

# CERTIFICATE OF APPROPRIATENESS APPLICATION MAJOR WORK

## APPLICATION SUBMITTAL REQUIREMENTS

- Applications are due by 1:00 PM and are submitted by appointment only. Please call 910-254-0900 to schedule an appointment
- Do not drop off, email or mail in an application for major work.
- Application fees must be paid at the time of submission. If you wish to pay over the phone, please call 910-254-0900 to make arrangements for credit card payments
- Applications will be reviewed for completeness before they are accepted. Incomplete applications will not be scheduled for HPC review.
- A pre-application meeting is required for all major works applications; applications cannot be accepted without a pre-application meeting. Meetings may be scheduled by calling 910-254-0900.
- All applicable items listed on the submittal checklist are required for an application to be considered complete.

## Historic Preservation Commission Meetings

Meeting Date	Submission Deadline
January 11	12/05/2023
February 8	01/03/2024
March 14	02/06/2024
April 11	03/05/2024
May 9	04/02/2024
June 13	05/07/2024
July 11	06/04/2024
August 8	07/03/2024
September 12	08/06/2024
October 10	09/03/2024
November 14	10/08/2024
December 12	11/05/2024
January 9, 2025	12/03/2024

**City of Wilmington**  
 Planning and Development  
 Historic Preservation  
 929 N Front Street  
 1st Floor | P.O. Box 1810  
 Wilmington NC 28401

(910) 254-0900  
 Preservation@wilmingtonnc.gov

## Application Fees

Estimated Project Cost	Application Fee
Up to \$ 17,999	None
\$ 18,000 - \$ 24,999	\$ 20
\$ 25,000 - \$ 49,999	\$ 25
\$ 50,000 - \$ 99,000	\$ 35
\$ 100,000 - \$ 499,000	\$ 50
\$500,000 or more	\$ 100

***Approval of After-the-Fact  
 (work completed without a  
 COA) requires application  
 submittal and a fee of  
 \$100***

# CERTIFICATE OF APPROPRIATENESS APPLICATION MAJOR WORK

**PLEASE TYPE OR PRINT**

Street Address: 28 South Front Street, Wilmington, North Carolina

Tax Parcel Number: R05308-002-004-000

## Property Owner Information

*If the applicant is not the property owner, an agent form (below) is required to be signed by the property owner and submitted with an application. Application must be signed by all legal property owners.*

Owner name(s): Masonic Partners, LLC (Attention: John Sutton, Manager)

Mailing Address: P.O. Box 6280, Ocean Isle Beach, North Carolina 28469

Phone: (910) 233-3808 Email address: jmsutton1010@gmail.com

Signature: \_\_\_\_\_ 

Date: Friday, August 2, 2024 AD

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## AGENT FORM *(This section is required if the applicant is anyone other than the property owner)*

I John Sutton, Manager of Masonic Partners, LLC the undersigned owner, do hereby appoint  
Ted Trzos to act on my behalf for the purpose of petitioning the  
city of Wilmington Historic Preservation Commission for a certificate of appropriateness, as applicable to  
the property described in the attached petition.

I do hereby covenant and agree with the city of Wilmington that said person (agent)  
has the authority to do the following acts for or on behalf of the owner:

- Submit property petition and require supplemental materials
- Appear at public meetings to give testimony and make commitments on behalf of the owner
- Accept conditions or recommendations made for the issuance of the certificate of appropriateness on the owner's property
- Act on the owner's behalf without limitations with regard to any and all things directly or indirectly connected with or arising out of any petition for a certificate of appropriate-

This appointment agreement shall continue in effect until final disposition of the petition submitted in conjunction with this appointment.

Owner(s) name(s): John Sutton, Manager of Masonic Partners, LLC

Owner(s) signature: \_\_\_\_\_  Date: Friday, August 2, 2024 AD

Designated agent name: Ted Trzos

Designated agent address: 57 Lee Drive, Wilmington, North Carolina 28401-6312

Designated agent phone: (910) 362-1133 Email address: skybound13@aol.com

# CERTIFICATE OF APPROPRIATENESS APPLICATION MAJOR WORK

## SUBMITTAL CHECKLIST

*If the information is not included with the application, the request cannot be scheduled for review by the commission.*

**Done.** Signed Application Form

**Done.** Agent Form (as needed)

**Attached.** Project Narrative

- Brief detailed description of the project, including a description of how the proposed changes are consistent with the Wilmington Design Standards for Historic Districts

**Attached.** Tax Map

- This can be found online at New Hanover County GIS Portal
- (<https://www.nhcgov.com/844/GIS-Maps-Data>)

**To be provided  
by City staff.**

**Adjacent Property Owners**

- List of adjacent property owners with mailing addresses will be provided by staff.
- Staff will email the applicant an invoice for mailing the notices.
- The cost is \$0.85 per notice.

**Attached.** Proposed Building Materials **See Project Narrative document.**

- Product sheets for each type of material proposed (including windows, doors, roof, siding, etc.)
- Material Sheet Checklist if applicable
- May include brochures or manufacturer's specification sheets

**Attached.** Digital Photos (all photos may be emailed) **See Project Narrative document.**

- A keyed site plan or lot diagram showing existing structures, features and conditions
- A close up of the proposed work area.

*These scopes will require additional information including but not limited to the following:*

**Not applicable.** New Construction, Major Alterations, Additions

- Site plan, drawn to scale with existing and proposed buildings, setbacks, parking areas, driveways, trees to be removed or preserved, fences and landscaping.
- Architectural drawings, drawn to scale including elevations and floor plans.
- Additional information that helps determine whether the project is consistent with Design Standards.
- Three dimensional models (optional)

**The applicant is responsible for supplying all information necessary to enable the Historic Preservation Commission (HPC) to understand the proposal and potential impacts on the historic district or overlay.**

**Without sufficient information, the Commission may continue or deny the request.**

# CERTIFICATE OF APPROPRIATENESS APPLICATION MAJOR WORK

**NEW CONSTRUCTION INFORMATION**    **Not applicable.**

Complete one sheet for each new building or structure in order to address all of the project components

Building Element	Proposed Materials, Dimensions, Color
<b>Roof (Roof Pitch / Material / Color)</b>	
Main	
Front Porch / Side Porch / Rear Porch	
Height (avg. grade to peak of roof)	
<b>Cladding</b>	
Body of building	
Additional (Reveal, Finish, Mortar Color)	
<b>Foundation</b>	
Materials (including color and height)	
<b>Porch (Materials &amp; Dimensions)</b>	
Columns (capital and base)	
Stairs and Railing (include dimensions)	
Decking (floorboards)	
Balustrade / railing (top cap and bottom)	
Balustrade - individual balusters	
Ceiling (material, design, dimensions)	
Screens (only on rear)	
<b>Deck (Materials and Dimensions)</b>	
Posts	
Balustrade / railing (top cap and bottom)	
Balustrade - individual balusters	
Foundation (height and materials)	
Entry steps and railings	
<b>Doors (Materials and Dimensions)</b>	
Front entry	
Sides (specify location)	
Rear	
<b>Windows (Materials, Style, Dimensions)</b>	
Front	
Sides	
Rear	
<b>Gutters and Downspouts</b>	
<b>Driveway</b>	
Dimensions	
Curb, Apron and Runner Materials	
<b>Any Additional Materials</b>	

**Purpose**

Present descriptive narrative of proposed work to be performed at 28 South Front Street.

**Table of Contents**

Descriptive Narrative

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    Metal Roof Panel

    Existing Metal Framework

Photographs

    Key Plan

    Photographs

**Descriptive Narrative**

28 South Front Street abuts the 21 Dock Street parcel on the west and north sides of the 21 Dock Street Parcel. The 21 Dock Street parcel has a first floor covered patio and a second floor open patio; the patio covering and surrounding low brick wall are not historic. The stairs to the second floor open patio are covered by a second floor fabric awning that is attached to the side of the 28 South Front Street building.

Applicant would like to replace the existing fabric awning over the stairs with standing seam metal roofing to match the standing seam metal roof he would like to install at the 21 Dock Street patio covering; an application for a Certificate for Approval for work on the 21 Dock Street parcel is being made in a separate application. Existing awning is fabric over metal frame, existing frame to be used to support metal panels; pressure-treated wood blocking to be installed horizontally across frame members as necessary for attachment of metal panels.

Regarding consistency with the Wilmington Design Standards for Historic Districts:

1. Use of new metal roofing over the 21 Dock Street outdoor patio area was approved in 2019 AD. Per April 11, 2029 AD staff report: “New metal roofing over the outdoor patio area at 21 Dock Street shall be one of the standing seam metal roofing types approved by the Historic Preservation Commission at their 2008 workshops on appropriate metal replacement roofing.”
  - The new metal roofing was not installed due to potential tenant not moving in as a result of covid-related matters.
2. Relatively young age of 21 Dock Street awning allows use of metal. Per Wilmington Design Standards for Historic Districts “Awning Standards” (Page 151): “Metal awnings are inappropriate for any building other than those built after approximately World War II.”
  - Dock Street Printing building at 110 Dock Street (diagonally across the intersection from 21 Dock Street) also uses metal roofing.

**Materials List**

**Summary**

- Galvanized standing seam metal panelling.
- Existing awning frame to be reused.
- Pressure-treated wood blocking installed over existing frame (as required for attachment to awning frame.)

**Metal Roof Panel**

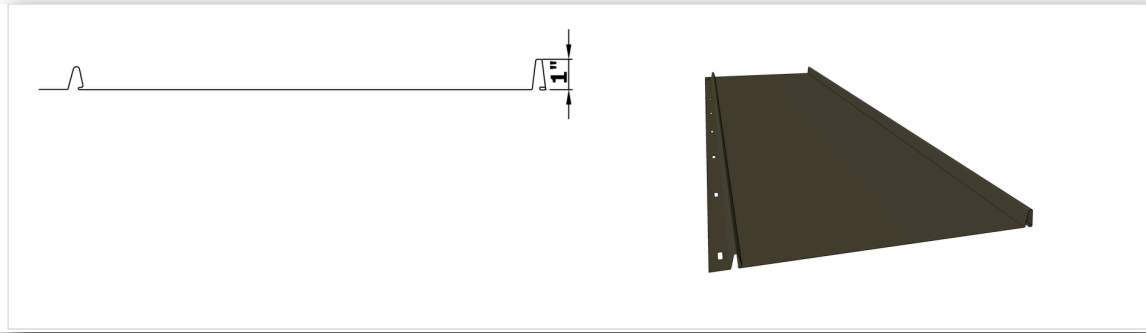
Manufacturer: Construction Metals Products, Incorporated or equal.

Color: Galvalume (see manufacturer’s color chart on following page.)

Style: CMP Series Nail Strip (Flat) standing seam metal roof panel (1” high seam.)

Width: 16” (nominal distance between standing seams.)

Profile: Image from manufacturer's website shown below (use color specified above.)



**Existing Metal Framework**

Manufacturer: Custom fabricated.

Material: Aluminum.

Existing Finish: Natural aluminum (unfinished.)

Modifications: install pressure-treated wood blocking (as required at fastener locations.)

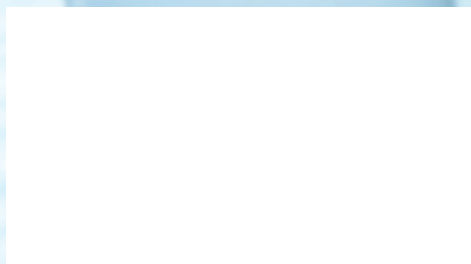


Construction Metal Products, Inc.

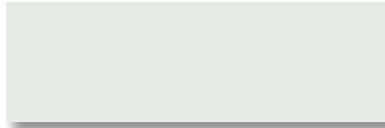


CMP manufactures a variety of metal roof and wall panels in 26 gauge and/or 29 gauge material. Please see the back of this chart to view the profiles that are available.

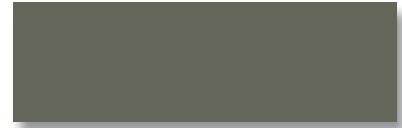
CMP's 40-year Silicon Polyester paint system, with Cool Roof Technology, provides solar reflectance ratings to meet today's Energy Star requirements. The 40-year paint system and galvalume steel guarantees a winning combination of weather-tested paint performance and superior corrosion resistance.



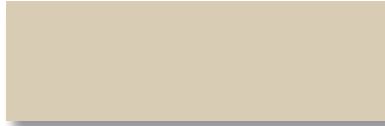
# 29/26 Gauge Color Chart



*Polar White (Blanco Polar)*



*Charcoal Grey (Griz Oscuro)*



*Light Stone (Piedra Clara)*



*Burnished Slate (Griz Carbón)*



*Sahara Tan (Arena)*



*Forest Green (Verde Selva)*



*Ash Grey (Griz Ceniza)*



*Gallery Blue (Azul Royal)*



*Hawaiian Blue (Azul Cielo)*



*Cocoa Brown (Coco)*



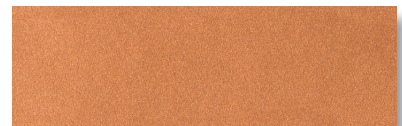
*Burgundy (Vino)*



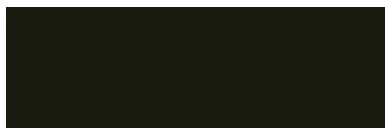
*Country Red (Terracota)*



*Brite Red (Rojo Sangre)*



*Copper Penny (Cobre Metálico)*



*Coal Black (Onyx Negro)*

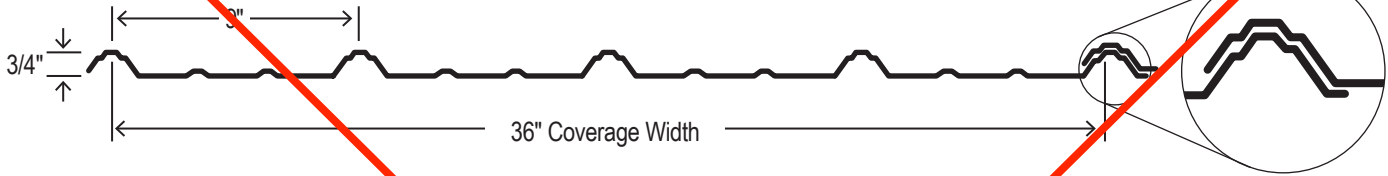


*Galvalume (Galvalume)*

Colors shown here are as accurate as the printing process permits. Slight variations should be expected for the actual coil product.

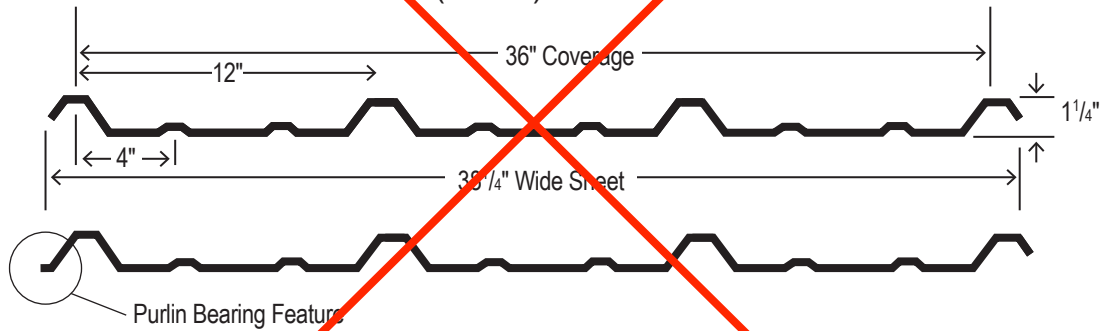
# CMP MULTI-RIB

CMP MULTI-RIB Design Is Unmatched In Performance Durability.  
(29 GA and 26 GA)



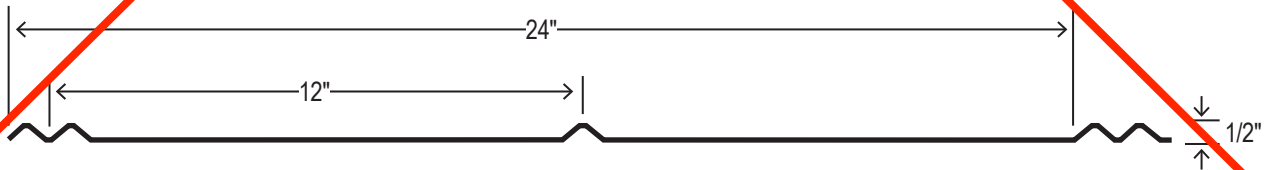
# CMP R-PANEL

A Superior Roof or Wall Panel with Maximum Strength.  
(26 GA)



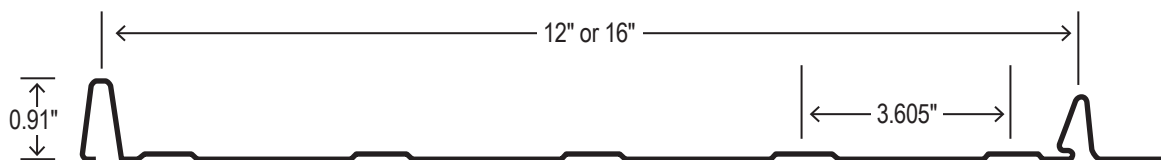
# CMP 5-V

The 5-V's Stunning Design Makes it Very Popular with Residential and Commercial Customers.  
(26 GA and 24 GA)



# CMP NAIL STRIP

Revolutionary Design Eliminates the need for Through Fasteners.  
(26 GA and 24 GA)



## SAFETY PRECAUTIONS

Gloves should be worn to prevent injury while handling steel panels. Safety glasses should be worn to prevent eye injury when cutting or drilling steel panels with power tools. Use care when walking, sitting or kneeling on a steel roof to avoid a fall. Steel panels may become slippery when wet. Do not work on the steel panels when wet or when climatic

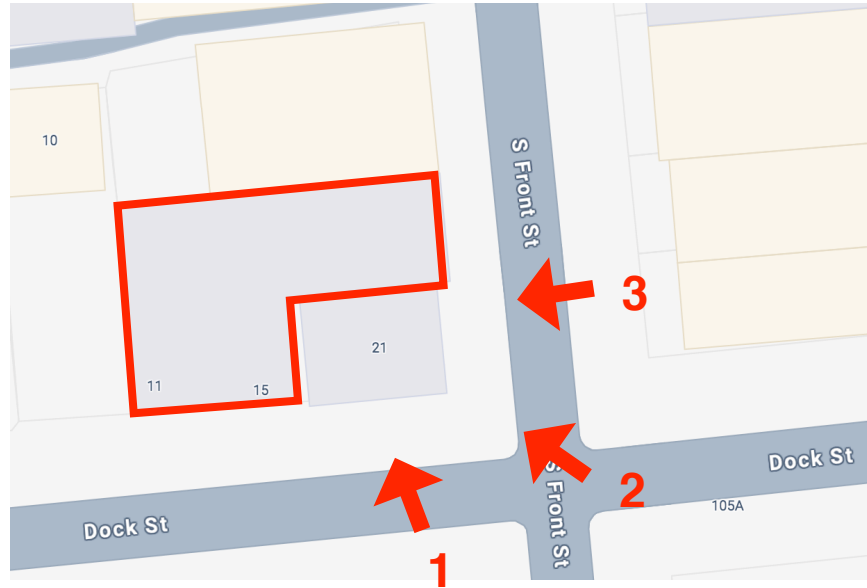
conditions are not suitable for safe installation. Failure to comply with these procedures relieves the manufacturer of responsibility for any resultant damage to or deterioration of the product and VOIDS ALL WARRANTIES. THERE IS NO IMPLIED WARRANTY OF MERCHANTABILITY OR FITNESS FOR PURPOSE.



**Photographs**

- All images from Google Maps (©2024 AD Google.)

Key Plan



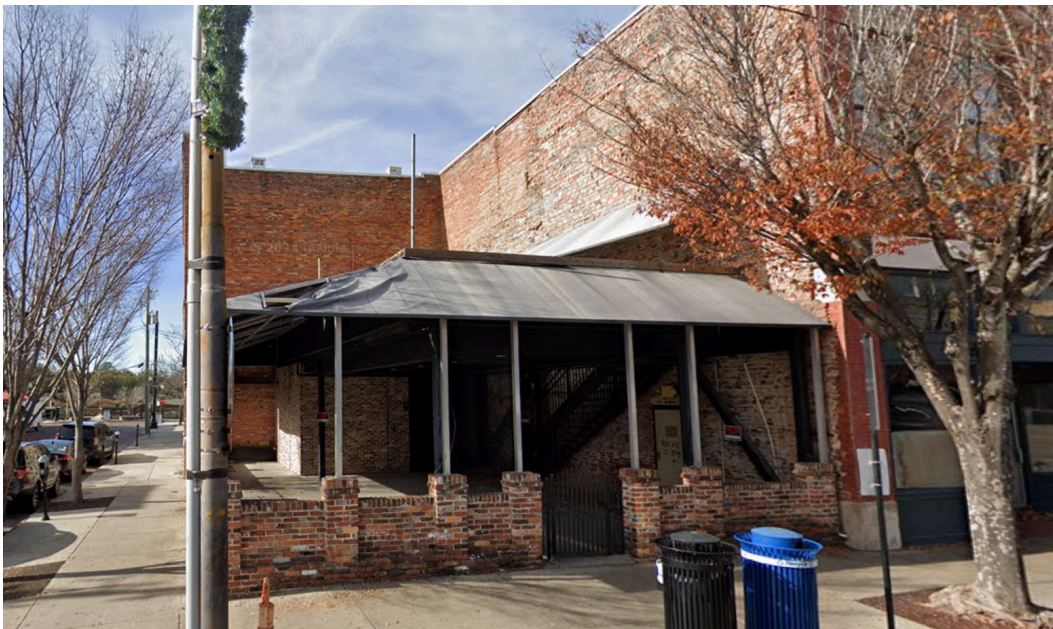
Photographs



**Photo 1**



**Photo 2**



**Photo 3**

R04720-011-011-000  
R04720-001-001-000

R04720-012-010-000

R05308-002-001-000

R05308-002-009-000

R05308-003-001-000

R05308-002-002-000

R05308-002-004-000

R05308-003-002-000

R05308-001-001-000

R05308-002-003-000

R05308-002-010-000

R05308-003-003-000

R05308-005-011-000

R05308-005-001-000

R05308-006-005-000

R05308-005-010-000

R05308-004-001-000

R05308-004-002-000

