

**Architectural Review Board
Minutes
(Via Tele-Conference)
December 7, 2020**

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

MEMBERS ABSENT: None

OTHERS PRESENT: Angela Rambeau, Tracy Gibson, & Debra Grant

- I. **Roll Call (Board Secretary)**
- II. **Call to Order**
- III. **Approval of Minutes for November 2, 2020;** Mr. Padgett made a motion to approve the minutes as written, seconded by Mr. Vernon, the motion carried 6 to 0 by a roll call vote (*Ms. Abate' was not present at the November's meeting*).
- IV. **Public Input: None**
- V. **New Business:**

- 1. **Mrs. Wendy Bonds-Janowski is requesting the approval to construct a detached 3 car garage at 917 Duke Street.** Tracy Gibson/City Staff told the Board that the owner's request is to construct a new detached 3 car garage in the rear of her property. **Mrs. Bonds-Janowski/owner** said the 3 car garage if approved would be in the rear of the property with the driveway being extended, the doors will match the doors of the home, the foundation will be concrete, Hardi siding (smooth), fiberglass roofing shingles, aluminum garage doors, and all details and materials will match the main house. **Mr. Vernon** suggested that the garage doors be 3 doors of the same size, instead of 1 large door and 1 small door. The owners said they would try to redesign the project to have the doors the same size, if there are no zoning issues.

Public Input: None

Motion: Mr. Jayroe made a motion to approve the application as presented and noting that the owners will be allowed to change the garage doors to 3 doors of the same size if possible, or construct the project as presented, citing Design Standards for Residential Properties, Chapter 4; Section 20.0; page 83 (Garages, Sheds, Outbuildings, & Ancillary Outdoor Structures), seconded by Mr. Padgett; the motion carried 7 to 0 by a roll call vote.

- 2. **Ms. Lizzie Graham is requesting the approval to replace all windows at 424 Cannon Street.** Tracy Gibson/City Staff told the Board that the owner would like to replace all windows with new vinyl windows. **Ms. Lizzie Graham/owner** told the Board she would like to replace all windows. **Mr. Padgett** asked Ms. Graham if she planned on replacing the 6 panel windows that appear to not be operable. **Ms. Graham** said yes she would like to replace all the windows. **Mr. Padgett** said he noticed that there were 3 to 4 different styles of windows in the house. **Mr. Jayroe** said the historic survey says this house is a 1930's home and it was constructed after the Georgetown National Register Historic District's period of significance; however it would be a contributing resource if the historic district's period of significance is

expanded to include the 1922-1960 period. The survey noted that the home has 2/2 sash windows. **Mr. Padgett** said that is not the correct information because of the different types of windows. **Ms. LaRhonda McKnight/Representative for Ms. Graham** said Ms. Graham wishes to replace all windows. **Ms. Gillespie** asked if the proposed windows are insulated and what is the material of the proposed windows. **Ms. McKnight** said the new windows will be insulated aluminum vinyl windows. **Ms. Gillespie** asked if the windows would be vinyl coated aluminum or what. **Ms. McKnight** said it would be the same type and material of the windows on the top floor of the neighboring house (430 Cannon Street). **Mr. Jayroe** said when the windows for 430 Cannon Street were replaced, the house was thought to have been in the Overlay District and did not need ARB approvals; since that time the City Attorney has clarified the process and all residential properties do come under the ARB jurisdiction. **Ms. McKnight** said she understood that, she is just giving Ms. Gillespie an example of how the windows would look. **Ms. Gillespie** said she was interested in the material; would they be insulated glass, true divided, vinyl windows? **Ms. McKnight** said the windows would have to be insulated to keep the home warm, so yes they would be insulated. **Mr. Jayroe** said the print out on page 12 shows American Craftsman aluminum vinyl windows. **Ms. McKnight** said that print out is an example of how the windows would look, however she could not find a picture of the 3 over 3 and she is not sure if that profile would have to be ordered. **Mr. Jayroe** said the historic survey gives a date of 1970 for the installation of the windows on the left side of the porch, and windows from other parts of the house could have been removed and placed on the porch. **Ms. Gillespie** asked for clarification on the windows, she asked if the grills would be on the outside of the glass or between the glass. **Ms. McKnight** said the grills would probably be in the glass. **Ms. Gillespie** told Ms. McKnight that the guidelines states that the grills be on the outside of the glass. **Ms. McKnight** said the house is located in the General Commercial district and asked if Ms. Graham had to meet all the guidelines. **Mr. Jayroe** explained that the City Attorney said if a home is in the Overlay/Commercial district and is being used as residential, then it comes under ARB guidelines. **Ms. Gillespie** read into the records the standards from page 69, "Replacement windows should not have snapped-on, flush, or simulated divided muntins. Muntins sandwiched between layers of glass, snapped-on muntins, and surface-applied muntins are not appropriate and shall not be approved". **Ms. McKnight** said Ms. Graham understands that she cannot install any plastic grills on the window. Ms. McKnight also said they are aware that the replacement windows must be in kind to what is being taken out, however the request is to install 6 over 6 and 3 over 3 aluminum vinyl windows. **Mr. Padgett** asked if she would be replacing the non-functioning windows as is. **Ms. McKnight** said yes, and asked if the Board wanted the windows on the front porch replaced with the same style that is currently there or should it be replaced with a 6 over 6 window. **Mr. Vernon** said it appears to him that the original windows to the house is 6 over 6, and asked Mr. Padgett if the majority of the windows were 6 over 6. **Mr. Padgett** said no, he could only find 1 true 6 over 6 window, and it appears some might have been split and added to the rear of the house, there are also a vertical 2 over 2 on the front, the side has horizontal 2 over 2, and a small 4 pane in the rear. **Mr. Vernon** asked if Mr. Padgett could tell if the vertical 2 over 2 or the 6 over 6 were original to the home. **Mr. Padgett** said no, and said he thought the 6 over 6 would look better on the front porch. **Mr. Vernon** said he was shocked that this home was constructed in 1930 because of the roof line, and thought it was much older, however he said the 6 over 6 is more in keeping with the cottage architecture style of the house, and if the owner wants to use 6 over 6 or 2 over 2 windows, the windows should be consistent throughout the entire house. **Mr. Vernon** also said the guidelines does say the windows

could be of alternative materials since currently there are multiple styles, the owner could use vinyl windows, but the grills should be on the exterior and interior of the glass. **Ms. McKnight** asked if Ms. Graham could install approximately 8 windows using the 6 over 6 profile and the other 7 windows being 3 over 3 profile, since they are smaller windows. **Mr. Jayroe** said since the windows on the front porch are not operable, would the owner consider installing a solid storm window over them. **Mr. Padgett** said the windows on the front porch are in pretty good shape and perhaps with some glazing and the installation of the solid storm window would help and be less expensive, he gave the address of a couple of homes that have the storm windows. **Ms. McKnight** asked if Ms. Graham would have the option of installing the storm windows or replacing with new aluminum vinyl windows. **Mr. Jayroe** said the windows would have to be true divided lights. **Ms. Gillespie** said she did not go onsite but asked if some of the side windows could be relocated and used on the front of the house. **Tracy Gibson/City Staff** said she went onsite to take pictures, and the windows are in bad shape and needs to be replaced. **Ms. Gillespie** asked if the applicant could come back next month with more clarity on the requested windows. **Ms. McKnight** said the windows are in really bad shape and needs to be replaced. **Ms. Smalls** asked what type of window would be installed to replace the windows with the A/C units (page 14) **Mr. Jayroe** said they would all be 6 over 6 windows. *(After much discussion, it was agreed that the windows could be replaced with aluminum vinyl windows with true divided lights; City Staff agreed to meet with Ms. Graham to clarify what the Board is looking for)*

Public Input: None

Motion: Mr. Padgett made a motion to approve the application with the following modifications: that the windows will be true divided aluminum clad or vinyl clad windows 6 over 6, and 6 light fixed windows on the front porch, the windows shall have true muntins on the exterior of the windows, citing Design Standards for Residential Properties; Chapter 3; Section 17.0; page 68 (Windows & Shutters); seconded by Ms. McManus; the motion carried 7 to 0 by a roll call vote.

- 3. Mr. & Mrs. Heusel are requesting the approval to construct a new screened porch at 315 Front Street. Tracy Gibson/City Staff** told the Board that the owners would like to construct a new screened porch on the rear of the property. **Ms. Cindy Owens/Architect** said the gable roof will be continued, the existing stoop will come out approximately 3 ft. and the steps will be brought up to code, the end post will be 6 x 6 and the middle post will be 4 x 4, the porch will be extended approximately 3 ft., all details and materials will be like kind. **Mr. Padgett** asked what the underpinning would be. **Ms. Owens** said it will be a brick curtain wall (the brick will match the existing or as close as possible); the handrails will be wooden, and the porch overhang will be 18 inches. **Ms. Abate'** asked about the windows in the plans. **Ms. Owens** said the 3 existing windows on the rear elevation will be removed and 1 set of 4 windows will be installed, also the 2 windows on the left elevation will be removed and a set of 3 windows will be installed, all windows will be 1 over 1. *(The windows were not a part of the application, however the Board said since they will be of the same design and material they can be approved).* The entry door will be a sliding door that will have the appearance of a French door and it will be designed of wood with 12 true divided lights.

Public Input: None

Motion: Mr. Vernon made a motion to approve the application with the following modifications: 3 windows on the rear elevation will be replaced with 4 windows; the 2 windows on the left will be replaced with 3 windows, all windows will be clad, with the casing and sills to match the house; the door will be wood with 12 true divided lights. Citing Design Standards for Residential Properties; Chapter 3; Section 14.0; page 57 (Porches, Columns, & Railings) and Chapter 3; Section 17.0; page 68 (Windows & Shutters), seconded by Mr. Padgett; the motion carried 6 to 1 (*Ms. Abate' casted the downward vote*).

4. **Ms. Tara Barr is requesting the approval to install a driveway gate at 711 Highmarket Street. Tracy Gibson/City Staff** told the Board that the owner would like to install a powder coated aluminum driveway gate. **Ms. Barr/owner** said gate will be 12 ft. wide and 3 ft. panels will be on each side of the gate, the height of the gate will be 4 ft., and the posts will be squared 4 x 4 with a triangle hip cap.

Public Input: None

Motion: Ms. Abate' made a motion to approve the application as presented, with the understanding that the height of the gate will be 4 ft. instead of the 6 ft. as originally stated, citing Design Standards for Residential Properties; Chapter 4; Section 19.0; page 79 (Fences, Gates, & Walls), seconded by Mr. Vernon; the motion carried 7 to 0 by a roll call vote.

5. **Mr. Richard Hall is requesting the approval to construct a new 1 story dwelling at 1023 Duke Street. Tracy Gibson/City Staff** told the Board that the owner would like to construct a new 1 story dwelling, if approved the approval must have a condition, that the easement be approved by the Planning Commission at next month's meeting. The owner of record for this property is Ms. Katherine Hall. **Mr. Owens/Representative** said this structure will be placed on the back lot of the property (Lot A/Apt. D). Mr. Owens said this will be a single family dwelling and the project has been approved by Zoning, and is pending the approval of Planning Commission for the easement. The siding will be Hardi plank, the gable will be slim panels and the rafter tails will be showing on the front of the house. **Ms. Smalls** asked if the lot was a Wood Street address. **Mr. Owens** said no it is a Duke Street address. **Tracy Gibson/City Staff** said the County website list this property as a Wood Street address. **Ms. Angela Rambeau/Director of Housing & Community Development** told the Board that this lot is a stand-alone lot and does not have a road frontage, and this will be going to the Planning Commission for an easement approval for access to this property. **Mr. Vernon** asked about the siding on the gable. **Mr. Owens** said he is sure it will be plain Hardi panels. **Mr. Vernon** asked if the louvered gable vents were going to be real or false. **Mr. Owens** said it would be better if it was made of synthetic materials. The trim will be a 4 inch Hardi trim, handrails will be 2 x 4 with 2 x 2 pickets, the corner boards will be 4 inches (PVC or Hardi), the windows will be vinyl, true divided lights, and the concrete blocks will be rough faced. The lighting on the front porch will match the light fixture on the main house.

Public Input: None

Motion: Mr. Padgett made a motion to approve the application as submitted with the following modifications: the windows will be vinyl with true divided lights, the casing

being either PVC or Hardi trim, and the light fixture will match the front house, citing Design Standards for Residential Properties; Chapter 5; Section 26.0; page 102 (New Construction; Primary Dwelling), and page 49 (Lighting); seconded by Mr. Vernon; the motion carried 7 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*