



# TOWN OF WRIGHTSVILLE BEACH

PLANNING AND PARKS • 321 CAUSEWAY DRIVE • P.O. BOX 626  
WRIGHTSVILLE BEACH, N.C. 28480 • 910-256-7937

## **Meeting Agenda** **Town of Wrightsville Beach** **Historic Landmark Commission**

Monday, September 12, 2016 at 4:00 p.m.  
Town Hall Council Chambers  
321 Causeway Drive, Wrightsville Beach, N.C.

- Call to Order
- Pledge of Allegiance
- Approval of Minutes from March 14, 2016 Meeting
- **New Business**
  - A. Consideration of a Certificate of Appropriateness application for 401 South Lumina Avenue (Carolina Yacht Club)
  - B. Final inspection report for the Certificate of Appropriateness previously issued for 523 South Lumina Avenue (Denny Cottage)
- Old Business
- Other Business from the Chairperson
- Other Business from Commission Members
- Other Business from Staff
- Adjournment

**Historic Landmark Commission Meeting  
Town Hall Council Chambers  
Monday, March 14, 2016**

**Members Present**

Nancy Faye Craig, David Dupont, John Moore

**Members Not Present**

Marjorie Way

**Staff Members Present**

Zachary Steffey, Town Planner

**Call to Order by Vice Chairman Dupont**

Vice Chairman Dupont called the meeting to order at 4:01 p.m. in the Town Hall Council Chambers.

**Pledge of Allegiance**

Vice Chairman Dupont led the audience in the Pledge of Allegiance.

**Approval of Minutes from January 11, 2016 Meeting**

Mr. Steffey submitted the minutes from the January 11, 2016 Historic Landmark Commission meeting to the Commission for their review.

Miss Nancy Faye Craig made a motion to approve the minutes with corrections, the motion was seconded by Mr. John Moore. The Historic Landmark Commission voted unanimously to approve the Historic Landmark Meeting Minutes from the January 11, 2016 meeting.

**Election of a new Chairperson and Vice Chairperson**

Miss Nancy Faye Craig nominated Mr. David Dupont for Chairperson. Nomination was seconded by Mr. John Moore. The Historic Landmark Commission voted unanimously to appoint Mr. David Dupont as Chairperson. (3-0)

Miss Nancy Faye Craig nominated Ms. Marjorie Way for Vice Chairperson. Nomination was seconded by Mr. John Moore. The Historic Landmark Commission voted unanimously to appoint Ms. Marjorie Way as Vice Chairperson. (3-0)

**New Business:**

**Agenda Item A:**

Mr. Steffey began his presentation of Agenda Item A.

*The Department of Planning & Inspections received a Historical Appropriateness Review Application on February 19, 2016 for the Ewing-Bordeaux Cottage located at 405 North Lumina Avenue. The cottage was built in 1924 and received its Historic Landmark designation on July 8, 1999. On March 12, 2015 the Historic Landmark Commission issued a Certificate of Appropriateness for the replacement of two bad pilings & related braces on the North side of the house, replacement of loose weather head and exterior siding (cedar shakes) on the Eastern gable, replacement of screens on southwestern corner porch, replacement of hinges and bad wood as needed on the eastern side doors facing North Lumina Avenue, replacement of lattice work as needed, replacement walkway and steps on west side facing Banks Channel, and painting as needed with the same colors.*

*Mr. Steffey said the applicant proposed the following changes to the Ewing-Bordeaux Cottage:*

- *Replacement of the western roof overhang*
- *Replacement of garage lattice doors*

*A Certificate of Appropriateness is required when altering, replacing or demolishing any exterior feature of a historically designated property per §32.52 Historic Landmark Commission Authority and Powers. Mr. Steffey said that in reviewing an application for certificate of appropriateness, the Wrightsville Beach Historic Landmark Commission shall refer to the principles and guidelines provided in the agenda. It shall be the opinion of the Commission that the alteration or new construction proposed in the application is or is not in congruence with the intent of the stated principles. The Historic Landmark Commission was asked to consider the Historical Appropriateness of the proposed project and to determine whether the scope and purpose of the project is in line with the Principles and Guidelines needed to issue a Certificate of Appropriateness. The Historic Landmark Commission was asked to decide whether to issue or deny the application for a Certificate of Appropriateness.*

Mr. Steffey provided the Staff Analysis of the proposed changes:

- *The new roof overhang has already been installed by the applicant. Staff compared photos of the roof overhang before the replacement and after the replacement and have determined that the roof overhang is similar in appearance.*

- *Since the work was performed before obtaining a Certificate of Appropriateness the best option appears to be to approve the replacement with any specific conditions or requirements that the Commission feels are necessary.*
- *The applicant has complied with the stop work order that was placed on the property and has cooperated with Town Staff to ensure the proper steps are taken to secure a Certificate of Appropriateness from the Commission.*

The Planning Department recommended that the Historic Landmark Commission approve the Certificate of Appropriateness application for 405 North Lumina Avenue with any supplemental conditions determined to be necessary by the Commission.

Mr. Steffey presented a PowerPoint presentation to the Commission which contained aerial images of 405 North Lumina Avenue and before and after images of the changes.

**Presentation by Applicant:**

Mr. Walter Love, the property owner, responded to questions from the Historic Landmark Commission.

**Motion**

Mr. Moore made a motion to approve the Certificate of Appropriateness. Miss Craig seconded the motion and the Commission voted unanimously to approve the Certificate of Appropriateness Application for 405 North Lumina Avenue. (3-0)

**Agenda Item B:**

Mr. Steffey began his presentation of Agenda Item B.

*The Department of Planning & Inspections received a Historical Appropriateness Review Application on February 15, 2016 for the Denny Cottage located at 523 South Lumina Avenue. The cottage was built in 1939 and received its Historic Landmark designation in 2006.*

**Proposed Activity:**

*Mr. Steffey said the applicant proposed the following changes to the Denny Cottage:*

- *Replace existing damaged windows with all wood windows with matching divided lights (same muntin configuration)*
- *Replace existing damaged handrail system (32" H) with matching system at 36" height with ipe rail caps*
- *Add rear porch stairs to match existing front stairs*
- *Paint awnings to match green porch ceiling*
- *Replace existing rotten lattice at front porch and rotten garage doors with ipe*

*A Certificate of Appropriateness is required when altering, replacing or demolishing any exterior feature of a historically designated property per §32.52 Historic Landmark Commission Authority and Powers. Mr. Steffey said that in reviewing an application for certificate of appropriateness, the Wrightsville Beach Historic Landmark Commission shall refer to the principles and guidelines provided in the agenda. It shall be the opinion of the Commission that the alteration or new construction proposed in the application is or is not in congruence with the intent of the stated principles. The Historic Landmark Commission was asked to consider the Historical Appropriateness of the proposed project and to determine whether the scope and purpose of the project is in line with the Principles and Guidelines needed to issue a Certificate of Appropriateness. The Historic Landmark Commission was asked to decide whether to issue or deny the application for a Certificate of Appropriateness.*

Mr. Steffey provided the staff analysis of the proposed changes:

- *Replace existing damaged windows with all wood windows with matching divided lights (same muntin configuration)* **The Historic Landmark Commission has set precedence that where possible windows will be repaired in a manner which utilizes the original materials. In cases where repair is not feasible the Commission has previously allowed storm windows to be installed in front of the original windows.**
- *Replace existing damaged handrail system (32" H) with matching system at 36" height.* **The Commission has allowed handrails to be replaced or repaired so long as the handrail system matches the original dimensions and style of what was present at the time of the designation of the structure. Handrails on historic structures are not required to comply with the current building code requirements.**
- *Add rear porch stairs to match existing front stairs.* **The Commission has allowed stairs to be relocated or reconfigured in the past. It should be noted that there are currently no stairs leading off of the rear porch at the Denny Cottage.**
- *Paint awnings to match green porch ceiling.* **The existing shutters are a black and white striped configuration which is noted as a defining feature in the designation documents for the structure. Re-painting the shutters in the manner suggested appears inconsistent with the Design Principles and Guidelines of the Commission.**
- *Replace existing rotten lattice at front porch and rotten garage doors.* **As long as the lattice is replaced in an identical manner, with the same materials that currently exist, then this activity appears consistent with the Design Principles and Guidelines of the Commission. Unless the ipe is painted to match the existing color of the lattice it would appear that the ipe would be materially different from the existing lattice.**

The Planning Department recommended allowing the applicant to replace the existing rotten lattice so long as the replacement is identical to what is presently there. The Planning

Department also recommended allowing the handrails to be replaced at a height of 32” and in an identical configuration so long as the same materials are used.

The Planning Department recommended the denial of the applicants request to: replace the existing windows, replace the damaged handrail system at a height of 36”, repaint awnings to match green porch ceiling, and the installation of ipe unless the ipe is to be painted to match the current appearance of the existing features.

Mr. Steffey presented a PowerPoint presentation to the Commission which contained aerial images of 523 South Lumina Avenue and images of the proposed changes.

**Presentation by Applicant:**

Mr. Chris Parker, Contractor with The Parker Group, responded to questions from the Historic Landmark Commission.

**Motions**

Mr. Moore made a motion to approve the Certificate of Appropriateness for the replacement of the windows. Miss Craig seconded the motion and the Commission voted unanimously to approve the Certificate of Appropriateness Application for window replacement at 523 South Lumina Avenue. (3-0)

A motion to deny the Certificate of Appropriateness for the replacement of damaged handrails at 36 inches, but approved the Certificate of Appropriateness for the repair and replacement of damaged handrails at 32 inches as needed, with the use of ipe if painted black. Mr. Moore seconded the motion and the Commission voted unanimously to approve the Certificate of Appropriateness Application for handrail repair and replacement at 32 inches as needed, with the use of ipe painted black at 523 South Lumina Avenue. (3-0)

Mr. Moore made a motion to approve the Certificate of Appropriateness for the addition of rear porch stairs. Mr. Dupont seconded the motion and the Commission voted to approve the Certificate of Appropriateness Application for the addition of rear porch stairs, to match the existing front stairs, located in a central location on the side of the house at 523 South Lumina Avenue. (2-1)

Mr. Dupont made a motion to deny the Certificate of Appropriateness for the painting of the awnings to match the green porch ceiling. Miss Craig seconded the motion and the Commission voted unanimously to deny the Certificate of Appropriateness Application for the painting of the awnings at 523 South Lumina Avenue. (3-0)

Mr. Moore made a motion to approve the Certificate of Appropriateness for the replacement of rotten and water logged lattice and garage doors with similar material and painted to match existing color. Miss Craig seconded the motion and the Commission voted unanimously to approve the Certificate of Appropriateness Application for replacement of rotten and water logged lattice and garage doors with similar material painted to match existing color at 523 South Lumina Avenue. (3-0)

**Old Business**

None

**Other Business from Chairperson**

None

**Other Business from Commission Members**

The Commission discussed the possibility of site visits to 523 South Lumina Avenue before construction began and after the work was complete. Mr. Steffey advised that any meeting of the Commission on site should be advertised and added to the official meeting schedule.

**Other Business from Staff**

Mr. Steffey said if anyone knows of someone interested in joining the Historic Landmark Commission, there is a spot that needs filled. Mr. Steffey asked the Commission to pass along the word that applications are being accepted for the fifth spot. Mr. Steffey said they may re-advertise the open position.

**Adjournment**

There being no further business to come before the Commission, Mr. Dupont made a motion to adjourn the meeting, the Commission voted unanimously to adjourn the meeting at 5:07 p.m. (3-0)

**Respectfully Submitted,**  
*Danielle Villegas, Administrative Assistant*



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**August 31, 2016**

**MEMORANDUM**

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**To:** Chairperson Dupont and Historic Landmark Commission Members  
**From:** Zachary Steffey, Town Planner *ZS*  
**Re:** Historical Appropriateness Application for 401 South Lumina Avenue  
**Cc:** Tony Wilson, Director of Planning & Parks

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**Background:**

The Department of Planning & Inspections received a Historical Appropriateness Review Application on August 31, 2016 for the historic property located at 401 South Lumina Avenue. The Carolina Yacht Club was established in 1853 and was re-built in 1955 following Hurricane Hazel. The Town designated the property as a historic landmark on January 9, 2003.



The Historic Landmark Commission issued a Certificate of Appropriateness (COA) for the replacement and reconfiguration of three windows in October of 2012. The Certificate of Appropriateness authorized a change from a four over four windowpane design to a six over six windowpane design. The Commission issued a COA in November of 2015 for the replacement of doors and windows on the women's locker room. The Commission approved a COA on January 11, 2016 for the replacement of screened areas with windows on the women's locker room. The Carolina Yacht Club has submitted a request to make similar modifications to the men's locker room as the applicant had indicated in previous presentations to the Commission.

**Proposed Activity:**

The applicant proposes the following changes to the Carolina Yacht Club:

1. Addition of 3 attic vent fans on the opposite side of the roof ridge line from the existing attic fans on the Men's Locker room roof
2. Installation of a vent for the tank-less water heater system
3. Enlargement of the window on the north side of the Men's Locker Room
4. Installation of 2 windows to the right of the Men's Locker Room entrance
5. Entrance to the office moved to a different location
6. Possible installation of hurricane shutters
7. Possible installation of screen doors



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A Certificate of Appropriateness is required when altering, replacing or demolishing any exterior feature of a historically designated property per §32.52 Historic Landmark Commission Authority and Powers.

**Applicable Sections of the Town's Code of Ordinances:**

**§32.52 Authority and Powers**

The Historic Landmark Commission is authorized to discharge and conduct its duties and responsibilities in accordance with the provisions of this chapter and as specified in G.S. Ch. 160A, Art. 19, Part 3C. Provided, that pending establishment by the Board of Aldermen of a historic district either as a separate use district classification under the town's zoning ordinance or as districts which overlay other zoning districts or designation of one or more historic landmarks in accordance with G.S. § 160A-400.5, the Commission shall limit its activities to the following:

(F) From and after the designation of a landmark, no exterior portion of any building or other structure (including masonry walls, fences, light fixtures, steps and pavement, or other appurtenant features) nor above-ground utility structures nor any type of outdoor advertising sign shall be erected, altered, restored, moved, or demolished on such landmark until after an application for a Certificate of Appropriateness as to exterior features has been submitted to and approved by the Historic Landmark Commission. A Certificate of Appropriateness under the provisions of this section shall be required whether or not a building permit is required, but, in all instances where such a permit is required, the Certificate of Appropriateness shall be issued prior to the issuance of a building permit.

**§32.53 Design Review Process for Certificate of Appropriateness.**

Applications for Certificate of Appropriateness shall be subject to review based upon the design principles and guidelines then in effect and as have been adopted by the Historic Landmark Commission and approved by resolution of the Board of Aldermen.



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## Design Principles and Guidelines:

In reviewing an application for certificate of appropriateness, the Wrightsville Beach Historic Landmark Commission shall refer to the following principles and guidelines. It shall be the opinion of the Commission that the alteration or new construction proposed in the application is or is not in congruence with the intent of the stated principles.

## **Principles:**

1. 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.
2. 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.
3. Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved.
4. Distinctive features, finishes and construction techniques or examples of craftsmanship that characterize a historic property shall be preserved.
5. Deteriorated historical 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 feature 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.
6. Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall be discouraged. The Surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible.
7. New additions, exterior alterations, or related 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.
8. 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.



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By doing so, the Commission shall review in context the appropriate guidelines which must be considered in design review of proposals.

## **Requested Action:**

The Historic Landmark Commission is asked to consider the Historical Appropriateness of the proposed project and to determine whether the scope and purpose of the project is in line with the Principles and Guidelines needed to issue a Certificate of Appropriateness. The Historic Landmark Commission is asked to decide whether to issue or deny the application for a Certificate of Appropriateness.

## **Planning Department Recommendation:**

The Planning Department recommends that the Historic Landmark Commission approve portions of the Certificate of Appropriateness application for 401 South Lumina Avenue as specified below:

1. Addition of 3 attic vent fans on the opposite side of the roof ridge line from the existing attic fans on the Men's Locker room roof

Recommendation: Approve

Analysis: The addition of the 3 attic vent fans would match the fans that were installed on the Women's Locker Room during the renovation.

2. Installation of a vent for the tank-less water heater system

Recommendation: Approve

Analysis: So long as the vent is not visible from the street and the vent is routed through the roof then there should be minimal impacts to the external appearance.

3. Enlargement of the window on the north side of the Men's Locker Room

Recommendation: Deny

Analysis: Enlarging the window would alter the external appearance of the Men's Locker Room.

4. Installation of 2 windows to the right of the Men's Locker Room entrance

Recommendation: Deny

Analysis: The installation of two windows where windows currently do not exist would create a substantially different external appearance.



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5. Entrance to the office moved to a different location

Recommendation: Approve

Analysis: So long as the move cannot be viewed from the street and appropriate finishes, fixtures, and materials are used then this change shouldn't create substantial impacts.

6. Possible installation of hurricane shutters

Recommendation: Approve

Analysis: The applicant indicates that hurricane shutters were previously installed over the windows on the Men's Locker Room.

7. Possible installation of screen doors

Recommendation: Deny

Analysis: This would create a substantial change in the external appearance of the Men's Locker Room.

## **Attachments:**

1. Submitted Application
2. Pictures of the referenced features for replacement



**HISTORICAL APPROPRIATENESS REVIEW  
HISTORIC LANDMARK COMMISSION**

**APPLICATION FOR PROPOSED ACTIVITY**

*Attach additional information if necessary*

1. Address of Structure: 401 S. LUMINA AVENUE  
WRIGHTSVILLE BEACH, NC 28480
2. Property Owner: CAROLINA YACHT CLUB  
Phone #: 910 228 9531 Email: KSMITH@CAROLINAYACHTCLUB.ORG
3. Mailing Address: SAME
4. Description of proposed activity:  
PLEASE SEE ATTACHED
5. Detailed Description of materials to be altered or replaced:  
PLEASE SEE ATTACHED
6. Detailed Description of materials to be used in proposed activity:  
PLEASE SEE ATTACHED
7. Attach photographs of the exterior of the structure and any illustrations or plans to best represent the activity proposed.

Kevin Smith  
Signature of Applicant

8-31-16  
Date of Application

**For office use only**

The proposed activity is approved with the following conditions:

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\_\_\_\_\_  
Chairman, Wrightsville Beach Historic Landmark Commission

\_\_\_\_\_  
Date

1. Addition of 3 attic vent fans on the opposite side of the roof ridge line from the existing attic fans on the Men's Locker room roof. Existing fans shown in photo 11. Follows the same look as what was previously approved by the committee for the Ladies Locker Room. Photo 1 shows the fans as they were installed on the Women's Locker Room. Photo 2 shows the Men's Locker Room roof line where the attic vents will go.

The attic fans will be the same size and manufacturer of the fans approved for the Women's Locker Room. Fans will be centered between fans that are set on the opposite roof line shown in photo 11.

2. With the renovation of the Men's Locker room there will be a need to install a vent for the tankless water heater system. The vent would be installed on the side of the roof shown in photo 11. It most likely will be installed in the area closest to the photographer. In addition, if possible we will use an existing vent so as not to add a vent to the roofline. We will have more information on this request at the meeting as I will have more details by then.
3. Enlargement of the window on the north side of the Mens Locker Room shown in photo 2 at the right of the flag pole to match the size of the window directly opposite it on the Ladies Locker Room shown in photo 1.

The window would be replaced with a Pella Encompass window. Using the same slat layout as the window in photo 1.

4. The club is currently working on plans for the Men's Locker Room renovation. There is a possibility that the plan would include the installation of 2 windows to the right of the Mens Locker Room entrance door shown in photo 5. The reason for this is that the office could be a part of the renovation and the windows would be added during the office renovation.

Windows would again be replaced with Pella Encompass windows using the slat layout of the closest windows near it, 6 over 6.

5. Again, because of the possibility of the office renovation in conjunction with the Men's Locker Room renovation, it's possible that the entrance to the office is moved to the door down from it shown in photo 10 to the left of the bulletin boards. This would result in a requested removal of the door shown in photo 10 that has the glass storm door. In addition, a requested possible shifting of the 2 windows shown in photo 10 and converting to 3 windows. See attached preliminary plan. In addition, requested would be permission to remove the bulletin board or shift it to one side depending on where the new windows are installed.

Windows used would again be Pella Encompass using the 6 over 6 slat layout. Any doors to be replaced will be replaced with the Pella 2 panel door that was approved for the Women's Locker Room.

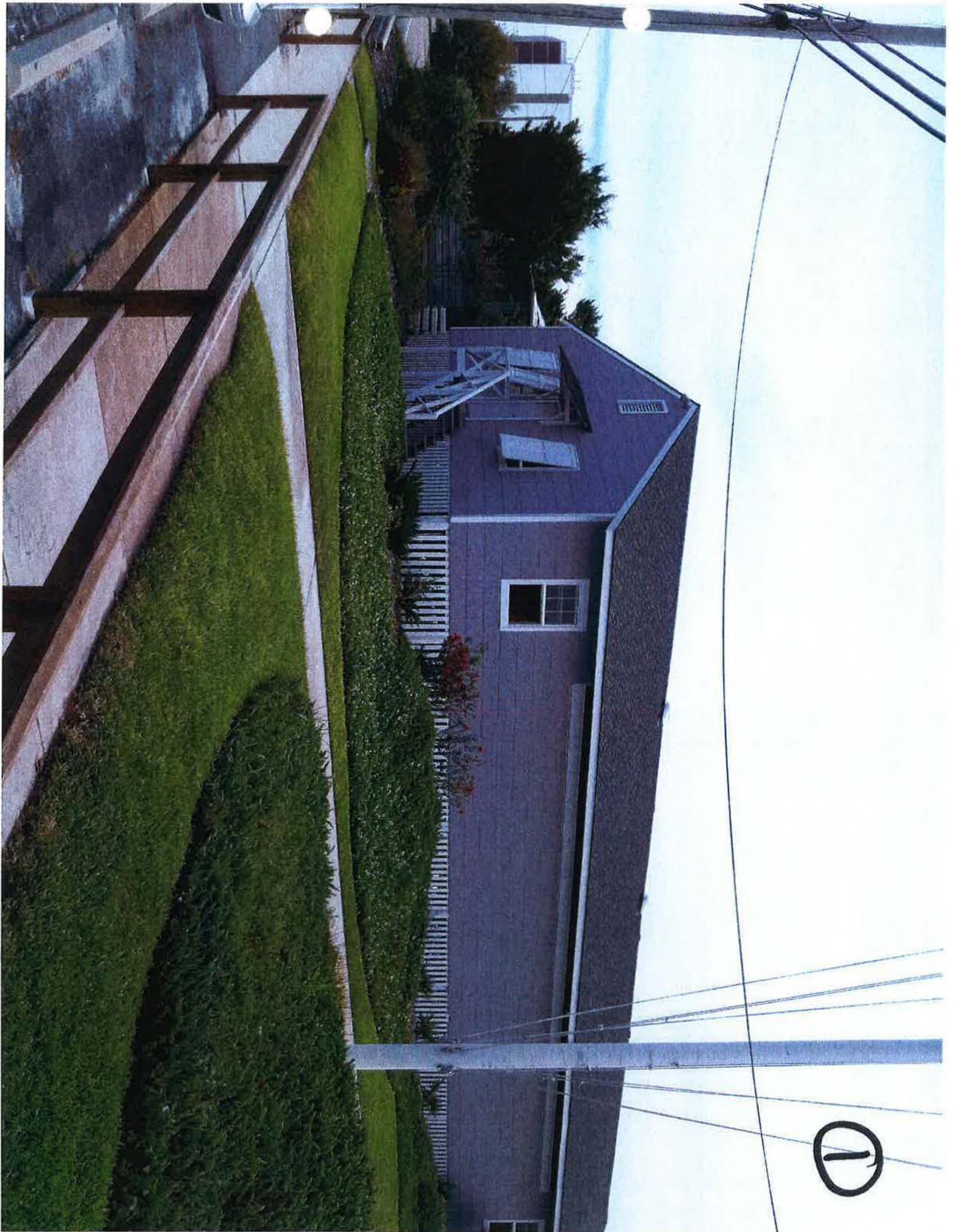
6. Possible installation of Hurricane shutters like those shown in photos 1, 4 and 9 on all windows of the locker room. This would create a more uniform look for the windows and provide privacy while allowing the windows to remain open for ventilation

Shutters would be constructed using wood and look like the ones shown in photo 9.

7. Possible installation of screen doors like the one shown in photo 7 on the outside of the gray emergency exit doors shown in photos 1 and 4 of locker rooms. This would bring back a more historic look to that side of the building by hiding the metal doors. In addition, this would allow for added ventilation in the locker rooms.

Screen doors would be constructed of wood and screening to match the one shown in photo 7.

8. An emergency repair was requested and approved in order to replace the windows along the game room of the club, photo 6. The window panels were falling out of the windows and were causing a safety concern. The club did attempt to find replacement parts, but the manufacturer could never be determined. The old windows are shown in photo 6. They were replaced with Pella Encompass windows with the same 6 over 6 grid. The new windows are shown in photo 8.



1

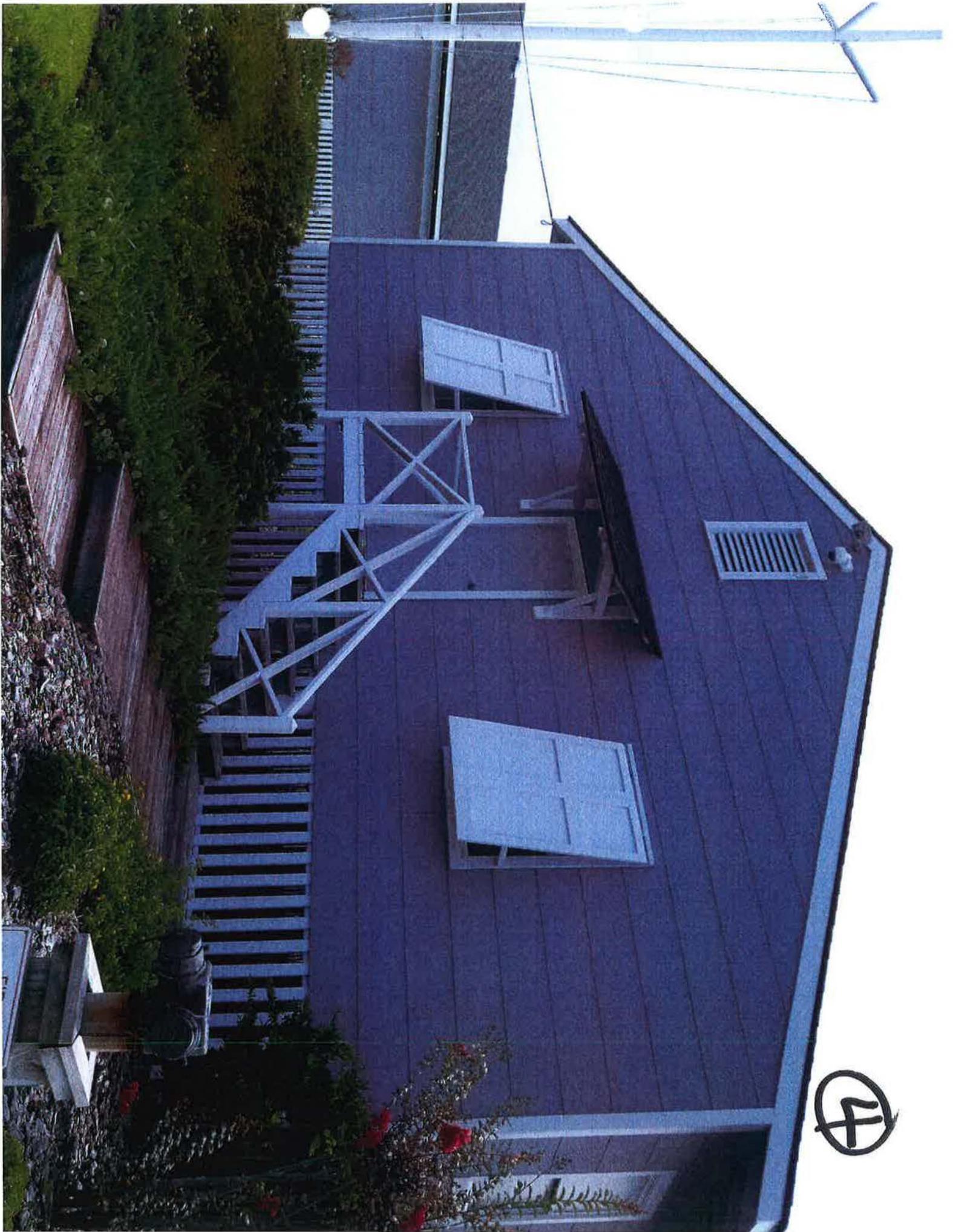


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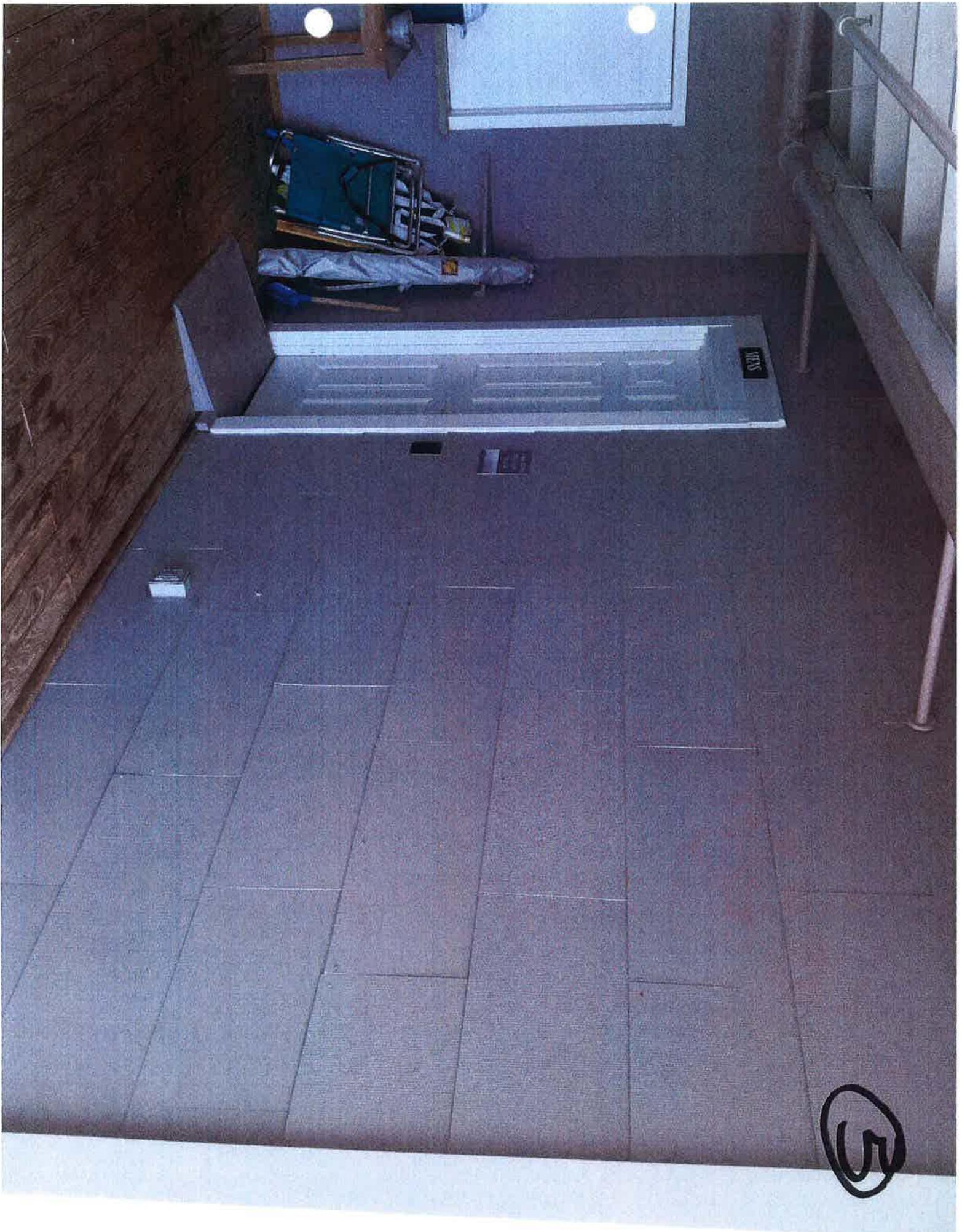


MANAGER  
ON  
DUTY  
FOR AN EMERGENCY  
CALL 911

3



7



5

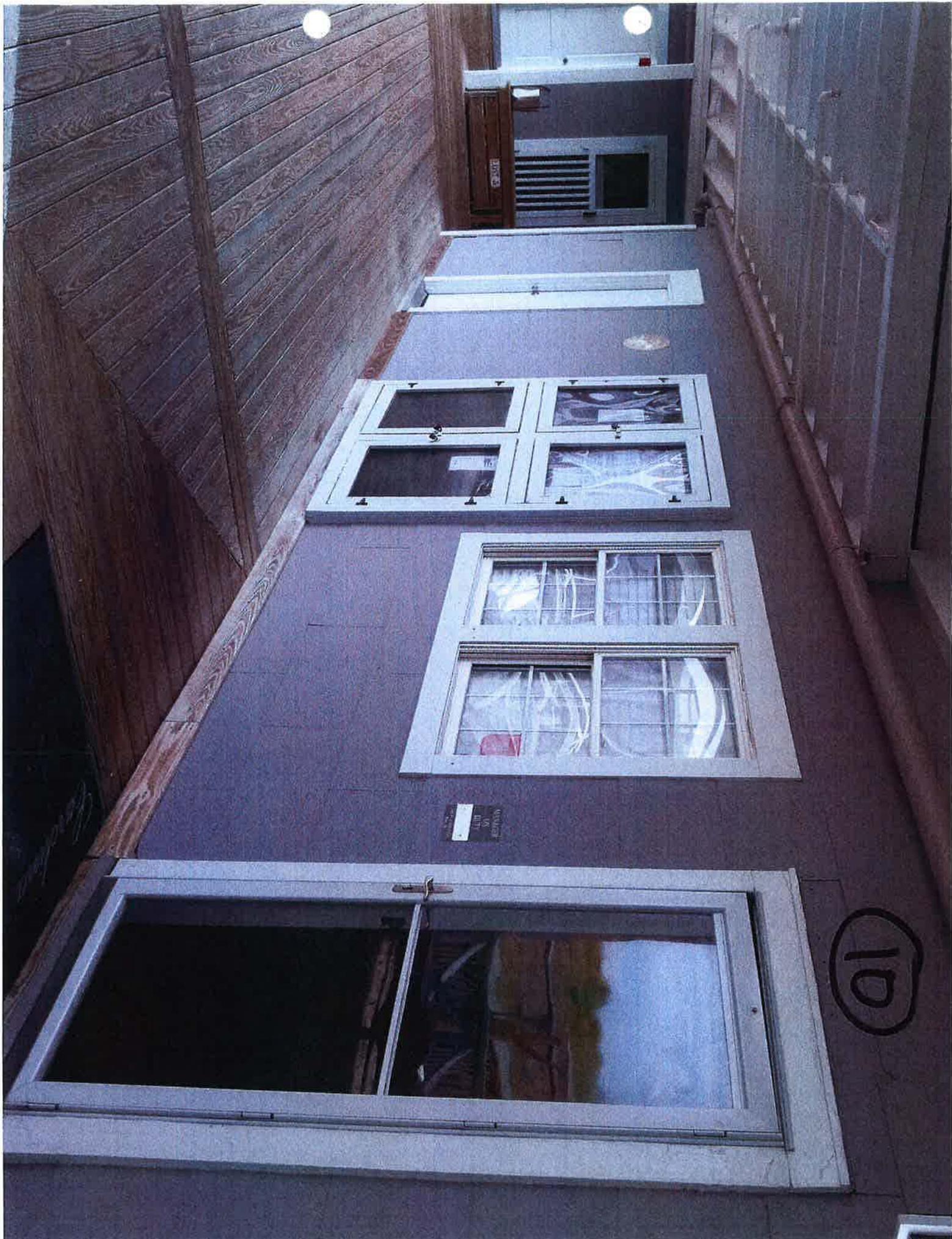








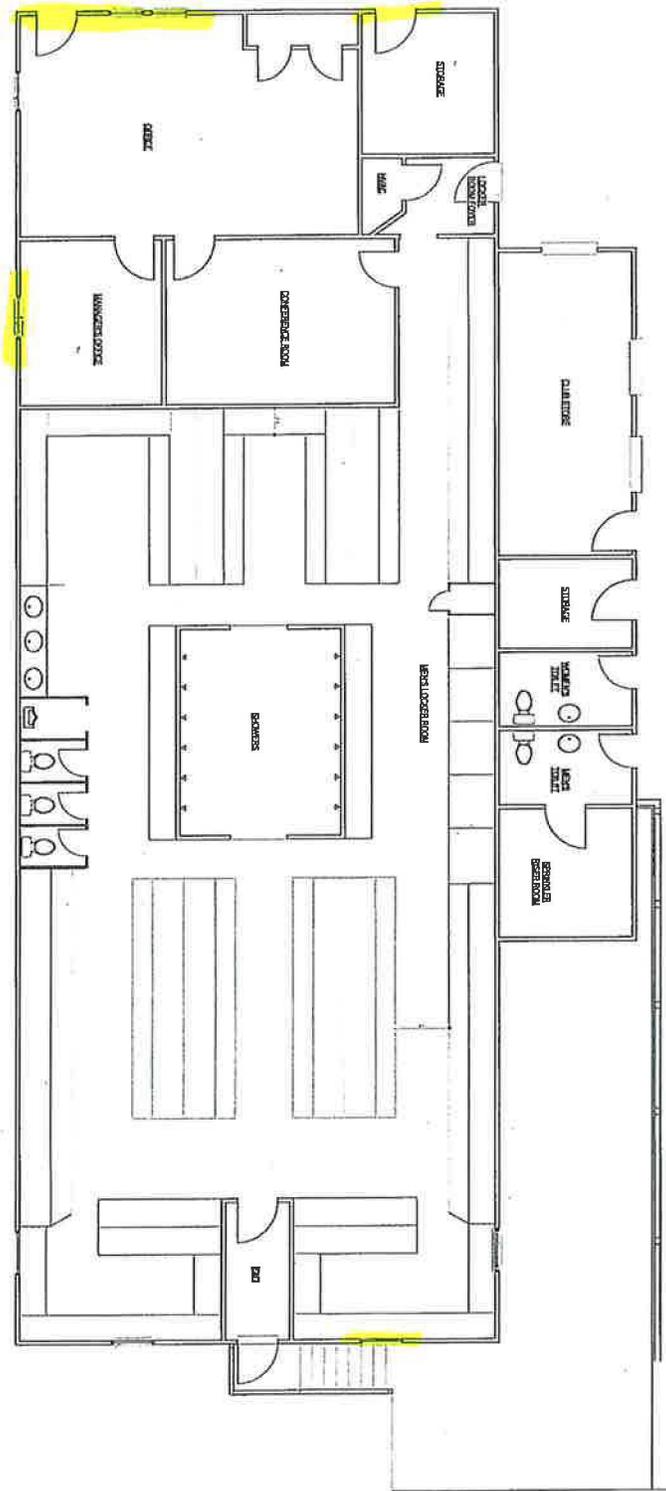
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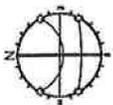
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11



8 As-Built Plan  
 AB1



AB1  
 Sheet 1 of 1

As-Built Locker Room  
 Schematic Drawing, August 4, 2016  
 Project  
 Date  
 Scale  
 Author  
 Checker  
 Title

**Carolina Yacht Club**  
 2016/2017 Renovations  
 401 S. LUMINA AVENUE  
 WRIGHTSVILLE BEACH, NORTH CAROLINA



**pgh ARCHITECTURE**  
 910-297-9270  
 4006 PARK AVENUE  
 WILMINGTON, NORTH CAROLINA  
 pgharchitect@gmail.com







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September 6, 2016

## MEMORANDUM

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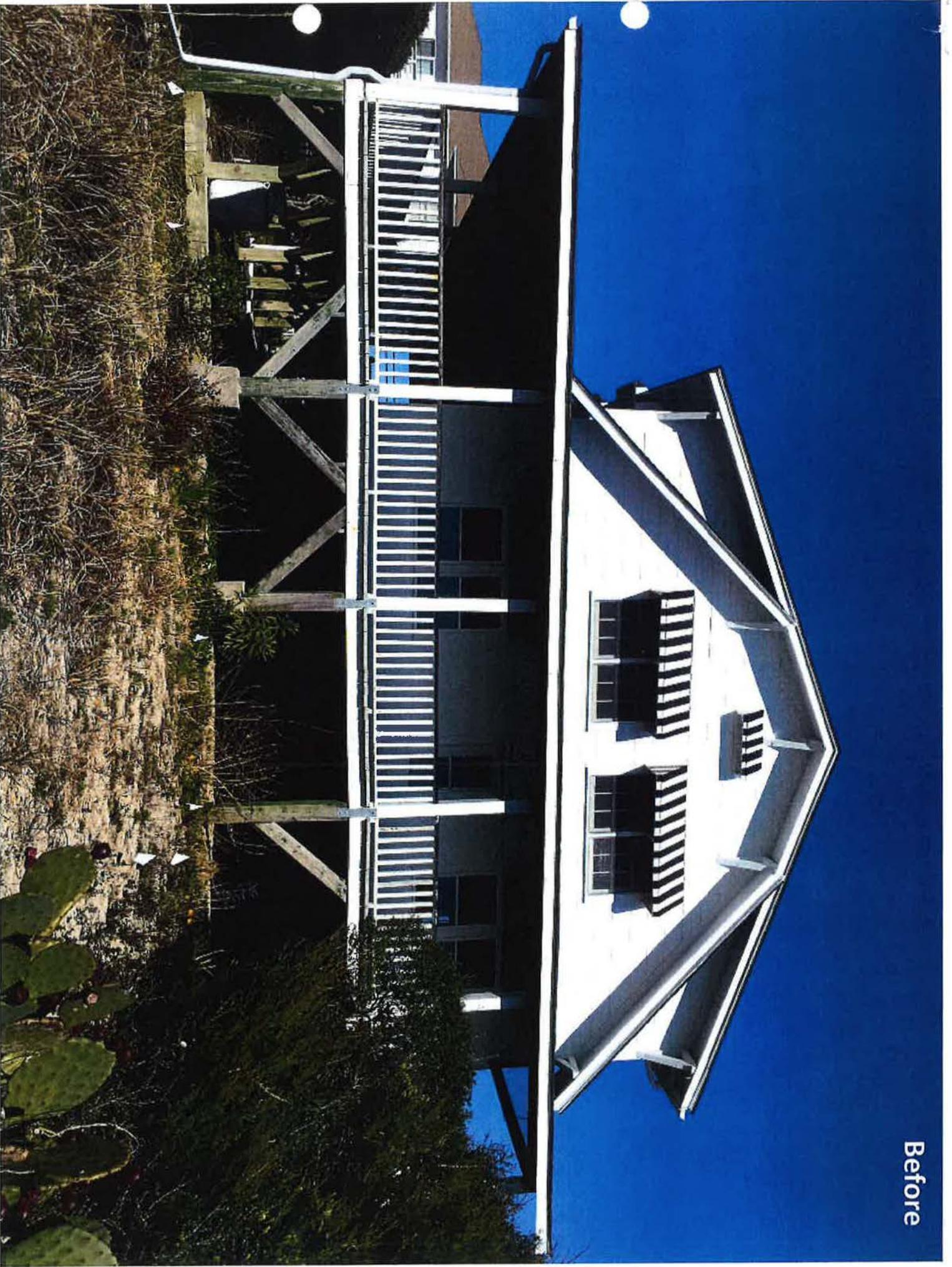
**To:** Chairperson Dupont and Historic Landmark Commission Members  
**From:** Zachary Steffey, Town Planner *ZS*  
**Re:** Final Inspection Report for 523 South Lumina Avenue – Denny Cottage  
**Cc:** Tony Wilson, Director of Planning & Parks

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A final inspection of the Denny Cottage was performed on September 1, 2016. The changes that were made to the Denny Cottage were found to be consistent with the approved Certificate of Appropriateness for the property.

### Attachments:

1. Before and After photos for 523 South Lumina Avenue



Before



After

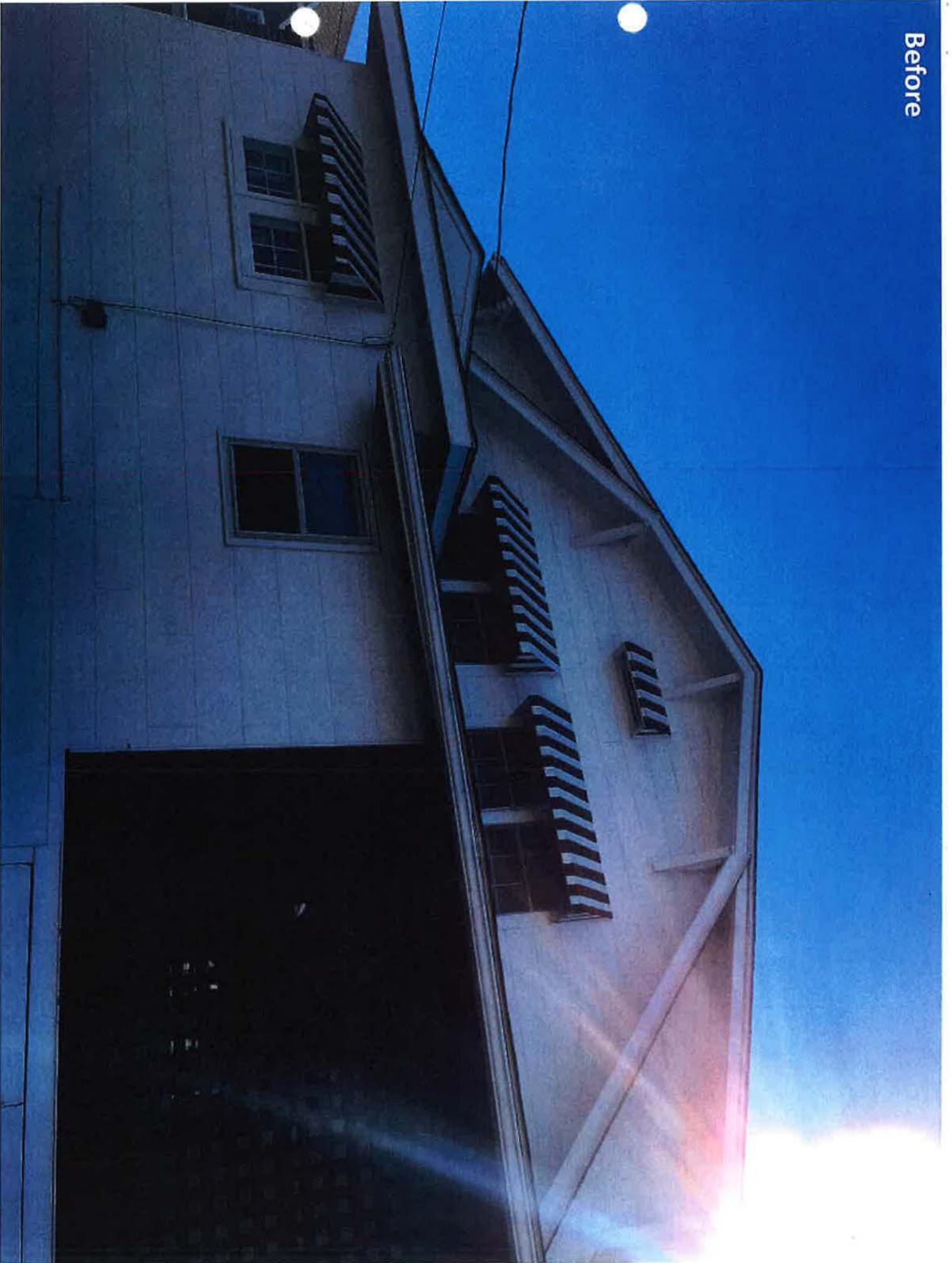


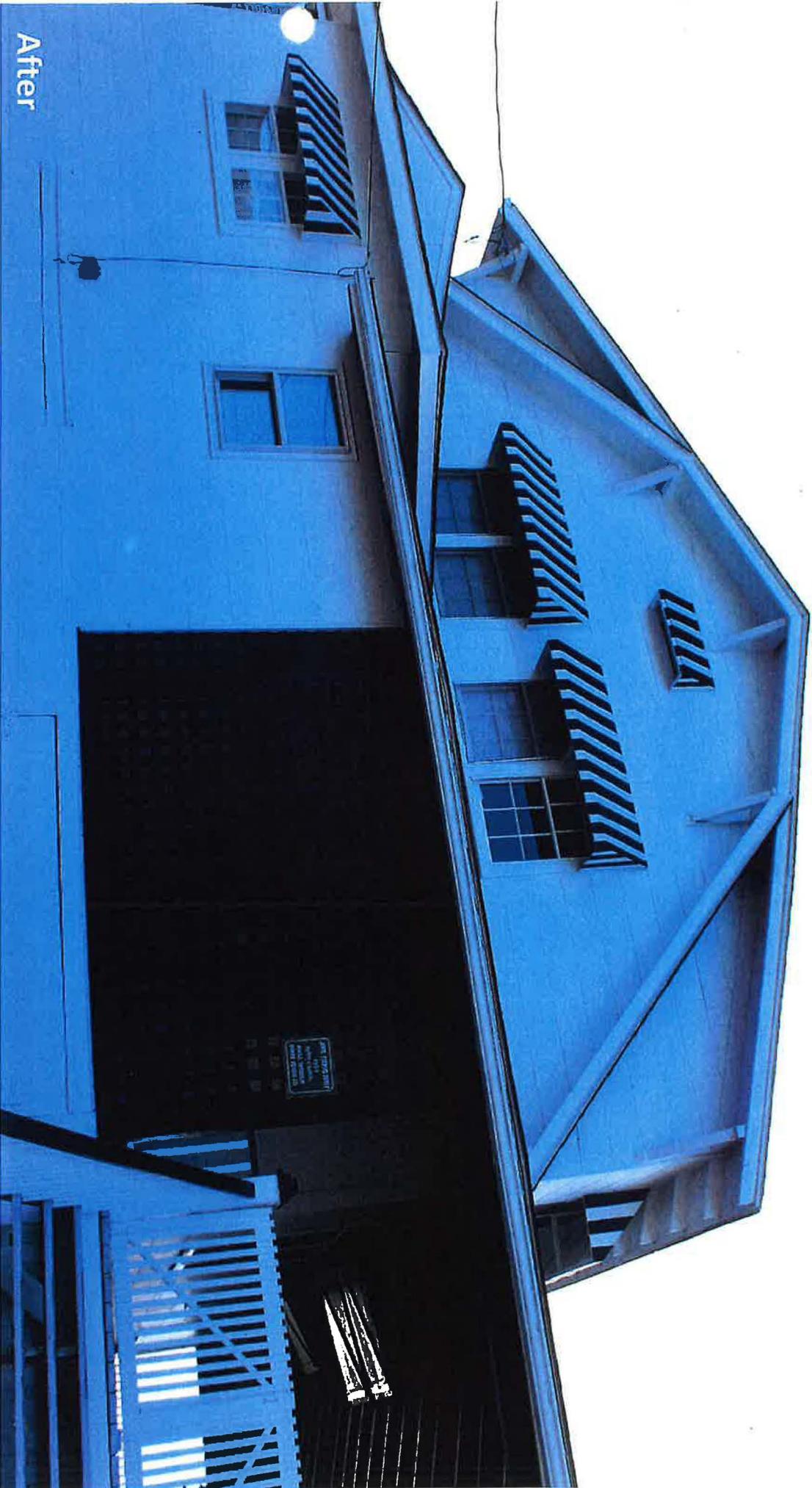
Before



After

Before





After

100% SATISFACTION  
GUARANTEED  
OR YOUR MONEY  
BACK  
NO QUESTIONS  
ASKED



Before

After

