

**Historic Preservation Commission – Staff Report**  
**3<sup>rd</sup> Floor Committee Room –Fred Turnage Municipal Building**  
**6:00 p.m. Regular Meeting**  
**January 24,2023**

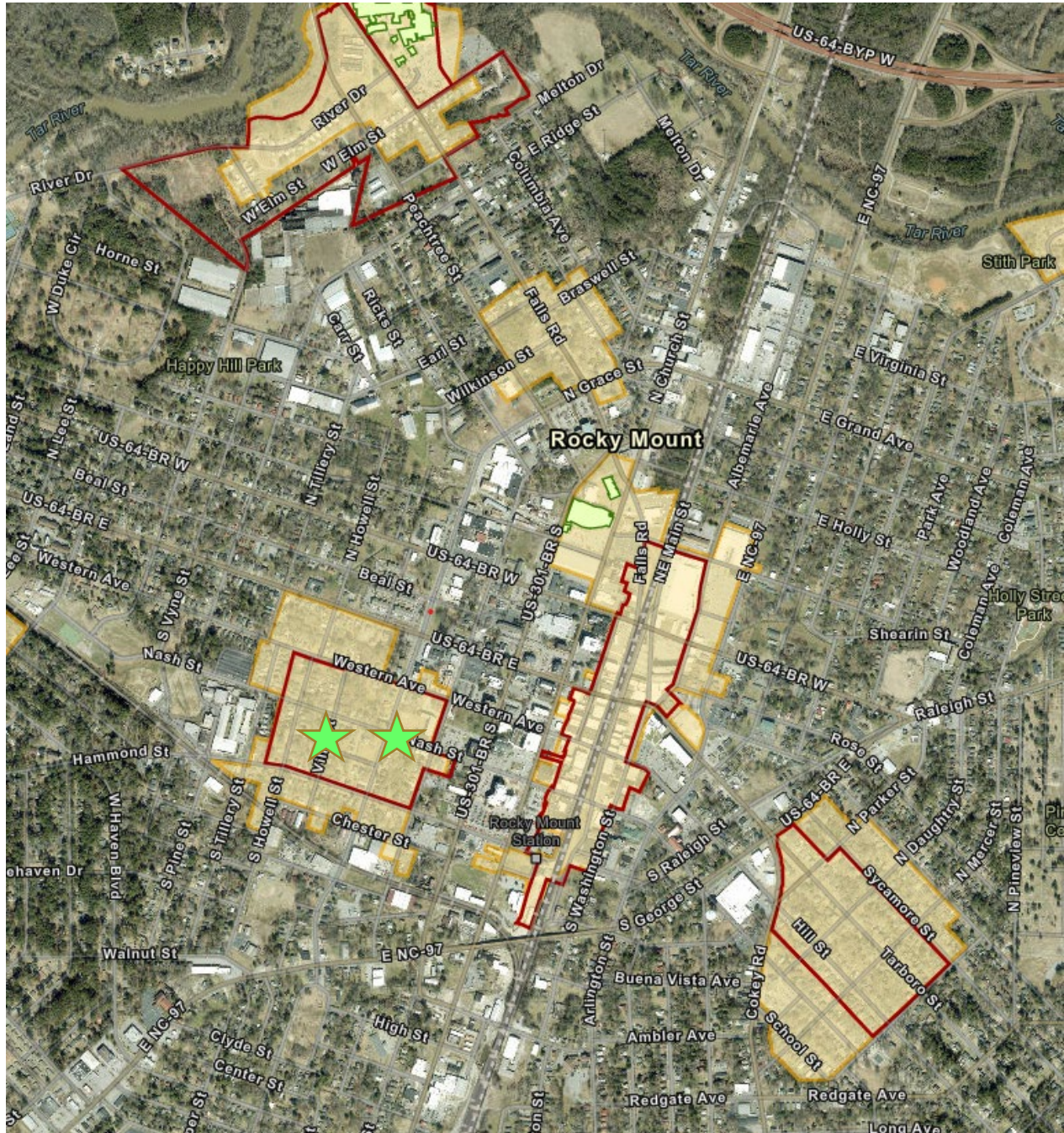


**ROCKY MOUNT**  
DEVELOPMENT SERVICES  
THE CENTER OF IT ALL

# AGENDA MAP INDEX

## Rocky Mount, North Carolina

November 22, 2022



Local Historic District



National Register District



Subject Site



**ROCKY MOUNT**  
DEVELOPMENT SERVICES  
THE CENTER OF IT ALL

**AGENDA**  
**ROCKY MOUNT HISTORIC PRESERVATION COMMISSION MEETING**  
**JANUARY 24, 2023 AT 6:00 P.M.**  
**COMMITTEE ROOM, THIRD FLOOR, FREDERICK E. TURNAGE MUNICIPAL BUILDING**

**Board Membership**

**Voting:** Mike Latham (Chair), Adrienne Copland (Vice-Chair), Sam Johnson, Josie Davis, Raymond Gantt Jr., Roslyn Haynes, Bianca Costa-Davis, Emmette Burke, Bill Johnson

**Staff:** Stephanie Goodrich, Senior Planner  
Samantha Andelin, Administrative Assistant

- 1. Call to Order; member announcements**
- 2. Roll Call**
- 3. Approval of Agenda**
- 4. Approval of Minutes (NOVEMBER 22, 2022)**
- 5. Public Hearings**

**5.1 Certificate of Appropriateness (Major Work)**

- a.** Requested Action: Exterior alterations  
Location: 301 S Grace Street  
Historic District: Villa Place  
Land Use: Institutional  
Property Owner(s): Christian Fellowship Home  
Applicant(s): Rick Thomason  
Case Manager: Stephanie Goodrich, Senior Planner
- b.** Requested Action: Postponed from November 2022  
COA Pulled by applicant  
Location: 326 Villa Street  
Historic District: Villa Place Local Historic District  
Land Use: Residential  
Property Owner(s): Tawanna Powell  
Applicant(s): Tawanna Powell  
Case Manager: Stephanie Goodrich, Senior Planner

**6. Commission Review**

**6.1 Certificate of Appropriateness (Minor Work)**

135 SE Main Street  
801 Hill Street

**6.2 National Districts and Landmarks**

**6.3 Events**

**6.4 Miscellaneous**

- 7. Next Meeting Date: February 28, 2023**



**MINUTES OF THE  
ROCKY MOUNT HISTORIC PRESERVATION COMMISSION  
MEETING HELD NOVEMBER 22, 2022 AT 6:00 PM  
IN THE FREDERICK E. TURNAGE MUNICIPAL BUILDING, THIRD FLOOR, COMMITTEE ROOM**

**MEMBERS PRESENT**

MICHAEL LATHAM, CHAIR  
ADRIENNE COPLAND, VICE-CHAIR  
JOSIE DAVIS  
EMMETTE BURKE  
BIANCA COSTA-DAVIS

**MEMBERS ABSENT**

RAYMOND GANTT, JR.  
ROSLYN HAYNES  
SAMUEL JOHNSON

**STAFF PRESENT**

STEPHANIE GOODRICH, SENIOR PLANNER ADMINISTRATOR  
SAMANTHA ANDELIN, ADMINISTRATIVE ASSISTANT

**GUESTS**

MILAN METHA  
TAWANNA POWELL  
BILL JOHNSON



## 1. Call to Order

Mike Latham, Chair, called the meeting to order at 6:00 p.m. on Tuesday, November 22, 2022.

## 2. Roll Call

Samantha Andelin, Administrative Assistant, conducted the roll call and a quorum was present. Members Raymond Gantt, Jr., Roslyn Haynes and Samuel Johnson were not present.

## 3. Approval of Agenda

Adrienne Copland made a motion to adopt the agenda as presented. The motion was seconded by Bianca Costa-Davis and the Commission passed the motion unanimously.

## 4. Approval of Minutes

Josie Davis made a motion to approve the minutes from the October 25, 2022 meeting as presented. The motion was seconded by Adrienne Copland and the motion passed without opposition.

## 5. Public Hearing

The Chairperson announced the beginning of the public hearing portion of the meeting. Per North Carolina law anyone planning to speak regarding the application(s) is to be sworn in. Stephanie Goodrich, Milan Mehta and Tawanna Powell were sworn in accordingly.

### 5.1 Certificate of Appropriateness (Major Work)

5.1a	Requested Action:	Replacement windows, remove shingles on rear (replace with Hardi-plank)
	Location:	138 SW Main Street
	Historic District:	Central City
	Land Use:	Commercial
	Property Owner(s):	MF Tringle LLC
	Applicant(s):	Milan Mehta
	Case Manager:	Stephanie Goodrich, Senior Planner

Mrs. Goodrich advised that this case is one that was tabled from the previous month due to the board wanting additional information from the applicant. An excerpt from the National Register District Expansion Nomination form 2009: Rocky Mount Shoe & Clothing Company, ca. 1912, Contributing Building. Two-story brick commercial building constructed to house the Rocky Mount Shoe and Clothing Company, which operated at this location through the 1980s. The building retains denticulated metal cornices above the second-story windows—which have two-over-two sash and flat-arched rusticated stone lintels and sills—and the altered storefront.

This request is to replace the windows on the Howard Street façade, remove the shingles, revise the street level openings, and re-clad the bottom floor exterior with cementitious fiber boards.

Mrs. Goodrich advised that staff recommends approval because the project meets the general intent of the design guidelines. It makes sense to infill the recess on the rear of the building with the changing nature of the use.

Mrs. Goodrich stated that staff was granted access to the interior of the building in early November. There is either nothing, or a plate glass window on the interior of the plywood covering the rear first story. There is very little brick, and what remains is substantially damaged. (see attached photos). The applicant, Mr. Mehta, clarified

that the proposed windows for the first and second floor will be 1/1 double hung windows, like the adjacent building that were approved by the HPC (Photo# 5). The second story windows will be the same. The arch above the window will be filled in with a wood blank.

The Chair asked if the applicant was present to answer questions. The applicant was present to answer questions.

Adrienne Copland asked if all of the second story windows were missing. Stephanie Goodrich advised that they were. Ms. Copland also asked if the front windows match the back. Mr. Mehta stated that they did not. The windows in the back have arches and the front does not.

Mr. Burke asked what type of material will be replacing the cedar shingles on the side. Mr. Mehta stated that it would be replaced with Hardie Board without the cedar shake look.

Ms. Copland asked if the size is known for the first floor windows. Is it known if they would match the second story windows. Mr. Mehta stated that they will match.

After discussion of options on the windows it was concluded that the board would prefer a wider historical looking trim versus a modern standard trim.

The Chair summarized the evidence and facts and noted there was no evidence in opposition to the application; therefore, the public comment portion of the hearing was announced closed.

Adrienne Copland made a motion for the findings-of-fact with the provision that the first-floor windows have a wider trim or recessed like the second story windows. The motion was seconded by Emmette Burke based upon the evidence that has been presented in the application and during the public hearing, the Commission finds that the work applied for is not incongruous with the guidelines, and upon voting, the motion passed unanimously.

Adrienne Copland made a motion for approval of the COA to replace windows, remove shingles on rear and replace with Hardi plank at 138 SW Main Street. The motion was seconded by Emmette Burke based upon the evidence that has been presented in the application and during the public hearing, the Commission finds that the work applied for is not incongruous with the guidelines, and upon voting, the motion passed unanimously.

5.1b	Requested Action:	Exterior Alterations, front and rear
	Location:	125 Sunset Avenue
	Historic District:	Central City
	Land Use:	Commercial
	Property Owner(s):	John Williams
	Applicant(s):	John Williams
	Case Manager:	Stephanie Goodrich, Senior Planner

Mrs. Goodrich advised that this request is to replace the front door, remodel the rear.

Mrs. Goodrich advised that staff recommends approval because the project meets the intent of the design guidelines, and the work was already completed prior to requesting a COA.

Mrs. Goodrich advised that the applicant agreed to remove the grid from the window and paint the trim to match the door as requested when tabled last month and confirmed that the window screening is temporary for construction screening only, it will peel off.

The Chair asked if the applicant was present to answer questions. They were not.

The Chair summarized the evidence and facts and noted there was no evidence in opposition to the application; therefore, the public comment portion of the hearing was announced closed.

Adrienne Copland made a motion for the findings-of-fact with the applicant in agreement with removing the grid from the window and paint the trim to match the door and the window screening is just for construction purposes. The motion was seconded by Bianca Costa-Davis based upon the evidence that has been presented in the application and during the public hearing, the Commission finds that the work applied for is not incongruous with the guidelines, and upon voting, the motion passed unanimously.

Bianca Costa-Davis made a motion for approval of the COA to make exterior alterations to the front and back, after the fact, at 125 Sunset Avenue. The motion was seconded by Emmette Burke based upon the evidence that has been presented in the application and during the public hearing, the Commission finds that the work applied for is not incongruous with the guidelines, and upon voting, the motion passed unanimously.

5.1c	Requested Action:	Apply Vinyl Siding
	Location:	326 Villa Street
	Historic District:	Villa Place
	Land Use:	Residential
	Property Owner(s):	Tawanna Powell
	Applicant(s):	Tawanna Powell
	Case Manager:	Stephanie Goodrich, Senior Planner

Mrs. Goodrich advised that this request is to cover the wooden siding with vinyl siding for insulation and maintenance purposes.

Mrs. Goodrich advised that staff recommend taking into consideration the amount of insulation that a house wrap and vinyl siding would provide and whether or not vinyl can act as a preservative to the underlying wood. Vinyl siding does exist in the Villa Place neighborhood, so it is difficult to make a recommendation of denial or approval. The applicant has agreed to have the contractor leave the rafter tails exposed so as to not obscure those details.

The Chair asked if the applicant was present to answer questions. The applicant Tawanna Powell was in attendance.

The Chair, Michael Latham, asked the applicant how soon she was looking at getting this project completed. The applicant, Tawanna Powell stated that she had applied for a grant through the City of Rocky Mount to assist in the cost of the project but does not feel as she will be receiving. She stated that if the board would approve, she may try and get the siding without any assistance if possible. Mr. Latham stated that he would like to see more details of what the final project would look like. Ms. Powell stated that she had reached out to a couple of contractors, but they do not have the software to provide that information. Mr. Latham stated that he felt that there was insufficient information for the Commission to make a decision on.

Adrienne Copland stated that she would like more information on the way they are planning on installing the siding because many times when installing they cut off a lot of the architectural details to make the house flush and that should not be done for historical reasons. Ms. Copland stated that she would like pictures of everything that is being proposed to add the siding to.



Michael Latham, Chair, asked if staff could work with Ms. Powell on providing coaching on preparing a more sufficient packet for next time.

The Chair summarized the evidence and facts and noted there was no evidence in opposition to the application; therefore, the public comment portion of the hearing was announced closed.

After discussion and consideration Adrienne Copland made a motion to postpone a decision and vote until the next meeting, which is set for January 24, 2023, at which time the applicant should be present to answer questions and present more details. The motion was seconded by Emmette Burke and the motion passed unanimously.

## **6. Commission Review**

### **6.1 Certificate of Appropriateness (Minor Work)**

135 SE Main Street

Stephanie Goodrich advised that she approved a COA for minor work to replace the commercial double door that opens in which was non-ADA compliant and a fire hazard. The applicant is replacing with a standard ADA compliant door.

### **6.2 National Districts and Landmarks**

None

### **6.3 Events**

Mrs. Goodrich stated that the webinar offered by the UNC School of Government on Quasi-Judicial meetings will not be presented at this time by Development Services.

### **6.4 Miscellaneous**

Mr. Burke shared a flyer that he was given about the Unity Cemetery Clean-Up. As a member of the Unity Cemetery Preservation Josie Davis spoke briefly about it. There was other discussion regarding cemeteries and Historic Districts.

Adrienne Copland asked about the City of Rocky Mount Historic Preservation being CLG (Certified Local Government). Stephanie Goodrich stated that this Commission does not meet the State Guidelines to be a Certified Local Government Program.

The Chair, Michael Latham stated that he wished everyone a Safe and Happy Holiday Season.

## **7. Next Meeting Date**

January 24, 2023

## **8. Adjournment**

There being no further business the meeting was adjourned at 6:51 p.m.

Respectfully submitted,

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Rocky Mount Historic Preservation Commission  
Stephanie Goodrich

# **Public Hearing**

Requested Action: Exterior alterations, Rear porch Addition.  
Location: 301 S Grace Street  
Historic District: Villa Place  
Land Use: Transitional  
Property Owner(s): Christian Fellowship Home  
Applicant(s): Rick Thomason  
Case Manager: Stephanie Goodrich, Senior Planner

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## DETAILS OF PROPOSED REQUEST:

Excerpt from the National Register District Nomination form, 1999:

*William H. Newell House c. 1917. The frame, two-story, three-bay transitional Queen Anne Colonial Revival style dwelling features a yellow painted brick veneer on the first story, a hip slate roof, a hipped dormer with Union Jack casements, exposed rafter tails, two interior end chimneys, large side bay wings, kicked eaves at the junction of the second story, and a hip-roofed porch with brick posts and clustered plain posts. Fenestration consists of nine-over-one sash windows, a trabeated entrance with leaded glass transom and sidelights, and leaded glass transoms over the front windows. Vinyl siding covers the second story, covering the original wood shingles. Local architect H.S. Pool designed this house for William H. Newell, an executive with the Atlantic Coast Line Railroad, about 1910.*

This request is to add a wooden rear porch onto the property over the existing stairs and stoop. The new construction will include a 10 x 10' deck, a 7 x 6' landing and steps.

## APPLICABLE DESIGN GUIDELINES:

*Chapter 3,*

*Porches, entrances and balconies 3.4*

- 1 Retain and preserve historic porches, entrances, and balconies.
- 2 Retain and preserve all architectural features that are character-defining elements of porches, entrances, and balconies, including piers, columns, pilasters, balustrades, rails, steps, brackets, soffits, and trim.
- 3 Retain and preserve historic porch and balcony materials such as flooring, ceiling board, lattice, and trim whenever possible. If replacement is necessary, use new material that matches the historic material in composition, dimension, shape, color, pattern, and texture.
- 4 Protect and maintain porches, entrances, and balconies appropriately.
  - 1 Maintain the slope of the floor and the steps to ensure water drainage.
  - 2 Maintain a sound paint film on all painted elements.
  - 3 Check the condition of wooden elements regularly for signs of water damage or rot.
  - 4 Keep wooden joinery adequately sealed to avoid moisture damage.
  - 5 Inspect masonry piers or foundation walls regularly for signs of deterioration moisture damage.
- 5 Repair wooden elements by patching, splicing, consolidating, or otherwise reinforcing deteriorated sections.
- 6 If replacement of a porch element or detail is necessary, replace only the deteriorated



- element to match the original in size, scale, proportion, material, texture, and detail.
- 7 If a historic porch, entrance, or balcony is completely missing, replace it with either a reconstruction based on accurate documentation or a new design compatible with the historic character of the building.
- 8 When introducing reversible features to assist people with disabilities, take care that the original design of the porch or entrance is not diminished and historic materials or features are damaged as little as possible.
- 10 Enclosure of side porches and balconies is discouraged. If enclosure of a side or rear porch is required for a new use, design the enclosure so that the historic character and features of the porch are preserved.

*Chapter 4 – New Construction and Additions*

*Additions 4.2*

- 1 Additions shall respect and compliment the original design of the structure and the context of the site. Ensure that the character-defining features of the historic building are not obscured, damaged, or destroyed. The proposed design for an addition should be predicated on three major factors:
  - 1 Original intent of the design.
  - 2 The configuration and constraints of the site.
  - 3 The requirements for the new addition based on proposed use and code.
- 2 Construct additions so that there is the least possible loss of historic fabric.
- 3 Evaluate in advance and minimize any disturbance of the terrain in the district that could damage archeological resources or significant landscape features such as large trees.
- 4 For many structures, the most viable and sensitive location will be the least conspicuous elevation of the existing building (typically the rear). This preserves the original façade in the most complete form possible. When the constraints do not make a rear placement desirable, extra care must be taken in the detailing of the proposed addition.
- 5 The new addition shall provide a compatible design to the existing building which does not replicate and is clearly differentiated from the original historic portion of the building.
- 6 Limit the size and scale of the new addition so it does not diminish or overpower the historic building. Alterations that change the character and the overall scale of the existing building are not acceptable.
- 7 Design any new addition to be compatible with the existing historic property and its characteristics including height, form, size, scale, massing, proportions, roof shape and materials.
- 8 Select architectural details for a new addition (such as cornices and chimneys) and features (such as windows and doors) that are compatible with existing architectural details and features of the historic building in terms of spacing, placement, scale, pattern, materials and color.
- 9 Where feasible, design additions so that they can be removed in the future without damaging the building.

**STAFF ANALYSIS:**

Staff recommends approval for all work proposed. There will be no removal of historic fabric, the deck and landing will not harm the integrity of the original structure, and the deck would be removable without damage to the original structure. It will not detract from the historic character of the house and the design meets the intent of the standards and guidelines.

# Application for a CERTIFICATE OF APPROPRIATENESS

ROCKY MOUNT  
DEVELOPMENT SERVICES  
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Street address of property: <b>301 S. GRACE ST.</b>		Date: <b>22 NOV. 2022</b>	
Historic District property is located in:			
Street Address:			
Property Owner(s): <b>CHRISTIAN FELLOWSHIP HOME</b>		Applicant Name: <b>RICK THOMASON</b>	
Applicant Mailing Address: <b>301 S. GRACE ST.</b>			
City: <b>ROCKY MOUNT</b>	State: <b>N.C.</b>	Zip Code: <b>27804</b>	Daytime Telephone: <b>252-903-0386</b>
Applicant Email Address: <b>RIKATHOME@SUDDENLINK.NET</b>			
Lot Dimensions: Width _____ Length _____ Total Area in Sq.Ft. <b>8,276</b>			
Project Categories (check all that apply):			
<input checked="" type="checkbox"/> Exterior Alteration	<input checked="" type="checkbox"/> New Construction	<input type="checkbox"/> Addition	<input type="checkbox"/> Demolition
		<input type="checkbox"/> Tree Removal	

I understand that all applications that require review by the Commission's Certificate of Appropriateness must be submitted by 5:00 p.m. on the application deadline otherwise consideration will be deferred to the following Commission meeting. An incomplete application cannot be accepted.

Applicant Signature: *Rick Thomason* Date: **22 NOV. 2022**

A fee of \$25.00 (or \$50.00 for an after-the-fact) must be submitted with this application to the Department of Development Services so your request may be placed on the agenda.

## SUPPORTING INFORMATION:

Attach 8 1/2" x 11" sheets with written descriptions and drawings, photographs, and other graphic information necessary to completely describe the project. Use the checklist below to be sure your application is complete (mark N/A if item is not applicable).

- ☐ Written Description. Describe below, clearly and in detail, the nature of your project. Include exact dimensions for materials to be used (e.g. width of siding, window trim, etc.).
- ☐ Description of material (provide samples if appropriate).
- ☐ Plot plan (if applicable). A plot plan showing relationship of buildings, additions, sidewalks, drives, trees, property lines, etc., must be provided if your project includes any addition, demolition, fences/walls, or other landscape work. Show accurate measurements. You may also use a copy of the survey you received when you bought your property. Revise the copy as needed to show existing conditions and your proposed work.
- ☐ Photographs of existing conditions.
- ☐ Drawings showing proposed work. Include one set of full-size drawings when available.
  - o Plan drawings.
  - o Elevation drawings showing the new façade(s).

# Application for a CERTIFICATE OF APPROPRIATENESS

ROCKY MOUNT  
DEVELOPMENT SERVICES  
THE CENTER OF IT ALL



- Dimensions shown on drawings.
- 8 1/2" x 11" reductions of full-size drawing. "Xerox" reductions may be obtained from a number of blueprinting and photocopying businesses around the city.

☐ Please prepare your application in black ink on 8 1/2" x 11" paper so it can be copied for Commission members.

GUIDELINES: Provide the written description of your proposed project citing the applicable section(s) from Design Guidelines for the Rocky Mount Historic Preservation Commission.

THE REAR STEPS TO THE HOME HAVE SETTLED OVER THE LAST 72 YEARS AND PRESENT A FALL HAZARD. TO REPLACE THE EXISTING STEPS, RECREATING THE SAME CONSTRUCTION TECHNIQUE, TO CODE TODAY, WOULD EXCEED \$28,000.00, ACCORDING TO ONE VERBAL ESTIMATE. WE WISH TO BUILD A 7'6" LANDING WITH STEPS OVER THE EXISTING STEPS & BRICK, ATTACHING A 10'0" X 10'0" DECK WITH APPROPRIATE RAILS & STRUCTURAL SUPPORT ON THE RIGHT OF THE STEPS. MATERIALS WILL BE TREATED PINE. NONE OF THIS IS VISIBLE FROM NASH ST.

*(Do not write below this line. For office use only.)*

Application Number: _____	Date Received: _____	Staff Initials: _____
Minor Work Authorized Signature: _____		Date: _____
Fee of \$_____ paid on ____/____/____		Staff Initials _____

Revised 12/19



Claudes's Construction Inc.  
PO Box 382  
Nashville, NC 27856

# ESTIMATE

RICK THOMPSON  
301 GRACE ST  
ROCKY MOUNT, NC

Estimate # 0000042

Estimate Date 11/05/2022

Item	Description	Unit Price	Quantity	Amount
Service	APPROXIMATELY 10X10 DECK, 7X6 LANDING, STEPS, HANDRAILS ALL LABOR AND MATERIAL FURNISHED AND CLEANUP	4950.00	1.00	4,950.00
<u>NOTES:</u> THANK YOU FOR YOUR BUSINESS!				
50% DEPOSIT DUE UP FRONT AND BALANCE DUE AT COMPLETION.				
Subtotal				4,950.00
Total				4,950.00
Amount Paid				0.00
Estimate				\$4,950.00



Door

7'-6"

Landing

Deck

Steps.

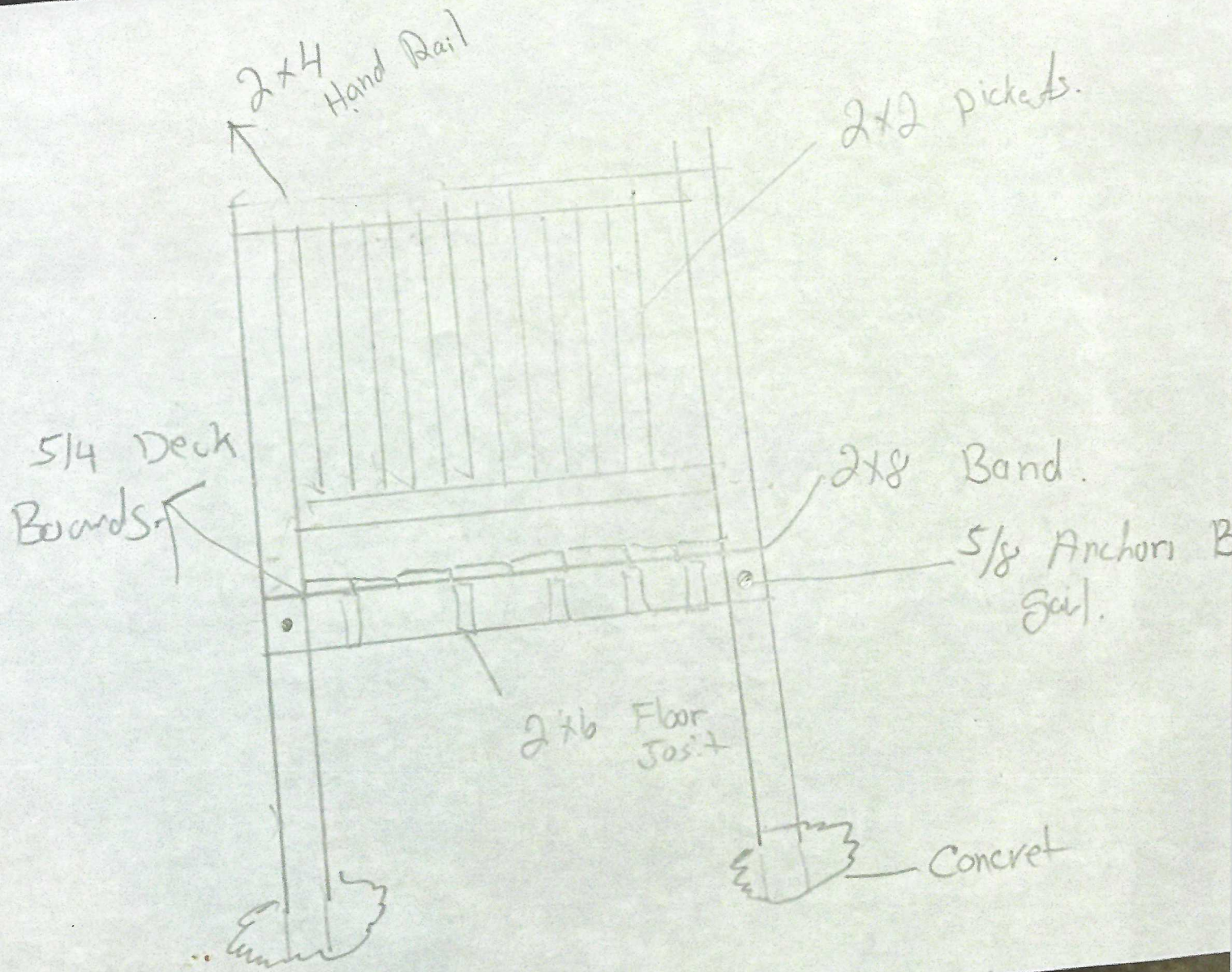
Hand  
Rail

Hand  
Rail

10'-0"

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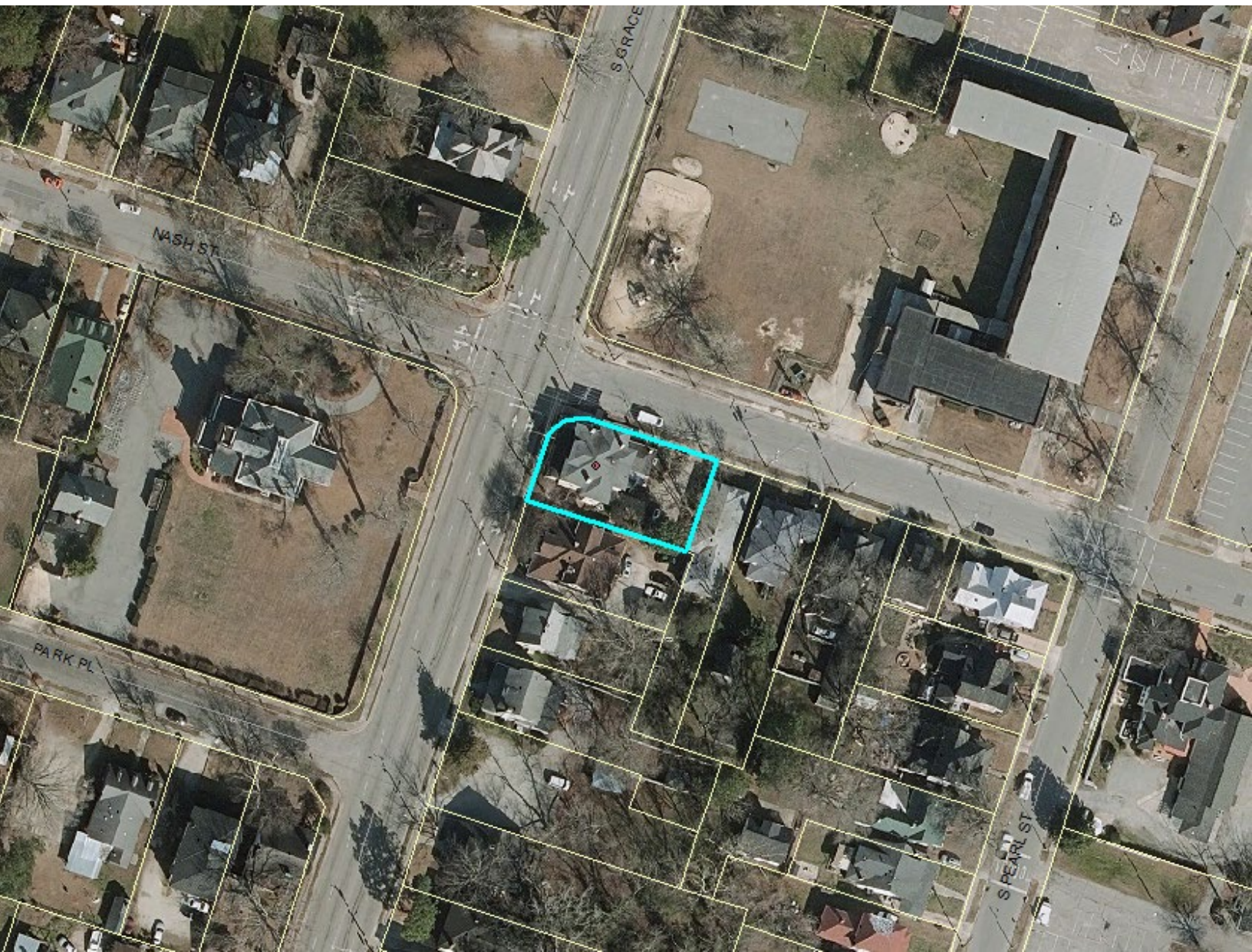












ROCKY MOUNT  
DEVELOPMENT SERVICES  
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Local Historic District



National Register District

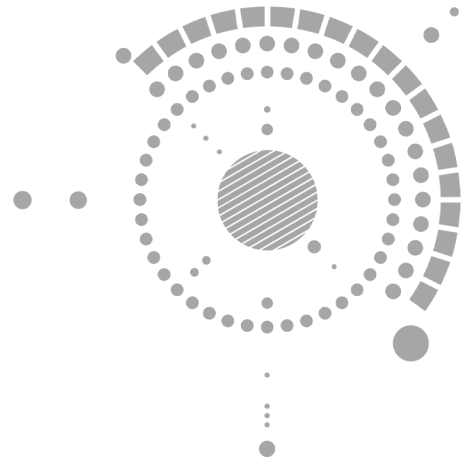




Request for COA pulled by applicant



ROCKY MOUNT  
DEVELOPMENT SERVICES  
THE CENTER OF IT ALL



## ATTENTION:

The next regular meeting of the  
City of Rocky Mount  
Historic Preservation Commission  
is scheduled for  
Tuesday, February 28 at 6pm  
City Hall.

