of each project they approve.

Mr. Nunnally stated that a lack of updates on projects involving the Facade Improvement Grant was an issue. They had lots of before but few after pictures.

Chair Pearce stated that after pictures are required to get a check with the FIG. The HPC needs all the records as well.

Mr. Cunningham asked if this information should be included in the staff report.

Mr. Schulz suggested it be included in New Business under the heading of Updates on Previously Approved Major and Minor Works.

Chair Pearce stated that they need to look at their design guidelines for Minor Works because a Minor Works project could be viewed in multiple ways.

Mr. Weitnauer stated they can take a look at the list of Minor Works and work with staff on amending them.

Mr. Caspar reminded members that this is the time of year owners of rentals are discarding garbage, and doing various types of construction. They need to keep an eye out.

Chair Pearce said she would like staff to watch what is being done as well.

Mr. Caspar stated that the ECU facilities services parking lot was repaved over the weekend and asked if that was a major or minor works project.

Mr. Cunningham stated there are regulations concerning parking on unimproved surfaces.

Mr. Caspar stated they replaced the asphalt and they'd had an agreement with a neighborhood association involving the number of parking spaces and thinks they may have increased when it was repaved.

Mr. Cunningham verified the address as 1005 E 4th St.

With no further discussion, Mr. Schulz made a motion to adjourn, Mr. Nunnally seconded, and it passed unanimously. The meeting adjourned at 7:13 pm.

Respectfully Submitted,

Doc # 1081066

Thomas Weitnauer, Chief Planner
Interim Historic Preservation Planner

**Review Revised Design of West Entrance ADA Ramp Previously
Approved FIG Recipient at 401 Evans St.**

- Request:** Consider approval for design change to ADA Ramp
- Applicant:** Tony Khoury and Morris Moye, Jr.
- Location:** 401 Evans Street
- Attachments:**
- A. Design and description of original entrance design in approved FIG
 - B. Applicants' proposed design for entrance prior to Committee meeting
 - C. Applicants' proposed design for entrance after Committee meeting

The approved ramp design for the west entrance on Evans Street did not meeting Building Code requirements. The ramp leading up to the storefront does not provide a code compliant landing nor does it have handrails. Therefore the recipients of a previously awarded FIG grant, which is still active, seek the commission's approval for a new design.

Recommendations The Design Review Committee (DRC) met on August 16, 2018 to discuss the proposed design. The committee and applicant's representative discussed the new design for the proposed ramp that varied from the original design. The revised design is attached.

Staff recommends approval of the revised design of the Evans Street ADA ramp. The Committee recommends approval of the revised design of the Evans Street entrance.

401 EVANS ST. - 1ST FLOOR (WEST) - PROJECT

- ① CLEAN BRICK ACCORDING TO GUIDELINES
- ② POINTS ABOVE AWNINGS
- ③ REPLACE CANOPY / AWNING FABRIC
- ④ REMOVE EXTERIOR GREEN CARPET AND RESTORE TILE



②

③

①

②

401 EVANS ST. - 1ST FLOOR (WEST) - HISTORICAL



114a. 401 South Evans Street, ca. 1968



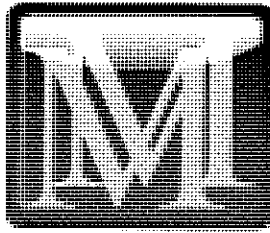
EVANS 311
400

LEASE TODAY:
252.347.9606

TOZER 6

Truly Yours





MORRIS J. MOYE

To whom it may concern,

Unfortunately, I will not be able to attend the Design Review Committee meeting tonight due to a prior engagement. I regret deeply for not being able to attend. This meeting is very important to M&S Properties, LLC, However, I would like to give permission for Bradley C. Williams of BW Architecture to be my assigned representative in tonight's meeting. I have the utmost confidence that Mr. Williams will do an outstanding job in my absence and make sure that I receive any and all information discussed at tonight's meeting.

Best Regards,

Morris J Moye
M&S Properties, LLC

July 30, 2018

City of Greenville Historic Preservation

Attn: Mr. Domini Cunningham

RE: REQUEST FOR AMENDMENT TO FAÇADE IMPROVEMENT GRANT
#17-0016
401 Evans St.
[Greenville, NC 27858](#)

To Whom It May Concern,

On behalf of Mr. Morris Moye Jr., owner, we are writing to request consideration of an amendment to the previously submitted façade improvement grant for the property located at 401 Evans. St. (specifically the First Floor, West facade of the property - #17-0016). The building currently has a ramped entrance to a pair of storefront glass doors, but the ramp does not provide a code compliant landing at the doors (and at the top of the ramp), nor does it provide handrails. Therefore, the basis for the request is to modify the previous application in order to provide an ADA (ANSI 117.1) as well as a current Building Code compliant ramp, landing and stairs. The proposed solution is to remove the existing ramp and to reconstruct a new ramp that runs north south along with a set of stairs in front of the building, as pictured in the accompanying drawings. The accompanying drawings also illustrate the proposed façade improvements to the storefront and wall treatments at the first level on the west side, which we feel are keeping in context with the previous agreement and façade improvement guidelines. Please review the attached drawing for more information.

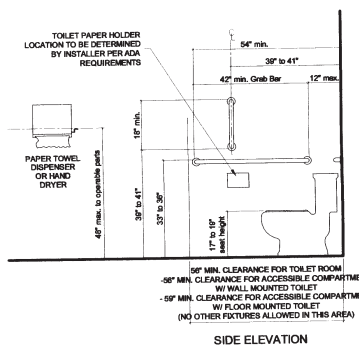
Thank you again for your consideration. Please let me know if you have any questions about any of this request.

Sincerely,

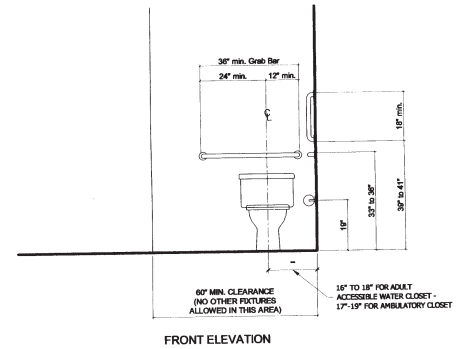


Bradley C. Williams, AIA
BW ARCHITECTURE, PLLC
[FORGING THE BUILT ENVIRONMENT](#)

Attachment: A-101 Drawing



SIDE ELEVATION



FRONT ELEVATION

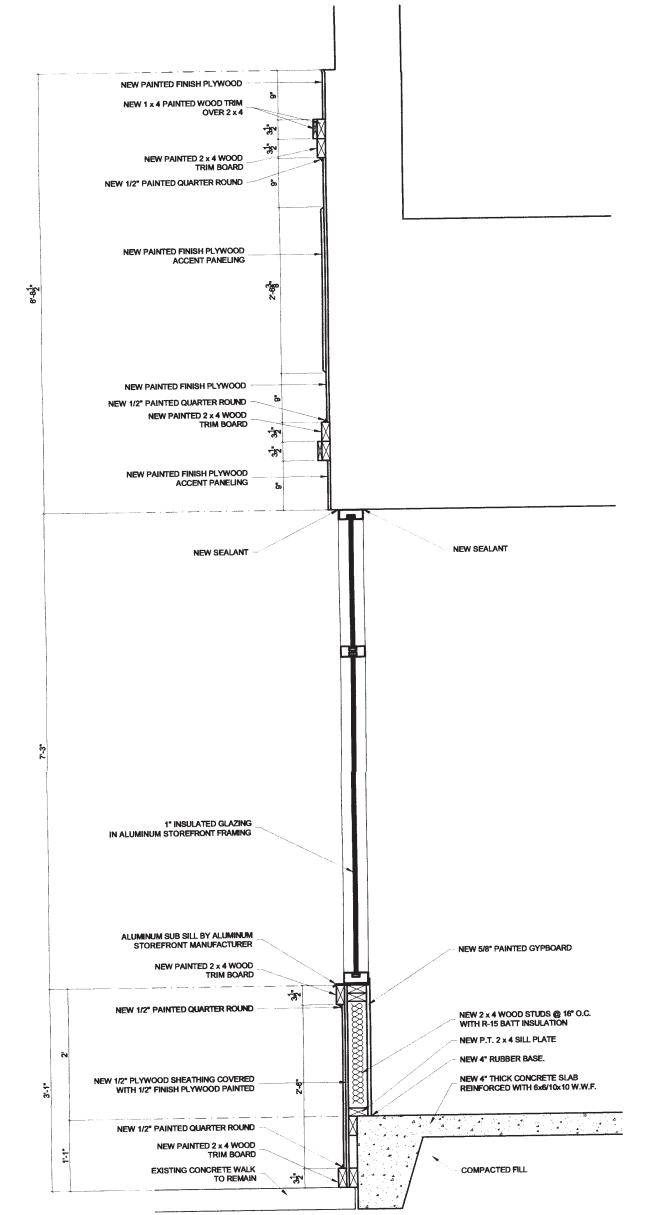
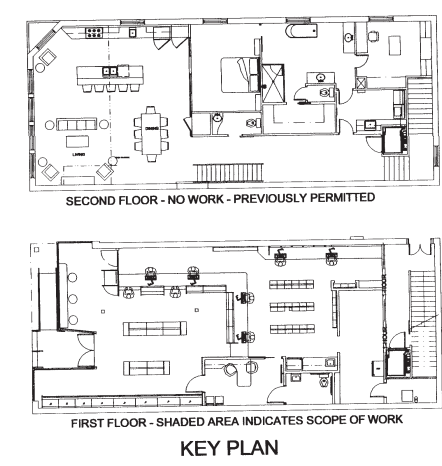
NOTE 1: ABOVE DRAWINGS AND DIMENSIONS ARE FOR ADULT FIXTURES AND RESTROOMS ONLY.
NOTE 2: ALL ACCESSIBLE TOILET STALLS SHALL BE EQUIPPED WITH SELF CLOSING DOORS.

ACCESSIBLE TOILET ELEVATIONS 101.4
SCALE: 1/4" = 1'

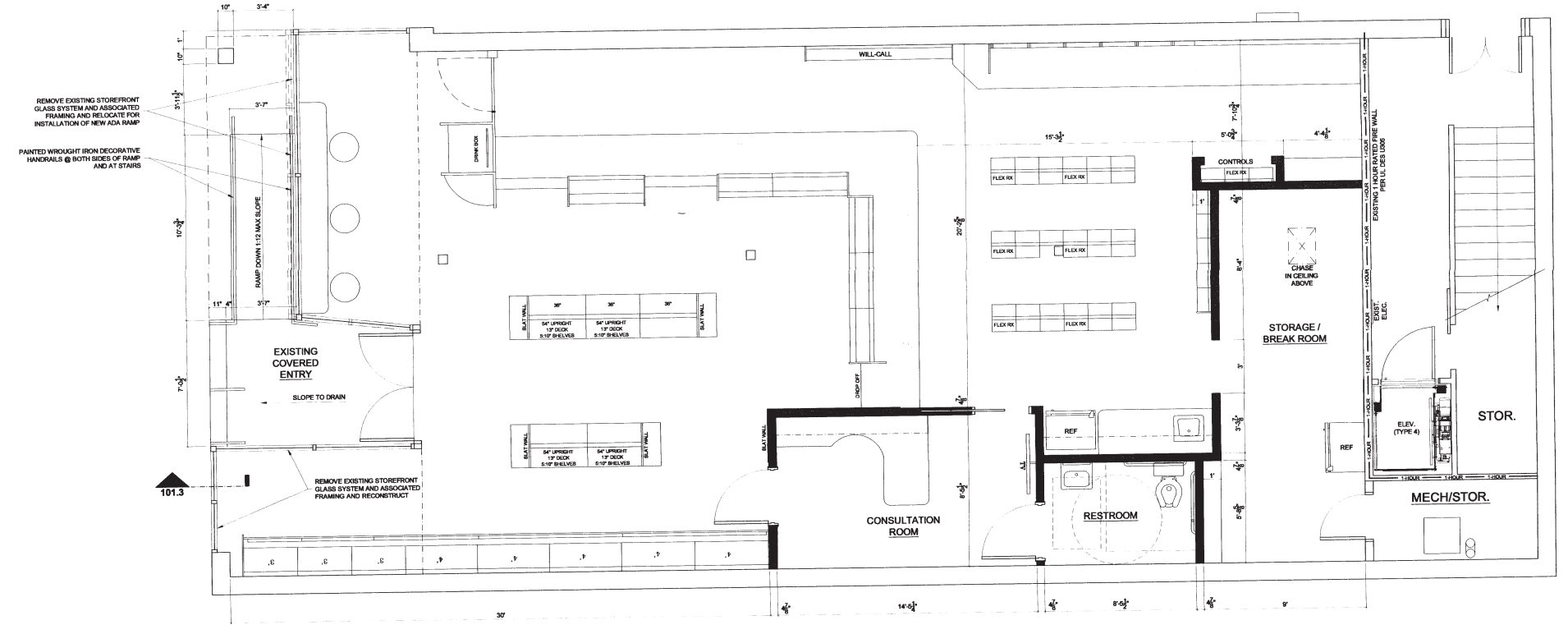
- GENERAL NOTES**
- DO NOT SCALE THE DRAWINGS. NOTIFY ARCHITECT PRIOR TO COMMENCING WORK IF DIMENSIONAL DISCREPANCIES ARE FOUND.
 - THE CONTRACTOR AND SUBCONTRACTORS SHALL VERIFY ALL GRADES, LINES, LEVELS, DIMENSIONS INDICATED OR SHOWN ON THE PLANS OR INDICATED BY EXISTING CONDITIONS AND SHALL REPORT ANY DISCREPANCIES AND OR EXISTING CONDITIONS THAT RESTRICT OR PROHIBIT PROVIDING CRITICAL DIMENSIONS IMMEDIATELY TO THE ARCHITECT AND OR ENGINEER. VERIFICATION SHALL BE PERFORMED PRIOR TO COMMENCING ANY AND ALL WORK AND PRIOR TO ORDERING OR INSTALLING MATERIALS AND EQUIPMENT.
 - ALL CONSTRUCTION SHALL BE IN FULL COMPLIANCE WITH THE CURRENT EDITION ALL FEDERAL, STATE AND LOCAL LAWS, CODES AND ORDINANCES.
 - GC SHALL COORDINATE WITH MC AND EC BEFORE INSTALLATION OF ALL EQUIPMENT, FIXTURES, & FITTINGS TO AVOID CONFLICT AND NOTIFY ARCHITECT OR ENGINEER OF ANY CONFLICTS.
 - ALL LAY IN ACOUSTIC CEILINGS TO BE 2' X 2' GRID U.O.N. COORDINATE CEILING LAYOUT WITH MECHANICAL AND ELECTRICAL DRAWINGS TO AVOID THE USE OF CEILING TILES LESS THAN 1/2 SIZE.
 - ALL FURNITURE IS BY OWNER UNLESS OTHERWISE INDICATED.
 - ALL NEW INTERIOR WALL CONSTRUCTION IS WOOD STUD FRAMING WITH 5/8" GYPBOARD AT EACH SIDE, UNLESS NOTED OTHERWISE.
 - ALL INTERIOR WALLS TO BE INSULATED WITH R-13 SOUND ATTENUATION BATTS
 - FIRE BLOCKING SHALL BE INSTALLED AS REQUIRED TO CUT OFF CONCEALED HORIZONTAL AND VERTICAL DRAFT OPENINGS. LOCATIONS INCLUDE VERTICALLY AT THE CEILING AND FLOOR LEVEL, HORIZONTALLY AT INTERVALS NOT TO EXCEED 10', BETWEEN CONCEALED VERTICAL AND HORIZONTAL SPACES CREATED BY FLOOR JOISTS, TRUSSES, AT SOFFITS, DROPPED CEILING AND SIMILAR CONDITIONS. BETWEEN STAIRWAY STRINGERS, WITH SPACES OF EXTERIOR WALL FINISHES, AND OTHER TRIM ELEMENTS AT MAX INTERVALS OF 30'-0" SO THAT NO SPACE WILL EXCEED 100 SQ. FT.
 - ALL DRAWINGS ARE DEVELOPED TO CONVEY AND COMMUNICATE DESIGN INTENT. ANY SPECIAL SHAPES, TRIMS, MOLDINGS, FASTENERS, CONNECTIONS OR NECESSARY COMPONENTS NOT INDICATED SHALL BE PROVIDED AT THE CONTRACTORS EXPENSE IN ORDER TO PROVIDE A COMPLETE AND TOTAL ASSEMBLY.
 - MAINTAIN ENVIRONMENTAL CONDITIONS (TEMPERATURE, HUMIDITY AND VENTILATION) WITHIN LIMITS RECOMMENDED BY MANUFACTURER FOR OPTIMUM RESULTS FOR ALL WORK, PRODUCTS, INSTALLATIONS, ETC.
 - GC SHALL COORDINATE ALL MILLWORK (BUILT-INS) LOCATIONS AND DETAILS WITH ALL SUBS TO AVOID PLUMBING, MECHANICAL, AND ELECTRICAL CONFLICTS
 - PROVIDE 2 x BLOCKING FOR ALL TOILET ACCESSORIES INCLUDING OWNER AND GC PROVIDED ITEMS

PLAN LEGEND

- NEW 2 x 4" WOOD STUDS @ 16" O.C. WITH 5/8" GYPBOARD EACH SIDE
- EXISTING WALLS TO REMAIN



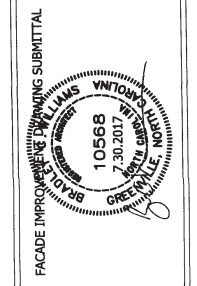
EVANS ST. ELEVATION 101.3
SCALE: 1/4" = 1'



GLOBE DRUG STORE LEASE SPACE = 1,840 SF
FIRST FLOOR EQUIPMENT PLAN 101.1
SCALE: 1/4" = 1'

www.bwarchitecture.info
100 A CANTONMENT DR.
GREENVILLE, NC 27858
252.355.1300

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ALTERATION FOR:
GLOBE DRUG STORE
401 EVANS STREET GREENVILLE, NC 27858

Revisions	Noted	Date

Project No: 18018
Date: 7.30.18

A 101



Example photo #1



Example photo #2



ONE WAY
←

NOW LEASING
for
FALL 2018

201

THE EASTERN
OF THE
HOURS
MONDAY - FRIDAY
SATURDAY
SUNDAY

follow us!
f t i s g+ p
@EASTERNON10TH
FACEBOOK.COM/EASTERNON10TH

Example photo #3



Example photo #4

COA 18-0017; 803 E. Fifth Street

Request:	The applicant has installed the new garage doors with slight modifications and requests approval of the alteration
Applicant:	Kelley Schillig, CSL Management (Presented by Michael Moore)
Location:	803 E. Fifth Street
Parcel Number:	08146
Historic Status:	Local Landmark; College View Local Historic District; <i>Contributing</i> property in the College View National Register Historic District
Attachments:	1. Site Photos 2. Supplemental Materials 3. Location map of property

The Commission should consider this request based upon general conformance with the Design Guidelines.

Structure The Dr. L.C. Skinner House, built in 1927, is a Colonial Revival style house. This application pertains to the three car brick garage located behind the main house. The garage is typical of the scale and degree of sophistication used in the construction of garages for houses on East Fifth Street. The garage has open portals and a hip roof.* Following the tradition that garages were commonly constructed to visually complement and match the main house, the garage features a slate tile roof and brick laid in a running bond pattern. Unlike the main house, the garage features a decorative row of headers at the fifth and twenty-first rows.

The Skinner family (Dr. Skinner and his wife) resided on this property until their deaths. Their children sold the property to the Gamma Beta Chapter of Sigma Sigma Sigma in 1961. Few modifications have been made to the exterior of this property. At the time of its Local Landmark designation, the house was considered to

“represent one of the more architecturally ambitious residences in this neighborhood of predominantly bungalow type homes. It is one of the finest examples of Colonial Revival architecture in the city and remains important in the study of the College View neighborhood and in the study of early twentieth century neighborhood development in Greenville.” (Local Landmark Report, 7-8)

*This description is as written in the College View National Register nomination; however, upon closer visual inspection which revealed the presence of double tracks and a ‘round the corner’ type hardware system with a single remaining door attached to the south interior wall, it is apparent that the garage portals were, at some point, enclosed bays.

Project Analysis This application was previously submitted by Tipton Builders in 2017 to restore and replace the doors but was never started. There is now a new contractor and applicant to restore the

doors for the garage located in the northwest corner of the property at 803 East Fifth Street. The applicant proposes the restoration of the garage doors (using the one remaining door as a template).

One of the primary issues regarding the preservation and maintenance of historic garages is obsolescence. Historic garages were intentionally designed for vehicles far smaller than the modern standard. This has led to the neglect and underutilization of many of these structures. In the case of the garage in question, years of underutilization and lack of preventative maintenance have led to the deterioration of the structure.



From the Design Guidelines (shortened to include only those that apply):

<u>Chapter</u>	<u>Title</u>	<u>Pages</u>
2	Windows and Doors	35-36

1. Original windows, doors, and shutters **must** be retained and preserved. This includes all wood and metal sash, glass, and hardware.
2. Openings and details of windows and doors, such as trim, casings, lintels, sills, and thresholds **must** be retained and preserved.
4. Original windows, doors, and associated elements should be repaired by dutchman repairs consolidating, or otherwise reinforcing deteriorated sections.

¹ Bilt-Well Catalog 40. www.antiqhome.org Accessed 4-11-2017
² Gordon Van Tine Company. "Buy Your Garage Plan Cut." 1929. Page 59.

5. *If replacement of a piece or a window or door element is necessary, only the deteriorated portion should be replaced while all else **must** be retained. The replacement section **must** match the original in size, scale, proportion, profile, materials, and detail.*
6. *If replacement of an entire door or window is required because of total loss or irreparable deterioration as determined by a preservation professional, the replacement **must** match the original exactly in profile, dimensions, and finish. Replacement of windows and doors with stock items that do not fill the original openings or duplicate the unit in size, material, and design is **not** permitted. Vinyl replacement windows are **not** permitted and snap-in muntins are **not** appropriate replacements for true divided light window panes.*
16. *Existing window or door openings **must not** be filled or altered if it would diminish the historic character of the building. It is not appropriate to replace or cover glazing with plywood.*

<u>Chapter</u>	<u>Title</u>	<u>Pages</u>
2	Garages & Outbuildings	46

1. *Historic, contributing garages and outbuildings **must** be retained and preserved.*
2. *All architectural features that are character defining elements of historic, contributing garages and outbuildings **must** be retained and preserved, including foundations, steps, roof form, windows, doors, architectural trim, and lattices.*
3. *The guidelines for “Roofs,” “Exterior Walls and Trim,” “Windows and Doors,” and “Foundations” apply to garages and outbuildings as well. See all pertinent sections for applicable guidelines.*
9. *Modern garage doors shall be decided upon on a case-by-case basis. They **must not** present false historic style inappropriate to the property. Their installation **must not** detract from or damage the historic garage.*

Staff Findings

The applicant completed the installation of the garage doors with modifications to the proportions of the overall door due to the finished floor elevation of the poured concrete.

Design Review

The Design Review Committee met on August 16, 2018 to discuss the installation of the new garage doors.

Recommendation

The committee recommended the completed installation be reviewed by the full Historic Preservation Committee for discussion and put to a vote for acceptance.

Attachment:

Photographs

Photographs presented at previous meeting



803 E Fifth Street – Front of garage (before)



803 E Fifth Street – Remaining door used as an example

Photographs of property as of August 3, 2018



803 E Fifth Street – Front of garage



803 E Fifth Street – View of panels

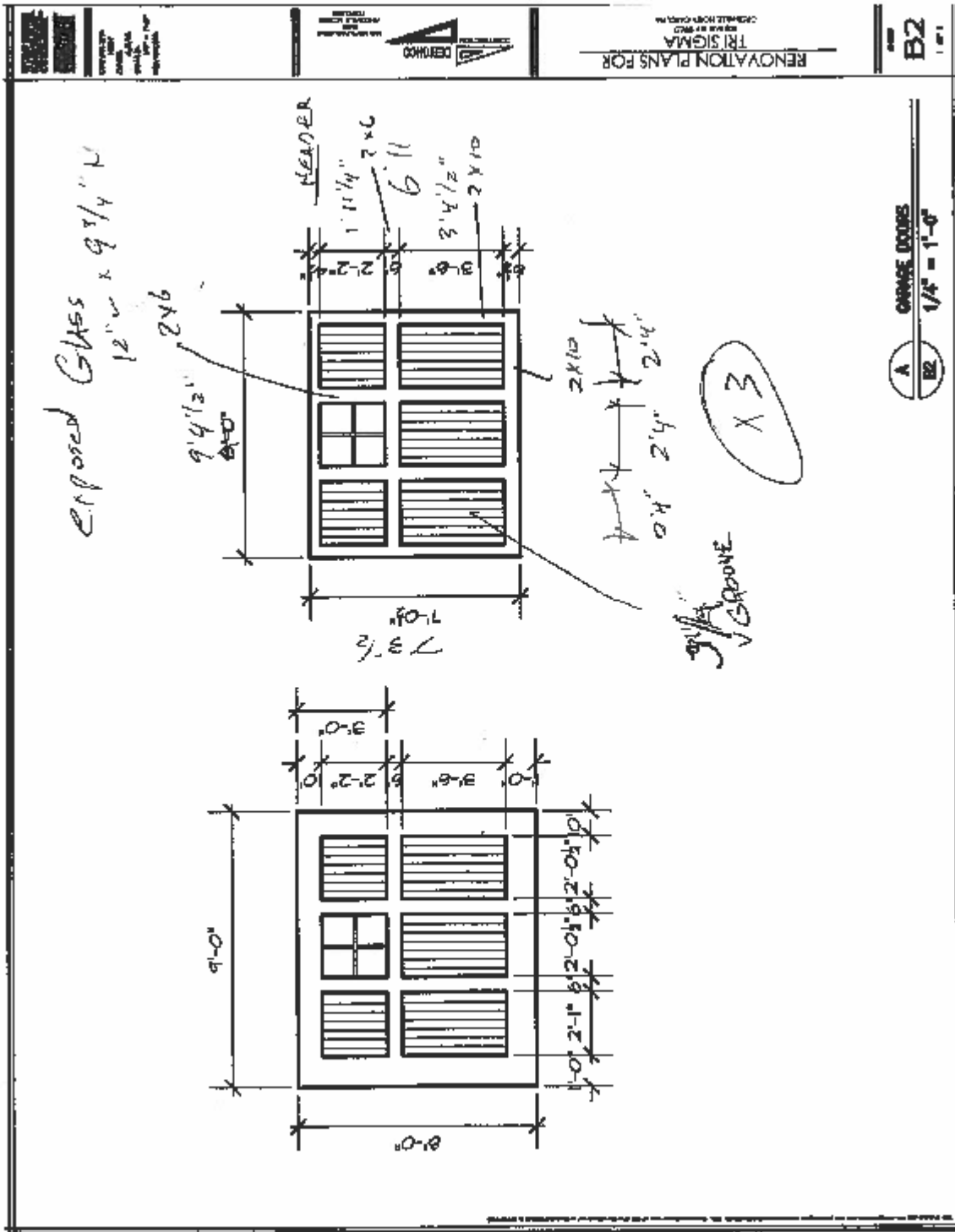


803 E Fifth Street – View of windows



803 E Fifth Street – Concrete floor

Details for Completed door

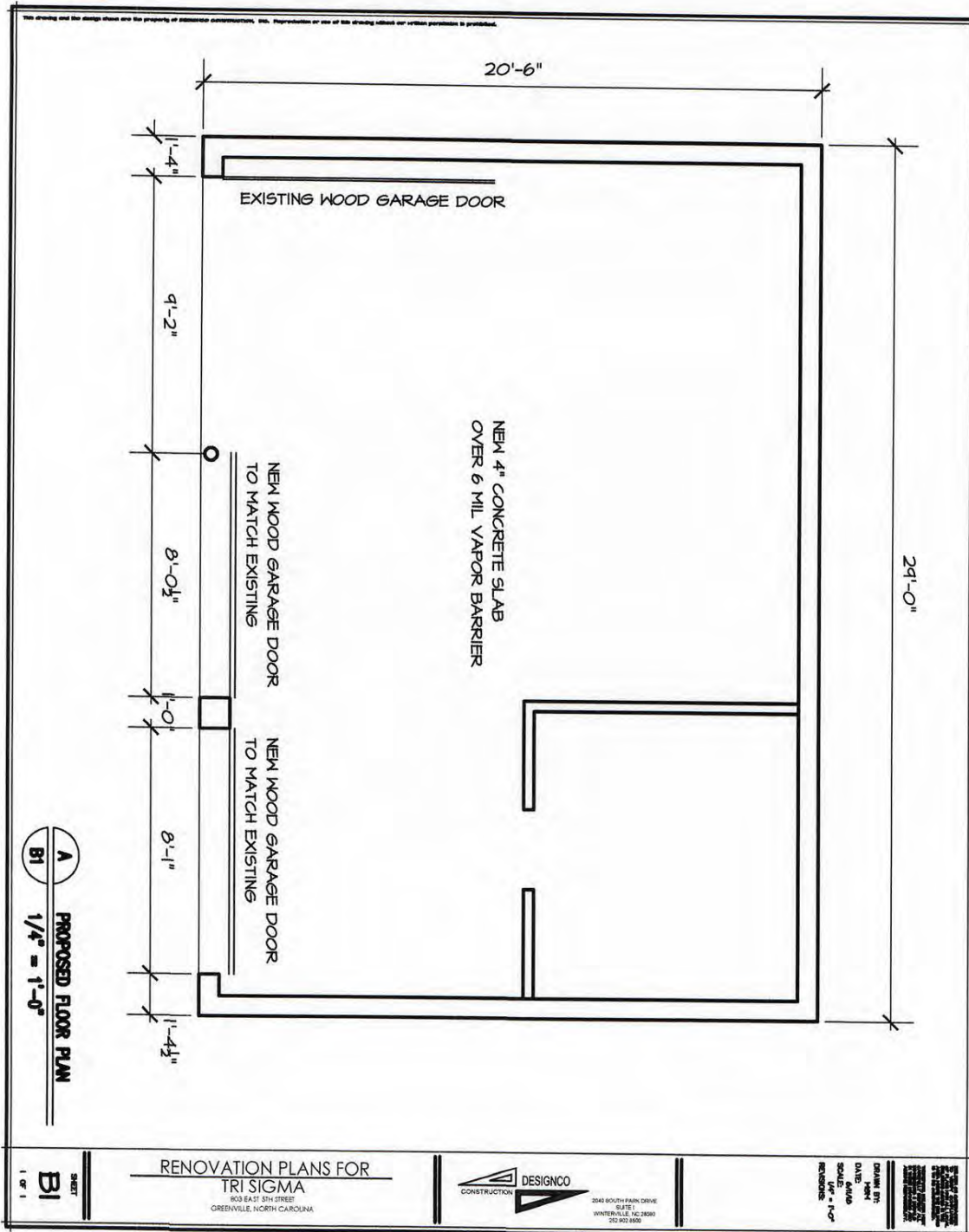


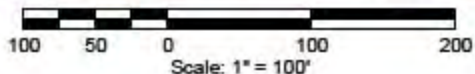
RENOVATION PLANS FOR
FRISGMA
2018-08-28
FRISGMA
2018-08-28

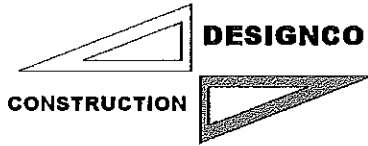
B2

A GARAGE DOORS
B2 1/4" = 1'-0"

Proposed Floor Plan







DESIGNCO CONSTRUCTION, INC.
920 Woodridge Park Road, Suite A
Greenville, N.C. 27834
Fax 252.565.8561 Cell 252.902.8500
designcoinc@gmail.com

March 12, 2018

Tri Sigma
Kelley Schillig
803 East 5th Street
Greenville, NC 27858

Reference: Cottage Repairs

Designco Construction, Inc. offers to make repairs at existing cottage located at 803 East 5th Street, Greenville, NC per the following items listed. The amount of this *estimate* includes all necessary labor, material, insurance and taxes, and is valid for 30 days. The following scope of work will clarify, add to, and / or otherwise modify any previous discussions regarding this project.

- Prep, form and pour concrete slab inside existing cottage
- Concrete to be 3000 psi 4" thick
- Soil to be pre-treated termite soil poisoning and covered with 6 mil vapor barrier
- Haul off all construction debris and clean up.

Total: \$5,600.00

- Build and install two (2) wood garage doors to match existing
- Paint existing and new wood doors
- All doors will be manually operated
- Haul off all construction debris and clean up.

Total: \$5,800.00

- Clean up and Haul off debris inside existing cottage.
- Someone from the house to direct us as to what is trash and what is to keep

Total: \$500.00

Above pricing is per contractor and owner conversation, prices may change due to owner selections or changes. Owner may add too or delete items, which will affect final pricing. Job to be billed at completion. Owner to pay contractor with-in fifteen days of invoice. Thank you for the opportunity to price this job and I look forward to working with you soon. If you have any questions please feel free to give me a call.

Sincerely,

MICHAEL G. MOORE

Acceptance of proposal

DATE

6/8/18



CSL MANAGEMENT, LLC

Preserving the Unique Experience of Greek Housing

Central Office: 423-584-6454 | Fax: 866-765-6909

August 10, 2018

To whom it may concern:

This letter is to advise that Michael Moore with Designco Construction, Inc. is representing CSL Management and Gamma Beta Chapter of Sigma Sigma Sigma House Corporation before the Historical Preservation Commission.

If you have any questions, please do not hesitate to reach out to me directly.

Sincerely,

Kelley Schillig
Operations Manager
CSL Management

COA 18-0019; 401 E 4th Street

Request:	The applicant proposes the installation of new awnings placed over the outside doors facing east just north of the garth.
Applicant:	St. Paul’s Episcopal Church (Cathy Palmer – Diane Jenkins)
Location:	401 E 4 th Street
Parcel Number:	26997
Historic Status:	<i>Contributing</i> property in the College View National Register Historic District
Attachments:	<ol style="list-style-type: none"> 1. Application 2. Supplemental Materials 3. Site Photos 4. Location map of property

The Commission should consider this request based upon general conformance with the Design Guidelines.

Structure At 401 East Fourth Street, St. Paul’s Episcopal Church maintains two principal buildings, a church and a separate chapel with an attached parish hall and educational wing. A paved garth with fountain separates the large brick church completed in January 2000 and the smaller chapel (former church) built in 1930. Both are brick structures which have a dominant gable-front form and Gothic Revival details. The Chapel has a small enclosed vestibule with a central front entrance that faces Fourth Street. On the other hand, the church uses two principal entrances, a side entrance into the nave from the garth and another entrance at the east transept. All three of these entrances to the church and chapel are Gothic in form and have double-leaf doors.

Project Analysis This application is for the installation of awnings over the east transept doors located north of the garth. The awnings will match the existing awning over the main doors that currently face the garth. There will be two awnings attached to the east face of the transept without posts; one long awning over three of the doors and a second shorter awning over the fourth door.

From the Design Guidelines (shortened to include only those that apply):

<u>Chapter</u>	<u>Title</u>	<u>Pages</u>
3	Exterior Color	67-68
1.	<i>Select material and paint colors appropriate to the historic period of the building and district.</i>	
11.	<i>For Fabric Awnings, Select Colors that are comparable in hue and intensity with the exterior colors of the historic building.</i>	

Staff Findings

The applicant intends to install awnings on the eastern wall of the newer building in the corridor between the two buildings on the property. This location the awnings would be slightly visible from Fourth Street. The awnings are intended to be of the same material and design as the current awning in the garth with the exception of not being supported by posts. COA 2008-12: application to repaint doors and install awning.

Recommendation

The Design Review Committee (DRC) met on August 16, 2018 to discuss this application. The DRC recognizes that the new awnings will match the existing awning on site with the exception of not having posts and they are being installed on the newer building on site. The awnings will be an added benefit to the parishioners. The DRC recommends approval of this application.



All awnings will be same material and same scalloping as original awning on front door



This awning will go out 4 feet. No posts. 3 feet above doors and angling down.

This awning will be most similar to front door but without posts and only going out 4 feet.



Concern over gutter and water running down as the awning will be close but not flush to the building. Gutter re-work may be needed after installed and assessed?

4 Feet

ROCKY MOUNT AWNING & TENT CO.

MANUFACTURERS OF:

CUSTOM MADE CANVAS AND METAL AWNINGS
 800-522-3312 - 252-442-0184 - Fax 252-442-4663

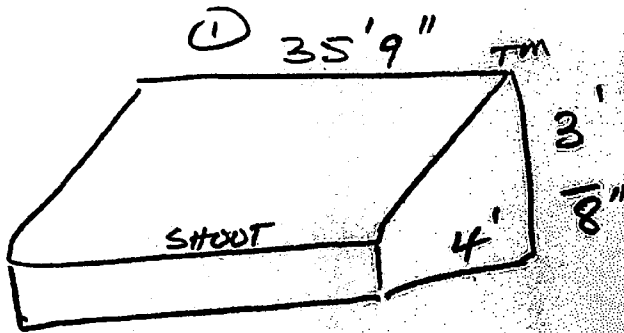
Name: St Paul's Episcopal Campus
 Address: 411 E. 4th St
 City: Greenville State: NC Zip: 27858
 Job Location: _____

Sales Rep: Joey
 PO: _____
 Date: 6-14-18
 Attn: Rob Powell
 Phone: 714-1169
 Phone: _____
 Email: _____

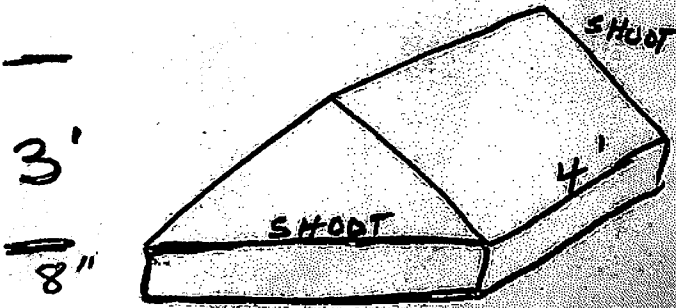
Canvas Awnings: 2
 Job Type: complete
 Fabric Pattern: 4684
 Fabric Color: SLATE
 Striped Awning: _____
 Stripe Size: _____

Valance Depth: 8"
 Scallop #: #8
 Braid Color: SLATE
 Frame: yes
alum.
 Graphics: _____
 Size: _____

Metal Awnings: _____
 Top Color: _____
 Wings Color: _____
 Fringe Color: _____
 Stripes: _____
 Marquees: _____
 Pans: _____
 Fascia: _____
 W or Flat: _____



* Material will come from Rob Powell



Cost: 4,074.00
 Tax: 285.18
 Total: 4,359.18
 Deposit: _____

Sunbrella 4684

Heat Sealable:

Yes with Seam Seal Tape

Mildew Repellent:

Yes

Color:

Slate

Base Fabric:

Sunbrella Acrylic

Finish/Coating:

Water Repellent

Product Category:

Sunbrella Awning / Marine 46 in. Solids

Government Specifications Met:

None

Put Up:

65 yd.

Style#:

4684-0000

Translucent:

Depends on Color

Weight:

9 oz.

Warranty:

10-Year

Water Repellent:

Yes

Width:

46 in.

Pattern Direction:

Selvedge is Left / Right

Shrinkage Factor:

Sunbrella 4684

None

Standard Package:

65

Attachment: Photographs of property as of August 16, 2018.

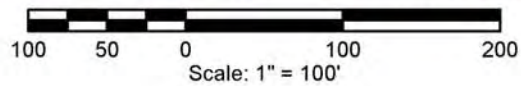
Photographs:



401 E. Fourth Street – View from E. Fourth Street – Garth



401 E. Fourth Street – View of doors to receive awnings



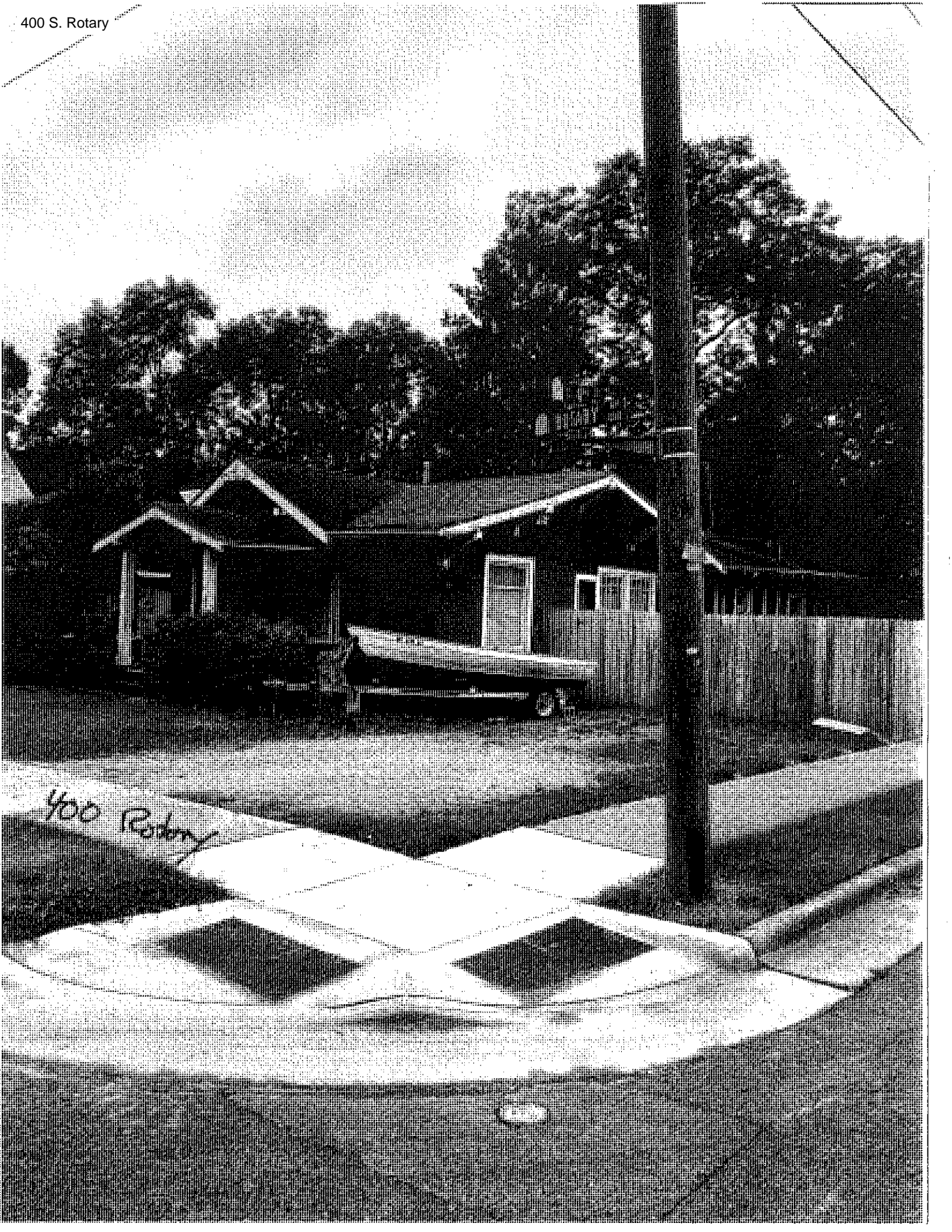
Minor Works COAs

- 2018-0018:** 400 South Rotary, College View Historic District, Contributing # 76
Project: Installation of two AC units
- 2018-0020:** 707 East 4th Street, College View Historic District, Contributing # 215
Project: Repairs to deck and exterior stairs
-

400 S. Rotary

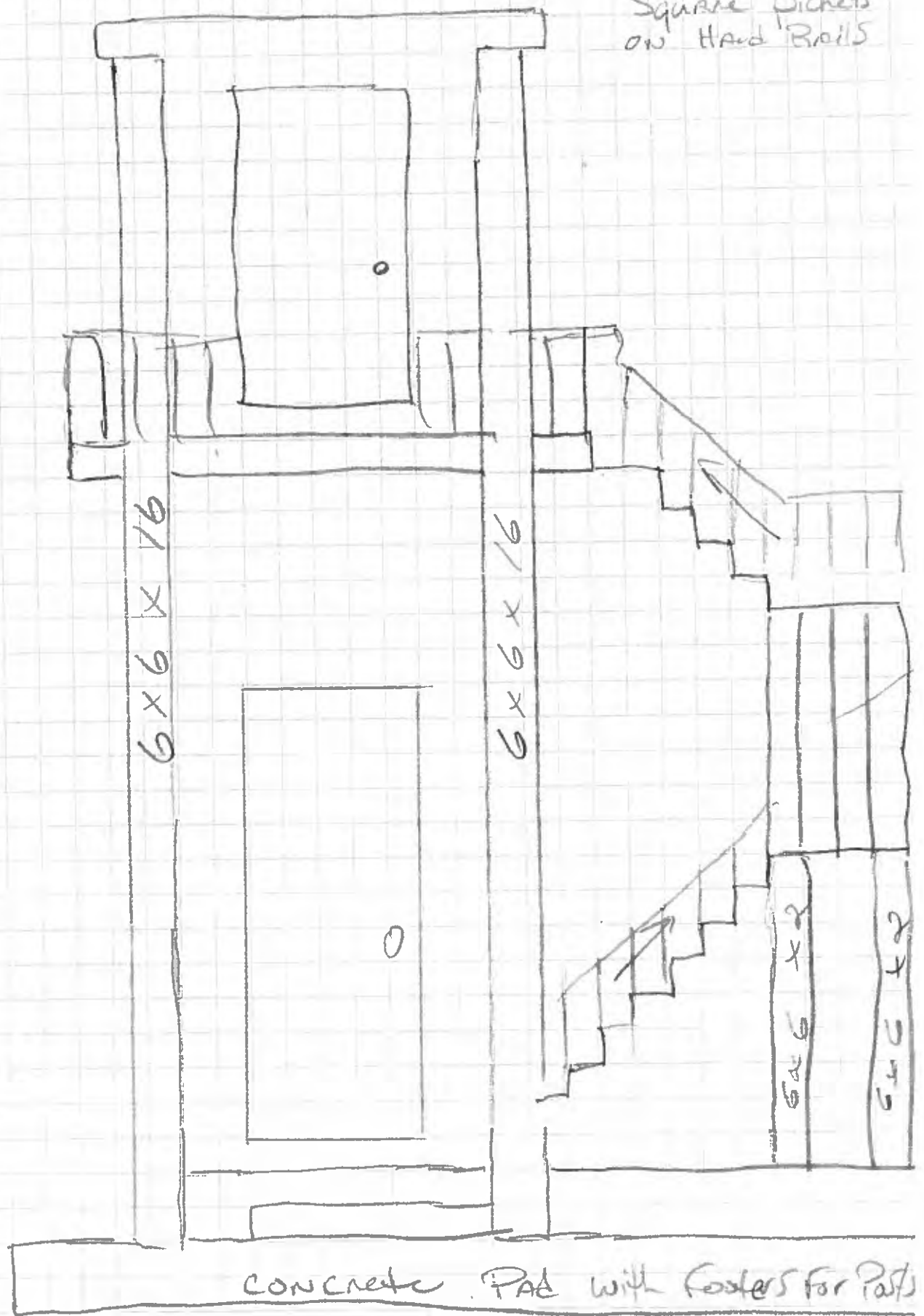


400 S. Rotary



Restoration + Reconstruction

Square Pickets
on Hard Boils



707 E 4TH A & B



Safety
Historical

We propose to replace just the boards that have wood rot, including 2 of the 4 x 4 posts. Everything will be put back as is now, just new wood. We will also power wash the wood to clean it up and give it a nicer appearance.

EXISTING CONDITIONS:

Several of the boards are clearly rotting and unsightly. We want to replace rotting wood to make sure the stairs stay solid and safe.

LOCATION OF WORK:

The entire work will be done on the east side of the structure (707E Fourth Street) in the area of the stairs that lead up to unit B.



Color Red or grey 5/4
Concrete
2x6
WOOD

SCOPE OF WORK:

We want to repair the stairs that lead up to unit B at 707E Fourth Street.