# TOWN OF SMITHFIELD HISTORIC PROPERTIES AGENDA PACKET



Chairman: Vice Chairman:

Dr. Oliver Johnson Art Andrews

#### **Members:**

Jan Branch Paul Worley Rachel Ayers

Mary Nell Ferguson Deanna Simmons

Steve Wensman, AICP, ALA, Planning Director Mark Helmer, AICP, CZO, Senior Planner Julie Edmonds, Administrative Assistant

Meeting Date: Thursday, September 19, 2019

Meeting Time: 3:00 p.m.

Meeting Place: Town Hall Conference Room

# AGENDA HISTORIC PROPERTIES COMMISSION SEPTEMBER 19, 2019 MEETING TIME: 3:00 PM TOWN HALL CONFERENCE ROOM

Call to Order.

Approval of the minutes from July 18th, 2019

#### **Public Hearing**

COA-19-01 Michael & Mary Reece: The applicant is requesting a certificate of appropriateness to make major exterior modifications to a historic structure located within the Town of Smithfield Downtown Historic District. The property considered for approval is located at 121 South Third Street approximately 200 feet south of its intersection with East Market Street. The property is further identified as Johnston County Tax ID# 15025012.

**New Business** 

**Old Business** 

**Adjournment** 

# DRAFT Smithfield Historic Properties Minutes Thursday, July 18, 2019

3:00 P.M., Town Hall, Conference Room

**Members Present:** 

Members Absent:
Deanna Simmons

Chairman-Dr. Oliver Johnson Mary Nell Ferguson Rachel Ayers Art Andrews Paul Worley Jan Branch

Staff Absent:

Julie Edmonds

**Administrative Support Specialist** 

#### **Staff Present:**

Stephen Wensman, Planning Director Mark Helmer, Senior Planner

#### New Business

Mr. Wensman said Article 3 was being moved into the Unified Development Ordinance. When it was presented to the Town Council there was a discussion about public hearings being held at the Planning Board. There's language that needs to be inserted into that article and we're working on resolving it. The Town Plan is in the process of being updated. It is the guiding document for the Town, specifically planning. Our current Town Plan is 20 years old so it's definitely out of date. We're open to all comments; the Town Plan is a very important document. If anyone has questions or comments about the plan, he welcomes visits to sit down and go over it.

Dr. Johnson called the meeting to order. He requested the April 18<sup>th</sup> meeting minutes. He stated that Art Andrews had previously requested any minutes be sent out prior to the next meeting.

Dr. Johnson asked if there were anything else going on other than the Town Plan that needed to be discussed.

Mr. Wensman stated there was Historic Preservation language in the Town Plan, and well worth the read.

Mr. Helmer said specifically on page 28 in Volume 1 of the Town Plan it mentions Historic Districts.

Mr. Wensman said it is also mentioned that this board could do more with the Heritage Center.

Mrs. Ferguson asked if there are concerns about our schools preventing growth of our young families.

Mr. Wensman said yes, the Town has been trying to work with the school district on various solutions. We also are trying to recruit more housing in Town which will recruit more families.

Mrs. Ferguson said our churches in town are dying and the schools are not pulling any young families to them. That is a huge economic problem the Town of Smithfield has and isn't turning around.

Mr. Wensman said it is beyond the scope of a land use plan but it is mentioned in the Town Plan about attracting good jobs, diversity of housing types, which should attract younger families.

Mr. Worley stated he saw the Town Plan as more of an aspirational document and you want that. There have been times when the Town has tried to pursue situations with the county schools and have listening sessions on reports and that doesn't necessarily influence the counties view. Eventually we would like to believe people will leave the cities at a certain age and want to have a house. This plan is laying some of that ground work for aspirational goals to preserve that type of thing.

Mrs. Ferguson stated that Smithfield is a perfect retirement community. Everything you need is within 5 to 7 minutes. It is a quiet and peaceful community. She is meeting with the Concerned Citizens for Successful Schools and mayors at the I-95 corridor soon. They will discuss the issues so many people have concerning the schools. She will also speak at the August 13<sup>th</sup> School Board meeting on the need for diversity in the schools. She stated that we have economically and racially segregated schools right now. We need the Town backing this problem, and to be a voice. Our test scores continue to drop and our schools are one of the lowest in the state.

Mr. Worley said the best way to have historic preservation is to have people move into Smithfield, renovate homes and fix them to their true characteristics. This will make the neighborhoods vibrant and grow.

Mrs. Ferguson said as a spokesman who's trying to make a difference in the schools, she always welcomes advice anyone may have to better the schools. The school board should have a goal of diversity.

Mr. Wensman said that Tim Kerigan had been working on the district boundaries. That has been his focus in finding out where those lines are.

Mrs. Ferguson said that is very good and one thing that can give them a lot of information is OREd (Operations Research and Education Laboratory). It is how the school system plans for growth. It is out of NC State and they have much more demographic information, not just how many people are living here. We can get much more information in order to assist in determining district lines.

Dr. Johnson stated as long as a board is passive in attendance waivers it doesn't matter where boundaries are. If you don't want your child going to school here they don't have to. That is what we're facing, that's our reality.

Mrs. Ferguson said it has been that way for years. It has been politically easy to do it that way. However if that changes you could run people out of Smithfield. It's so far gone now; you can't force parents to stay in town.

Mr. Worley said there has been discussion about building a new high school in Wilson's Mills. So when looking at the boundary lines this needs to be considered before property is purchased and it's too late to do anything. That will not help Smithfield it will hurt it.

Mr. Wensman said he didn't know if there had been any reaction to the new duplexes on Fourth Street but they resemble boxes and have no contextual concept to what's around them.

Mr. Helmer said it is a shame that this board doesn't have any jurisdiction in historic neighborhoods in this town.

Mrs. Branch asked why they didn't have jurisdiction.

Mr. Helmer said because North Smithfield denied it and didn't want anything to do with the historic district.

Mrs. Branch asked why the Planning Board doesn't have a say in what's built.

Mr. Helmer said the Planning Board has a say in land use but they don't regulate historic context. If someone wanted to come in and tear down houses in North Smithfield and put in modular homes they can do that.

Mrs. Branch said so the Town doesn't have an ordinance that has anything to do with Historic Content. She thought modular and mobile homes were no longer allowed in town.

Mr. Helmer said modular homes are built to state building code therefore they are allowed everywhere.

Mrs. Branch asked if the UDO was addressing these issues.

Mr. Wensman said no

Mr. Worley said the towns can only do what the general assembly allows them to do. If the mobile home industry wants they can pass a law that over supersedes anything the town wants to do.

Mrs. Ferguson asked if there are covenants in South Smithfield that says if you buy a lot there you have to build a certain size home.

Mr. Worley said yes but only enforceable by an HOA that wants to employ a lawyer to enforce the covenant.

Mr. Helmer stated they were only good for 20 years.

Mrs. Ferguson asked where the town's responsibility is about cleanup in a neighborhood.

Mr. Wensman said we have some fairly weak town property maintenance ordinances. We deal with junk cars, overgrown grass and excessive debris in a yard. We had a situation where some tenants didn't have running water so they came to the town. Our ordinance says you must have plumbing but it doesn't say it has to be working.

Mrs. Branch asked if that was addressed in the new ordinance.

Mr. Wensman said no but it is in the administrative code which Shannan Parrish is currently working on.

Mrs. Ferguson asked if there was anything that could be done about homes that are falling in.

Mr. Wensman said we have a good number of condemnations and tear downs in process.

Mr. Helmer said we do have minimum housing type codes. Most of them are based in building code type stuff, so the County can go in on our behalf and condemn structures that are substandard.

Mr. Wensman said there is a house on the corner of Fifth and Caswell Street that somehow falls out of our jurisdiction to condemn it. It is boarded up properly therefore we can't condemn it.

Mrs. Ayers asked about the rundown home on Fourth Street.

Mr. Wensman said it was scheduled to come down he just didn't know exactly when. Someone bought it to fix it up so they have to go back through the process.

Mrs. Ferguson stated that David Stephens would be attending the October 17<sup>th</sup> HPC meeting. He will talk about displaying a plaque on your house or in your yard identifying it as historic.

Mr. Helmer said if a homeowner volunteers to become a designated landmark for the Town then Town Council would likely agree to it. At that time the Council would present them with a plaque. Mrs. Ayers asked what criteria a house needed to be considered historic.

Mr. Helmer said the home would need to be at least 50 years old.

Mrs. Branch asked if there was a significant difference in being considered an historic piece of property or contributing historic piece of property.

Mr. Helmer said it depends on how you have your standards set up. Our guidelines didn't distinguish between contributing and noncontributing. Our UDO addresses it in the fact that the work chart we proposed for the UDO states what is contributing and noncontributing accessory structures.

Mr. Worley stated that it would be nice if this board could work together with the Heritage Center and create a project acknowledging the houses of Smithfield. It would be voluntary for the homeowner. The house would need to be over 50 years old and we would identify the positive aspects of the home and give its history. You would need a webpage manager. You would need a standard in the kind of photos and the content you would want to use. You make it electronic and as a designation. A GIS map could be provided showing the different kinds of architecture.

Mr. Wensman suggested the possibility of Brian Eaves, Marketing & Communications Specialist taking on a webpage for this board.

Mr. Worley asked if there were any grants from the state level this board could apply for.

Mr. Helmer said most grants are for certified boards.

Mrs. Branch suggested contacting Todd Johnson with the Heritage Center about how this board could obtain grants.

Mrs. Ferguson stated that Todd Johnson could lead the board in the right direction to apply for grants but with the Heritage Center being affiliated with the County they would only be able to provide research.

Mr. Worley said if we start coming up with a work plan now, hopefully by the spring we can present that plan to the Town Council.

Mr. Wensman said you're going to get the Council's attention by promoting good stories you'll then find support.

Mr. Helmer said this board has statutory and local authority to raise money. It could be something as simple as someone donating an antique car and the proceeds going to Historic Preservation.

Mr. Worley suggested making books of Smithfield homes and selling them.

Mr. Andrews stated that he would be glad to display a plaque on his house.

Dr. Johnson said he would like to capture the momentum that has been generated today. He asked Paul Worley to chair the committee. He told Mary Nell Ferguson with her diversity this would be a good link up with what she is pushing forward with the school system.

Mrs. Ferguson said we can start with our next meeting by listening to what David Stephens has to say. From there we can form a committee to discuss if that's a direction we would all like to go in.

Dr. Johnson asked if anyone else had comment. The meeting was adjourned.

The next HPC meeting is scheduled for October 17<sup>th</sup> at 3pm.

The meeting concluded at 4:10 pm.

Julie Edmonds

Administrative Support Specialist

Julie Gdmonds

Planning Department



## Request for Historic Properties Commission Action

Agenda COA-19-

Item: 01

Date: 8/19/19

**Subject:** Certificate of Appropriateness

**Department:** Planning

Presented by: Mark Helmer, Senior Planner

**Presentation:** Mark Helmer

#### **Issue Statement**

The applicant is requesting a certificate of appropriateness to make major exterior modifications to a historic structure located within the Downtown Smithfield Historic District.

#### **Financial Impact**

None

#### **Action Needed**

To hold a public hearing and to review the petition and make a determination as to whether the request is appropriate for the structure and Downtown Smithfield Historic District.

#### Recommendation

The Planning Department recommends approval of the request if the Historic Properties Commission finds the southern façade to be a non-character defining facade and that all other exterior building modifications are appropriate for the structure and the Downtown Smithfield Historic District.

Approved: □Town Manager □ Town Attorney Attachments:

- 1. Staff Report
- 2. Application
- 3. Photographs of the Architectural Features



## Staff Report

Agenda COA-19-01

#### **REQUEST:**

The applicant is requesting a certificate of appropriateness to make major exterior modifications to a historic structure located within the Town of Smithfield Downtown Historic District. The property considered for approval is located at 121 South Third Street approximately 200 feet south of its intersection with East Market Street. The property is further identified as Johnston County Tax ID# 15025012.

**Application Number:** COA-19-01

**Project Name:** 121 S. Third Street

**TAX ID number:** 15025012

**Town Limits/ETJ:** Town of Smithfield

**Applicant:** Michael Reece & Mar McCullers Reece **Owners:** Michael Reece & Mar McCullers Reece

**Historic District:** Downtown Smithfield

#### DOWNTOWN SMITHFIELD HISTORIC DISTRICT:

The Downtown Smithfield Historic District is an irregularly-shaped two-and-one half block area, the principal focus of which is the intersection of South Third and Market Streets in Smithfield, the county seat of Johnston County. The principal, intact block of mostly one-and two-story buildings dating from about the 1890s through 1930s lies on t1he southeast side of the 100 block of South Third Street, southwest of its intersection with Market Street. A small group of buildings on the southwest side of South Third Street, adjacent to its intersection with market, is also included. Extending northwest from the intersection, the southwest side of the 200 block of Market Street is a nearly intact block face of brick commercial buildings. Southeast of the intersection lies the 300 block of Market, which terminates at a parking lot at the intersection of Market and Fourth Streets. The First Citizens Bank building, at 241 Market Street, anchors the northwest corner of the district, while the Municipal Building at the corner of South Fourth and Johnston streets defines the southeast corner

Distinctive in this district of primarily one-and-two-story modest buildings are the three-story Austin Building at 127-131 South Third Street, the Hood Brothers Building at 101 South Third Street (individually listed in the National Register), and the First Citizens Bank at 241 Market Street. The latter two are also notable for their full-scale decorative Neoclassical finishes. The Howell Theater, 141 South Third Street, is the finest example of Art Deco architecture to survive in Smithfield. Within the district are 24 contributing properties. All of the buildings are of brick masonry construction and date from around the 1890s through 1943. The majority of the properties are

executed in traditional and widely popular commercial vernacular styles of the early-twentieth century which are found in small town commercial districts all over eastern North Carolina. These building styles are distinguished primarily by the simple masonry details, such as corbelled cornices, behind and recessed panels, flat stone windowsills and lintels, and quoins.

#### **BUILDING DESCRIPTION:**

The property is located at 121 South Third Street and is identified as a portion of Commercial Row. The building is thought to have been constructed in the late 19<sup>th</sup> century and is a brick commercial structure with richly detailed parapets. The original store front has been replaced with glass fronts, however the upper level has survived and is adorned with three segmented arched one over one wood framed windows. The west front façade is relatively intact and in good condition with the exception of stress cracks over two of the three segmented arches probably caused by settling of the building and failing lintels. The southern façade is constructed of brick with four flat arched window openings overlooking the roof of the adjacent property.

#### PROJECT DESCRIPTION:

The applicant is requesting to repoint the Third Street brick façade, make minor repairs and repaint the brick surfaces. The applicant has not provided details of the methods of restoration work or the material used to conduct the repairs.

The applicant is also requesting to make major modifications to the second story southernmost façade. The requested changes include removal of four window frames, sashes, glass, arched brickwork, filling in of the original window openings and repointing masonry mortar joints. The applicant has not provided details of the methods of restoration work or the material used to conduct the repairs.

#### THE SECRETARY OF THE INTERIOR'S STANDARDS FOR REHABILITATION:

The following standards are to be applied to specific rehabilitation projects in a reasonable manner, taking into consideration economic and technical feasibility.

- 1. A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment.
- 2. The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.
- 3. Each property shall be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or architectural elements from other buildings, shall not be undertaken.

- 4. Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved.
- 5. Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterizes a property shall be preserved.
- 6. Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.
- 7. Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible.
- 8. Significant archeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken.
- 9. New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.
- 10. New additions and adjacent or related new construction shall be undertaken in such a manner that, if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired

#### HISTORIC PRESERVATION DESIGN GUIDELINES:

The following Town of Smithfield Historic Preservation Guidelines may be useful in evaluating whether the request is appropriate for the structure and the Downtown Historic District.

#### 3.1 Wood: Guidelines

- 1. Retain and preserve wooden features that contribute to the overall historic character of a building and a site, including such functional and decorative elements as siding, shingles, cornices, architraves, brackets, pediments, columns, balustrades, and architectural trim.
- 3. Repair historic wooden features using recognized preservation methods for patching, consolidating, splicing, and reinforcing.
- 4. If replacement of a deteriorated detail or element of a wooden feature is necessary, replace only the deteriorated detail or element in kind rather than the entire feature. Match the

original detail or element in design, dimension, texture, and material. Consider a compatible substitute material only if using the original material is not technically feasible.

5. If replacement of an entire wooden feature is necessary, replace it in kind, matching the original in design, dimension, detail, material, and texture. Consider a compatible substitute material only if using the original material is not technically feasible.

#### 3.2 Masonry: Guidelines

- 1. Retain and preserve masonry features that contribute to the overall historic character of a building and a site, including walls, foundations, roofing materials, chimneys, cornices, quoins, steps, buttresses, piers, columns, lintels, arches, and sills.
- 2. Protect and maintain historic masonry materials, such as brick, terra-cotta, limestone, granite, stucco, slate, concrete, cement block, and clay tile, and their distinctive construction features, including bond patterns, corbels, water tables, and unpainted surfaces.
- 4. Repair historic masonry surfaces and features using recognized preservation methods for piecing-in, consolidating, or patching damaged or deteriorated masonry. It is not appropriate to apply a waterproof coating to exposed masonry rather than repair it.
- 5. Repoint masonry mortar joints if the mortar is cracked, crumbling, or missing or if damp walls or damaged plaster indicate moisture penetration. Before repointing, carefully remove deteriorated mortar using hand tools. Replace the mortar with new mortar that duplicates the original in strength, color, texture, and composition. Match the original mortar joints in width and profile.
- 6. If replacement of a deteriorated detail, module, or element of a masonry surface or feature is necessary, replace only the deteriorated portion in kind rather than the entire surface or feature. Consider a compatible substitute material only if using the original material is not technically feasible.
- 7. If replacement of a large masonry surface or entire feature is necessary, replace it in kind, matching the original in design, detail, dimension, color, pattern, texture, and material. Consider a compatible substitute material only if using the original material is not technically feasible.
- 8. If a masonry feature is completely missing, replace it with a new feature based on accurate documentation of the original feature or a new design compatible with the scale, size, material, and color of the historic building and district.

#### 3.7 Windows and Doors: Guidelines

1. Retain and preserve windows that contribute to the overall historic character of a building, including their functional and decorative features, such as frames, sash, muntins, sills, heads, moldings, surrounds, hardware, shutters, and blinds.

- 3. Protect and maintain the wood and metal elements of historic windows and doors through appropriate methods: Inspect regularly for deterioration, moisture damage, air infiltration, paint failure, and corrosion.
  - Clean the surface using the gentlest means possible.
  - Limit paint removal and reapply protective coatings as necessary.
  - Reglaze sash as necessary to prevent moisture infiltration.
  - Weather-strip windows and doors to reduce air infiltration and increase energy efficiency.
- 4. Repair historic windows and doors and their distinctive features through recognized preservation methods for patching, consolidating, splicing, and reinforcing.
- 5. If replacement of a deteriorated window or door feature or detail is necessary, replace only the deteriorated feature in kind rather than the entire unit. Match the original in design, dimension, and material. Consider a compatible substitute material only if using the original material is not technically feasible.
- 6. If replacement of a deteriorated window or door unit is necessary, replace the unit in kind, matching the design and the dimension of the original sash or panels, pane configuration, architectural trim, detailing, and materials. Consider a compatible substitute material only if using the original material is not technically feasible.
- 13. It is not appropriate to remove original doors, windows, shutters, blinds, hardware, and trim from a character-defining facade.

#### PLANNING DEPARTMENT RECOMMENDATIONS:

The Planning Department recommends approval of the request if the Historic Properties Commission finds the southern façade to be a non-character defining facade and that all other exterior building modifications are appropriate for the structure and the Downtown Smithfield Historic District.

#### Michael & Mary Reece 710 Sunset Drive Smithfield, NC 27577 (919)631-2566/(919)631-2409

August 26, 2019

Town of Smithfield Historic Preservation Commission

Dear Members of the Commission:

In the past year, we have had marked deterioration of the side wall of our building at 121 S. Third Street in Smithfield, particularly arounds the windows on a side wall. The problem has progressed rapidly, and we have had a number of bricks fall onto the roof of the adjoining building owned by Tina Hobbs. These bricks have caused some damage to the roof of that building. It appears that the problem will continue and ultimately will cause leakage issues for Ms. Hobbs and for us, as well as further destabilization of our side wall.

We have consulted with engineer Larry Massengill of Benson regarding the problem. His recommendation is that we fill these window arches to ensure stability of the wall, especially since there is cracking above the arches. These windows are not functional – they have been walled over on the inside for years. Nor are they visible from the street. We understand that filling them would also make the structure more fire-resistant. We have a mason who can do the work, and he will repair other cracking and aging issues while he is here.

If you've seen our building, you know that we have some beautiful decorative brickwork on the front façade on Third Street. That brickwork isn't going anywhere. This portion of the building is in generally good shape, with some normal cracking due to aging. The mason will make minor repairs to the mortar on the front of the building to ensure that it is stable, safe, and attractive for decades to come, but will maintain the design as it is. We will repaint the entire building following completion of the repairs.

We love our building and plan to stay downtown for years to come. We look forward to talking about this with you and invite you to take a look next time you are in the area. Thank you for your consideration.

Sincerely,

Michael J. Reece & Mary McCullers Reece

C.O.A. # _	



# Town of Smithfield HISTORIC PRESERVATION COMMISSION Application for Certificate of Appropriateness

A Certificate of Appropriateness is required for both Minor and Major Works in the local historic districts and is required before obtaining a building permit for properties located within the Historic Districts. Minor Works applications can be reviewed and approved by staff, and can be filed at any time. Staff will refer Minor Work projects to the Commission for review if in staff's judgment the change involves alterations, additions, or removals that are substantial, do not meet the guidelines, or are of a precedent-setting nature. Major Works will be reviewed by the Historic Preservation Commission at a public hearing. A Certificate of Appropriateness is not required for routine maintenance, including repair or replacement where there is no change in the design, materials, or general appearance of a structure or grounds. Please consult with the Historic Preservation Planner to determine whether your project constitutes routine maintenance, a Minor Work, or a Major Work.

Applications to be heard by the Commission require the owner or applicant to appear before the Commission on the scheduled meeting date to make his or her request for a Certificate of Appropriateness. Meetings are held on the third Thursday of each month at 6:30 p.m. in the Town Council Conference Room, at the City Hall, 350 East Market Street. The applicant must submit this form and the four other parts of the application by 12:00 p.m. on the first Friday of each month prior to the Historic Preservation Commission's regularly scheduled monthly meeting in order to be placed on the agenda. Please be aware that failure to provide adequate information may result in a delay in the decision making process. A Certificate of Appropriateness will be issued after the Historic Preservation Commission or its staff makes a determination that the proposed changes will follow the design guidelines adopted for the District.

The Design Review Advisory Committee has been established to meet with persons involved in planned or pending applications to informally advise the applicant of the Commission's guidelines, the nature of the area where the proposed project will take place, and other relevant factors.

Please contact the Historic Preservation Planner, at 919-934-2116 ext.1112 with questions about the application process, to obtain a copy of the design guidelines, or to schedule a meeting with the Design Review Advisory Committee or staff.

#### <u>Part One:</u>

identification of property an	a applicants
Property Address: 121 S.	Third Street
Owner(s) Name: Michael	Reece & Mary McCullers Reece
Owner(s) Address: 71	10 Sunset Drive
Owner(s) Phone Number:	19 631 2409 (Mary)/ 919 631 2566 (Mike)
Owner(s) Email Address:	aryreece14@gmail.com / mikereece1902@yahoo.com
Applicant (if different from c	owner):
Applicant Address:	
Applicant Phone Number: _	
Applicant Email Address:	
Type of Work Proposed: bri	ck up side windows to stablize wall/avoid damage

#### For Part Two - Four, all material must be on 8 1/2 X 11 paper, or the applicant must supply 15 copies

#### <u>Part Two:</u>

#### Written Description

This section of the application asks you to **describe all proposed changes to the property**, **including materials to be used**, **and to make a case for their appropriateness**. Refer as specifically and completely as possible to the Historic Preservation Commission's design guidelines and the following criteria. Planning and presenting your proposal with the following criteria in mind will provide a clear basis for the Commission's deliberations.

- The height of the building in relation to the average height of the nearest adjacent and opposite buildings and existing structures;
- 2. The setback and placement on the lot of the building or structures in relation to the average setback and placement of the nearest adjacent and opposite buildings or structures;
- The exterior construction materials, including texture, pattern, and color;
- 4. The architectural style and detailing, such as lintels, comices, brick bond, and foundation materials;
- 5. The roof shape, forms, and materials;
- 6. The proportion, shape, positioning, and location, pattern, and size of fenestration (windows and doors);
- 7. The general form, proportion of width to height, and scale of the building, and the relationship of additions to the main structure:
- 8. Accessory fixtures and site features, including lighting, awnings, fences, landscaping, utilities, signs, and other features covered by the design guidelines.

#### Part Three:

#### **Visual Description**

For this section of the application, please provide photographs of the existing property and elevation drawings of the proposed changes. Depict changes in as much detail as possible, paying special attention to those features that the Commission uses to judge appropriateness (for example: windows, doors, architectural details and scale). This section of the application allows the Commission to see the current state of the property, to visualize the proposed changes, and to assess accurately their impact on the property and their impact on surrounding properties.

#### Part Four: Site Plan of the Lot (if applicable)

Please provide a plat that shows the lot and a footprint of the building and other major features (such as driveways) as they exist and indicate any proposed changes. More detailed topographical mapping may be necessary for new construction or large projects in order to assess the appearance of the structure in relation to the street, the slope of the lot, or surrounding buildings. This section of the application helps orient the proposed changes in relation to the existing footprint of the building and surrounding properties.

#### Part Five: Notification

An agenda listing the cases to be heard by the Commission will be sent to you about one week before the meeting. The owners of properties located within 100 feet of your property will be sent a letter as their notification of the hearing. Prior to the meeting, staff will visit the site and post a public hearing notification sign. Commission members may also visit the site before the meeting to become familiar with the property.

		100	×/20/10
Signature of Property Owner:	<u> </u>	W)	Date: 8/6//1
Signature of Applicant:		<del></del>	Date: 8/26/19





















# Adjacent Property Owners of COA-19-01

TAG	PIN	NAME1	ADDRESS1	CITY	STATE	ZIPCODE
15025013	169418-41-4296	HOBBS, TINA SHIRLEY	616 HANCOCK STREET	SMITHFIELD	NC	27577
15025012	169418-41-5217	REECE, MICHAEL J	710 SUNSET DR	SMITHFIELD	NC	27577-0000
15025011	169418-41-5294	CREECH, LOIS M	722 S SECOND STREET	SMITHFIELD	NC	27577-0000
15025014	169418-41-5118	OF NC, LLC		COLUMBIA	SC	29224-3589



#### PLANNING DEPARTMENT

Mark E. Helmer, Senior Planner

#### **Notice of Public Hearing**

Notice is hereby given that a public hearing will be held before the Historic Properties Commission of the Town of Smithfield, N.C., on Thursday, September 19, 2019 at 3:00 P.M., in the Town Hall Council Chambers located at 350 East Market Street to consider the following request:

<u>COA-19-01 Michael & Mary Reece</u>: The applicant is requesting a certificate of appropriateness to make major exterior modifications to a historic structure located within the Town of Smithfield Downtown Historic District. The property considered for approval is located at 121 South Third Street approximately 200 feet south of its intersection with East Market Street. The property is further identified as Johnston County Tax ID# 15025012.

All interested persons are encouraged to attend. To accommodate disabilities and to comply with ADA regulations, please contact the town office if you need assistance. Further inquiries regarding this matter may be directed to the Smithfield Planning Department at (919) 934-2116 or online at <a href="https://www.smithfield-nc.com">www.smithfield-nc.com</a>.

Run legal "ad" in the Johnstonian News on 9/13/2019



#### PLANNING DEPARTMENT

Mark E. Helmer, Senior Planner

### **Notice of Public Hearing**

Notice is hereby given that a public hearing will be held before the Historic Properties Commission of the Town of Smithfield, N.C., on Thursday, September 19, 2019 at 3:00 P.M., in the Town Hall Council Chambers located at 350 East Market Street to consider the following request:

<u>COA-19-01 Michael & Mary Reece</u>: The applicant is requesting a certificate of appropriateness to make major exterior modifications to a historic structure located within the Town of Smithfield Downtown Historic District. The property considered for approval is located at 121 South Third Street approximately 200 feet south of its intersection with East Market Street. The property is further identified as Johnston County Tax ID# 15025012.

You have been identified as a property owner in the area specified above and are being advised of this meeting as you may have interest in this matter. You are welcome to attend; however, you are not required to in order for the Board to act on this request. Additional information may be obtained by contacting the Town of Smithfield Planning Department at 919-934-2116.