



## TOWN OF SOUTHERN SHORES

5375 N Virginia Dare Trl, Southern Shores, NC 27949  
(252) 261-2394 tel (252) 255-0876 fax  
[www.southernshores-nc.gov](http://www.southernshores-nc.gov)

### Application for Historic Landmark Certificate of Appropriateness

I (we) the undersigned do hereby respectfully request a minor Certificate of Appropriateness for the following plans and proposals:

Property Location (Street Address): 116 Ocean Blvd

Property Owner: Clayton Small

Applicant (if different from owner): \_\_\_\_\_

Address: 248 Griggs Acres Dr., Point Harbor, NC 27964

Telephone (home/business): \_\_\_\_\_ (cell): 252-202-5051

Current Use of Property: Personal use - friends & family

Describe in detail the work to be undertaken, attach photos, drawings, plans, renderings, materials, etc. to give as much information as possible on the requested project:

Replace all exterior windows (Qty=9). Replacement windows will be "new construction" type to best match the original windows: single hung, equal sash, 2 verticle grilles in upper glass. white vinyl exterior. Detailed window manufacturer description attached. NOTE: current windows to be replaced are NOT the original cottage windows. The proposed replacements (this application) are the best commercially available windows to match the original (1954) windows.

Certificates of Appropriateness are used for only the work described on the Application.

**Any application submitted by someone other than the property owner must be accompanied by a notarized statement indicating that the property owner is aware of the proposed work.**

Signature of Applicant: 

Date: 2/9/2023



**SOLD BY:**

Kempsville Building Materials Point Harbor  
601 Tallmadge Rd  
Kent, OH 44240-7331  
Fax: 252-491-2785

**SOLD TO:**

242a Snows Ln  
Powells Point, NC 27966-9746

<b>CREATED DATE</b>
12/12/2022
<b>LATEST UPDATE</b>
12/12/2022
<b>OWNER</b>
bill winstead

**Customer Quote - Pricing**

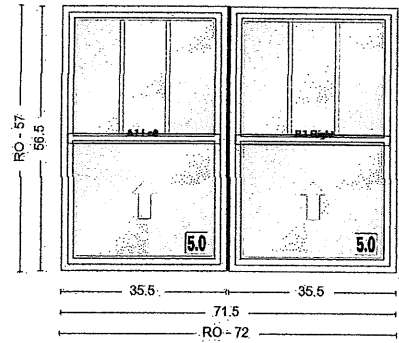
QUOTE NAME	PROJECT NAME	QUOTE NUMBER	CUSTOMER PO#	TRADE ID
CLAY SMALL 116 OCEAN BLVD 100	CLAY SMALL 116 OCEAN BLVD 100	3337853		246860

**ORDER NOTES:**

**DELIVERY NOTES:**

Line #	Description	Unit Price	Qty	Ext. Price
--------	-------------	------------	-----	------------

100-1 100 Twin Single-Hung, Equal Sash, 71 1/2 x 56 1/2, Enhanced Performance-Yes - PG50, Individual Dimensions = RO: 36" x 57" | UNIT: 35 1/2" x 56 1/2", 1 3/8" Setback, Active (All), White Exterior Frame, White Exterior Sash/Panel, /White Interior Frame, w/White Interior Sash/Panel, Low-E SmartSun, Argon Filled, Glass / Grille Spacer Color = Stainless, Grilles: Unit 1 Lower, 2 Lower: None Unit 1 Upper, 2 Upper: Finelight, Specified Equal Light, 3/4", White, White, 3W1H, Hardware: Auto Lock, Lock: Slim Line, 1 Sash Locks, White Lock, Window Opening Control Device-No, Half Screen, Fiberglass, White, Insect Screen Applied = Yes, Unit CPD Number = AND-N-80-02098-00001, -US Energy Star-, Version:10/18/2022

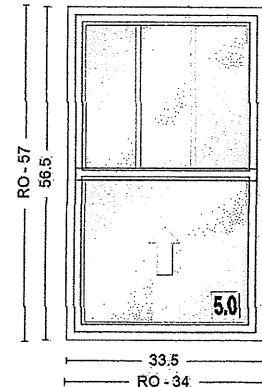


**Comments:**

Room:BEDROOMS

Line #	Description	Unit Price	Qty	Ext. Price
--------	-------------	------------	-----	------------

200-1 100 Single-Hung, Equal Sash, 33 1/2 x 56 1/2, Enhanced Performance-Yes - PG50, 1 3/8" Setback, Fixed/Active, White Exterior Frame, White Exterior Sash/Panel, /White Interior Frame, w/White Interior Sash/Panel, Low-E SmartSun, Argon Filled, Glass / Grille Spacer Color = Stainless, Grilles: Unit 1 Lower: None Unit 1 Upper: Finelight, Specified Equal Light, 3/4", White, White, 3W1H, Hardware: Auto Lock, Lock: Slim Line, 1 Sash Locks, White Lock, Window Opening Control Device-No, Half Screen, Fiberglass, White, Insect Screen Applied = Yes, Unit CPD Number = AND-N-80-02098-00001, -US Energy Star-, Version:10/18/2022



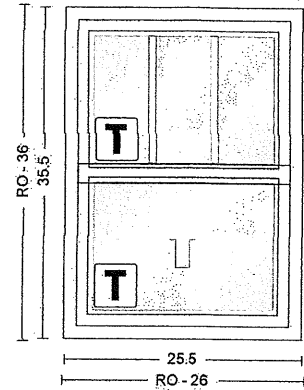
**Comments:**

Room:SW BEDROOM

Line #	Description	Unit Price	Qty	Ext. Price
--------	-------------	------------	-----	------------

300-1 100 Single-Hung, Equal Sash, 25 1/2 x 35 1/2, Enhanced Performance-Yes - PG50, 1 3/8" Setback, Fixed/Active, White Exterior Frame, White Exterior Sash/Panel, /White Interior Frame, w/White Interior Sash/Panel, Low-E SmartSun, Tempered, Argon Filled, Glass / Grille Spacer Color = Stainless, Grilles: Unit 1 Lower: None Unit 1 Upper: Finelight, Specified Equal Light, 3/4", White, White, 3W1H, Hardware: Auto Lock, Lock: Slim Line, 1 Sash Locks, White Lock, Window Opening Control Device-No, Half Screen, Fiberglass, White, Insect Screen Applied = Yes, Unit CPD Number = AND-N-80-02098-00001, -US Energy Star-, Version:10/18/2022

\$452.67 2 \$905.34



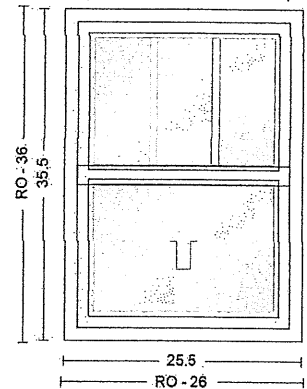
**Comments:**

Room: BATHROOMS

Line #	Description	Unit Price	Qty	Ext. Price
--------	-------------	------------	-----	------------

400-1 100 Single-Hung, Equal Sash, 25 1/2 x 35 1/2, Enhanced Performance-Yes - PG50, 1 3/8" Setback, Fixed/Active, White Exterior Frame, White Exterior Sash/Panel, /White Interior Frame, w/White Interior Sash/Panel, Low-E SmartSun, Argon Filled, Glass / Grille Spacer Color = Stainless, Grilles: Unit 1 Lower: None Unit 1 Upper: Finelight, Specified Equal Light, 3/4", White, White, 3W1H, Hardware: Auto Lock, Lock: Slim Line, 1 Sash Locks, White Lock, Window Opening Control Device-No, Half Screen, Fiberglass, White, Insect Screen Applied = Yes, Unit CPD Number = AND-N-80-02066-00001, -US Energy Star-, Version:10/18/2022

\$384.70 3 \$1,154.10



**Comments:**

Room: KITCHEN

SUB-TOTAL:	\$5,549.46
FREIGHT:	\$0.00
LABOR:	\$0.00
TAX:	\$374.59
<b>TOTAL:</b>	<b>\$5,924.05</b>

CUSTOMER SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

\* All graphics as viewed from the exterior. \*\* Rough opening dimensions are minimums and may need to be increased to allow for use of building wraps or flashings or sill panning or brackets or fasteners or other items.

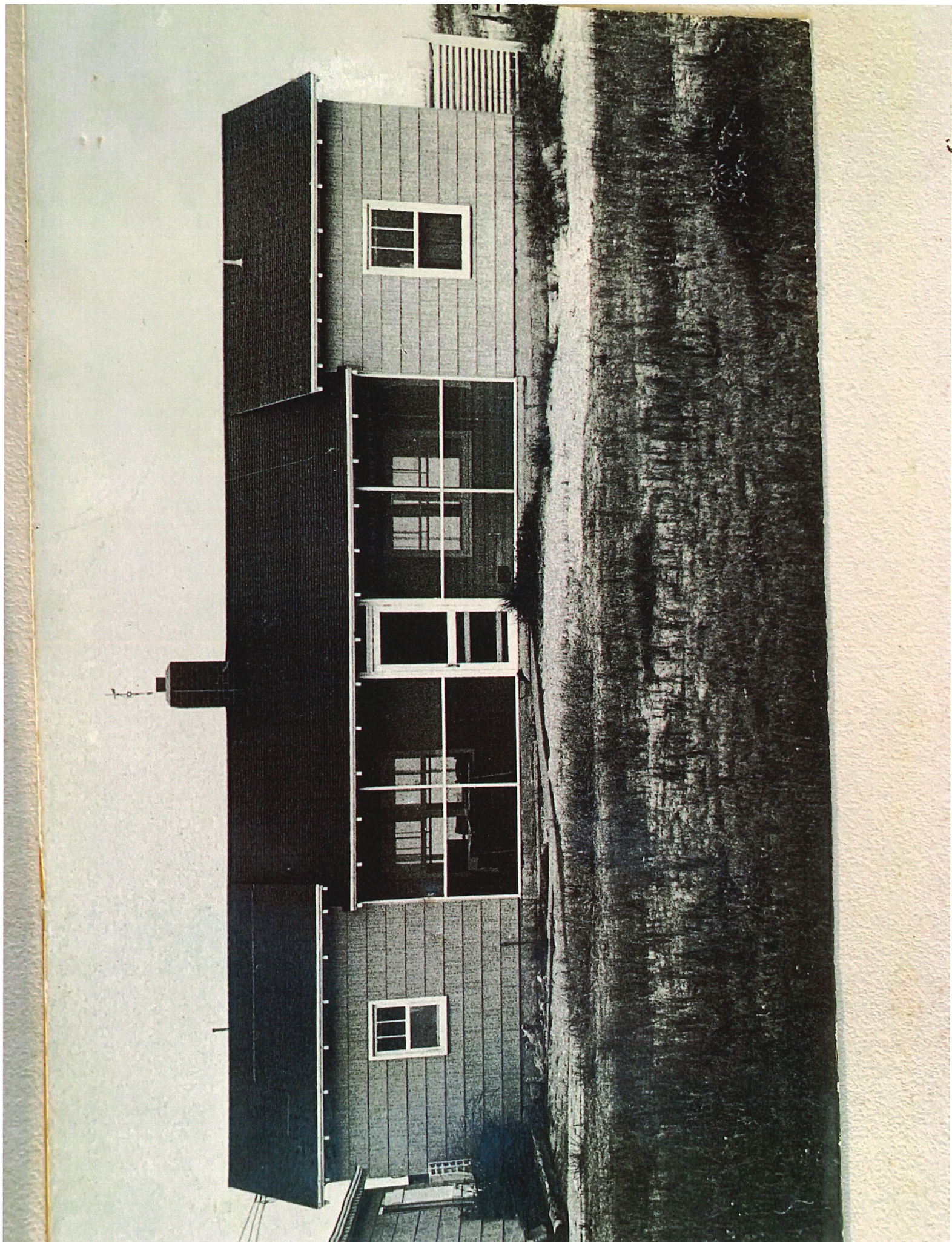
Thank you for choosing Andersen Windows & Doors

## Wes Haskett

---

**From:** Clayton Small <clayton.small3@gmail.com>  
**Sent:** Friday, February 10, 2023 10:35 AM  
**To:** Wes Haskett  
**Subject:** 116 Ocean Blvd Historic Landmark

Good morning Wes, here are two photos in support of the COA request. The older black and white photo is from the early 1960's and is accurate of the original cottage. The more recent picture (last week) shows existing windows that were installed in the early 1990's. These windows are at end-of-life and are no longer weather-tight. I have requested my brother forward to me a digital copy of the cottage and family color photo I showed you yesterday. Will forward that to you also when I get it.





## Wes Haskett

---

**From:** Clayton Small <clayton.small3@gmail.com>  
**Sent:** Thursday, February 16, 2023 12:54 PM  
**To:** Wes Haskett  
**Subject:** Re: 116 Ocean Blvd Historic Landmark

Wes, thank you for the information. Here is the "Family" picture from summer 1964. 59 years ago. The cottage was then 10 years old.

No structural modifications will be required for the new windows. After the windows are replaced, I will be looking to repair some broken shingles and paint the exterior (intent will be to pick a paint that will keep the light gray "original" look. Regardless of color, I am assuming that a Certificate of Appropriateness will NOT be required. Can you confirm this? Thank you.



Clay Small  
252-202-5051

On Thu, Feb 16, 2023 at 11:47 AM Wes Haskett <[whaskett@southernshores-nc.gov](mailto:whaskett@southernshores-nc.gov)> wrote:

Good morning, Clayton. Thank you for sending the pictures and please do send the other photo when you have it. With respect to the meeting date, the next regular meeting is scheduled for March 28<sup>th</sup> at 9:00 a.m. Also, no building permit will be required unless you have to make structural changes for the replacements.

Wes Haskett

