

CASE SUMMARY • CERTIFICATE OF APPROPRIATENESS (COA)

Historic Preservation Commission Evidentiary Hearing • September 11, 2025

Project Planner | Benjamin Riggle | 910.341.3251 | ben.riggle@wilmingtonnc.gov

Address:	314 South 4 th Street	District:	Historic District-Residential (HD-R)
Request:	Partial screen porch enclosure		
Property Owner:	Shannon Zentmeyer 314 South 4 th Street Wilmington, NC 28401	Agent:	George Trifoli 624 Brunswick Street Wilmington, NC 28401



314 South 4th Street | Front (East) Façade | September/2025 (staff)

Case Overview

The applicant proposes to enclose the rear portion of the existing screened-in porch to add a second bathroom.

Details as shown on the drawings, plans, photographs, submittals, and narrative statement contained in the application, and supplemental materials and statements made at the September 11, 2025 meeting are a part of this request unless otherwise noted.

Property Information

Property Description

The following property description is adapted from the Wilmington Historic District Boundary Expansion and Additional Documentation report, dated 2003 (originally listed 1974).

The Bishop House, constructed ca. 1930, is a one-story, side gable house with a multi-light central entry and engaged porch on the southeast corner. The windows are four (vertical)-over-one units protected by storm windows.

Sanborn Fire Insurance Maps

- **1893 Map.** A one-story dwelling was located on the parcel with two accessory structures and a shed at the rear of the property.
- **1898 Map.** Unchanged.
- **1904 Map.** Unchanged.
- **1910 Map.** Unchanged.
- **1915 Map.** Unchanged.
- **1951 Map.** A one-story dwelling with enclosed porch on southeast corner matching the existing house and a detached one-car garage on parcel.
- **1955 Map.** Unchanged.

Current Conditions

- The subject house is a contributing resource to the Historic District-Residential (HD-R).
- The property is zoned Historic District-Residential (HD-R). The property was originally zoned Historic District (HD), which was established on June 13, 1962, and subsequently rezoned to Historic District-Residential (HD-R) on March 28, 1989.

Proposed Findings of Fact

Property Information

1. The subject house is a contributing resource to the Historic District-Residential (HD-R). Revisions to all facades of a building and the site are subject to design review in this district.
2. The subject property is located on the west side of South 4th Street, four parcels north of its intersection with Nun Street.
3. The following facades are subject to review: All.
4. The following Certificates of Appropriateness have been issued for the property:
 - a. March 5, 2025 (MW-25-138): Backyard privacy fence.
 - b. April 19, 2024 (MW-24-167): In-kind roof replacement.
 - c. August 23, 2011 (MW-12-15): Handrail installation on the front porch stairs.

Scope of Work

5. The applicant proposes to close off the rear portion of the existing screened-in porch to create a second bathroom.
 - a. To enclose this portion of the porch and expand the interior of the dwelling, a new exterior wall will be constructed approximately 4.5' to 5' within the screened-in porch. The new

exterior wall will match the existing exterior walls but will not be readily visible from the public right-of-way because the front portion of the screened in porch will not be altered.

- b. In addition, the exterior walls of the existing screened-in porch area to be converted to a bathroom will also be enclosed and clad to match the existing dwelling.
 - c. To allow natural light into the new bathroom area, two transom windows are proposed with one being installed on the side (south) elevation and one on the rear (west) elevation of the formerly screened-in porch area.
 - d. The existing window within the screened-in porch area to be enclosed, which is technically an exterior window, will be converted into an interior doorway to provide access to the new bathroom.
 - e. The proposed windows will be Jeld-Wen premium vinyl tilt single hung fixed Class LC-PG50 units.
 - f. The proposed partial porch enclosure will add an approximate 58.5 square feet of area to the interior of the house.
6. The applicant proposes additional interior work to create a half bath and laundry area towards the center of the house, but no exterior changes to the dwelling will occur as a result of this portion of the proposed project.

Staff Observations

7. Staff notes the following:
- a. Although the proposed project will technically expand the house, the footprint of the dwelling will not be altered.
 - b. The front portion of the existing screened-in porch area will not be altered, so that will obscure any potential view of the new exterior wall to be constructed within the porch.
 - c. The enclosure of the back portion of the side (south) elevation of the screened-in porch will be the most visible portion of the proposed project.

Applicable Design Standards

8. The following Wilmington Design Standards for Historic Districts and Landmarks are applicable to this request:

Section	Description	Standards
1.6	Secretary of the Interior's Standards	
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 characterize a historic property shall be preserved.	

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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.
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3.2 General Building-Exterior Walls

1. Retain and preserve original and/or historic exterior wall cladding (wood siding, masonry, stucco, etc.), trim, and decorative elements such as cornices, brackets, and window architraves.
 2. Do not obscure original facades with replacement or covering materials, such as metal "slipcovers" hiding historic commercial buildings or vinyl siding on a house's exterior.
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3.3 General Building-Doors and Windows

1. Retain and preserve original windows and doors, including sashes, frames, glass, lintels, sills, stools, trim, shutters and hardware. Examples of character-defining features to be preserved include transoms and sidelights. Repair, rather than replace, original windows and doors.
 4. If historic doors or windows of a masonry building must be eliminated/enclosed, infill material should be recessed to maintain the outline of the original opening. Also, such alterations should be limited to secondary or rear elevations.
 9. Windows and doors should utilize traditional materials. For example, salvaged doors and windows should be sought before new materials are introduced. Substitute materials may only be considered when historic materials are no longer available.
 10. Do not alter the opening size and shape of historic windows and doors to accommodate new doors or windows. Likewise, the historic framing and detailing surrounding the opening should be preserved.
 12. New entrance doors or windows should be compatible to the era and style of the building and the district. Doors and window that create a false historic appearance or the appearance of an earlier era are inappropriate. Jalousie windows and sliding windows are not appropriate in the historic districts.
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3.5 General Building-Porches and Entrances

1. Retain and preserve original and/or historic porches and entrances, as well as their functional and decorative features that contribute to the significance of the building and the area.
 8. A false sense of history should not be created by the introduction of inappropriate features and details to a porch or entrance area.
 9. It is inappropriate to screen or enclose front porches because of their significance as a design element and the possibility of losing or damaging original materials. Rear or side porches may sometimes be screened if the frame is constructed behind the columns or posts and is removable without adversely affecting the historic integrity of the structure. When permitted, screening should use the minimum number of vertical and horizontal framing members necessary, and they should be aligned with existing porch elements to minimize their visual impact. The reopening of porches that were previously enclosed is highly encouraged.
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10. Rear and side porches may be converted to sunrooms if the new design is compatible with the architectural style of the house and the glass elements can be removed without adversely affecting the structure.

4.1 Residential Building-Additions

1. New additions should be located along the rear facade of the historic building to lessen its visual impact on the building and the area. The exception might be the building side if:
 - A sufficiently-sized side yard exists, and
 - The addition is subordinate in appearance to the original building with a front setback behind that of the original building and/or a smaller scale than the original building.
 2. Design additions to be compatible with the historic building with respect to massing, scale, height, form, size, materials, proportion, fenestration, and roof form. Synthetic materials are inappropriate.
 3. The sides of the rear addition should be recessed behind the sides of the historic building. The new addition should be set back from the sides of the historic building on both sides.
 4. Consider the landscape features, street vistas, historic paving, and topography when siting new additions. Protect mature trees and other site features during the construction phase and survey the site in advance to minimize the possibility of disturbing unknown archaeological resources during construction.
 5. Construct additions with the least possible impact upon the historic building. Avoid the loss of historic building materials, and do not damage or obscure the character-defining features of the building.
 6. Design additions to be removable in the future without damage to the historic building and its materials and features.
 7. Additions should be physically subordinate to the historic building. Subordination is achieved primarily through a smaller scale of the addition and a rear location.
 8. Additions should be recognized as new, even if only subtly. This objective can be achieved by introducing one or more of the following elements: different siding, roof, roof line, foundation material, and window type. Split-face concrete blocks are a common approach to foundations for additions.
 9. Consider the foundation height and eaves lines of the historic building when designing the addition. Align the foundation height of the addition with that of the historic building. Eave lines of additions should be at or below the historic eave line. The latter demonstrates subordination to the historic building.
 10. Select a dominant exterior material for the addition that is compatible with that of the historic building. The primary exterior cladding of the addition should be the same as or subordinate in weight to the primary historic building.
 11. Substitute exterior materials may be appropriate since most additions are not very visible from a street and the addition is a component distinct from the balance of the historic building. However, vinyl and aluminum siding are not appropriate even for additions. Cementitious siding simulating clapboards can be acceptable when the exposure width and other characteristics of the original building's clapboards are followed. Buildings should be relocated in one piece, to the extent feasible, rather than being partially dismantled prior to relocation. If partial dis-mantling is required, all parts should be labeled and photographed prior to the move to facilitate accurate reconstruction at the relocation site.
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12. Simplified details that reflect the character of the historic building are appropriate. Subtle changes in setback, material, and details are an appropriate means for distinguishing additions from the original building.
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13. Distinguish relatively large additions from the historic building through a connecting building segment that is smaller in scale relative to both the historic building and the addition to emphasize that the addition is indeed an addition.
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14. Additions should be identifiable as a product of their own time. They should be discernible between what is historic and what is new, even if the distinctions are somewhat subtle. Additions should not imitate an era or architectural style earlier in time than that of the historic structure.
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Recommended Conditions

If the commission elects to issue a Certificate of Appropriateness for this request, staff recommends the following conditions be applied.

1. The new exterior walls shall be clad in wood siding matching the existing wood siding on the house.
2. All window glazing shall be clear with no tint.
3. The existing exterior window within the enclosed porch to be removed to create the new doorway shall be retained as a potential replacement window for the house.
4. All construction shall comply with the regulations and requirements imposed by the Land Development Code and other applicable federal, state, or local law, ordinance, or regulation, including the North Carolina Building Code. All required permits shall be obtained.
5. Changes to the project from that described in the application and submittals, shall be reviewed by the Historic Preservation Commission, or if minor in nature as specified in the Wilmington Design Standards for Historic Districts and Landmarks, by staff through the administrative bypass process.

Public Hearing Notice

Notification Type	Date
<i>Signs posted</i>	8/26/25
<i>Notice mailed to adjacent property owners</i>	8/26/25
<i>Newspaper advertisement date</i>	9/2/25

Attachments

1. Application (Received 8/5/2025)
2. Case Map (Dated 8/15/2025)
3. District Map (Dated 8/15/2025)
4. Narrative (Received 8/5/2025)
5. Floor and Site Plans (Received 8/5/2025)
6. Materials (Received 8/5/2025)



314 South 4th Street | Front (East) Façade, looking west | August/2025 (Staff)



314 South 4th Street | Detail of east elevation of screened-in porch, looking west | August/2025 (Staff)



314 South 4th Street | Detail of screened-in porch from public right-of-way, looking west | August/2025 (Staff)



314 South 4th Street | Detail of side (south) elevation of screened-in porch to be enclosed, looking northwest | August/2025 (Staff)

CERTIFICATE OF APPROPRIATENESS APPLICATION

MAJOR WORK

APPLICATION SUBMITTAL REQUIREMENTS

- Applications are due by 1:00 PM on the submission deadline date and can be dropped off in person, submitted via email to: preservation@wilmingtonnc.gov or mailed to PO Box 1810, Wilmington, NC 28402.
- Do not drop off, email, or mail-in an application for major work prior to scheduling a pre-application meeting. Meetings may be scheduled by calling 910-254-0900.
- Application fees must be paid before the COA can be granted. Invoices for the application fee and the neighboring property owner mailing fee (\$0.85 per notice) will be provided by staff after submission and will include deadlines and payment instructions. If you wish to pay over the phone, please call 910-254-0900 to arrange credit card payments.
- All applicable items listed on the submittal checklist are required for an application to be considered complete.
- Applications will be reviewed for completeness before they are accepted. Incomplete applications will not be scheduled for HPC review.

Historic Preservation Commission Meeting Dates and Submission Deadlines

Meeting Date	Submission Deadline
August 14, 2025	7/9/2025
September 11, 2025	8/5/2025
October 9, 2025	9/2/2025
November 13, 2025	10/7/2025
December 11, 2025	11/4/2025

Application Fees

Check one:	Estimated Project Cost	Application Fee
<input type="checkbox"/>	Up to \$ 17,999	None
<input type="checkbox"/>	\$ 18,000 - \$ 24,999	\$ 20
<input checked="" type="checkbox"/>	\$ 25,000 - \$ 49,999	\$ 25
<input type="checkbox"/>	\$ 50,000 - \$ 99,000	\$ 35
<input type="checkbox"/>	\$ 100,000 - \$ 499,000	\$ 50
<input type="checkbox"/>	\$500,000 or more	\$ 100

Approval of after-the-fact (ATF) work (completed without a COA) requires application submittal and an ATF fee of \$100.

Is this an after-the-fact approval?

☐ Yes ☒ No

For more information:

City of Wilmington • Planning and Development Department • Historic Preservation
 929 N. Front Street, 1st Floor
 PO Box 1810, Wilmington, NC 28402
preservation@wilmingtonnc.gov • 910.254.0900

RECEIVED

By Ben Riggle at 3:10 pm, Aug 05, 2025

CERTIFICATE OF APPROPRIATENESS APPLICATION MAJOR WORK

PLEASE TYPE OR PRINT

Property Street Address: 314 S. 4th St

Tax Parcel Number: R 05405 - 020 - 011 - 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): Shannon Zentmeyer
Mailing Address: 314 S. 4th St WILMINGTON, NC 28401
Phone: (910) 262-8419 Email address: shannonj207@gmail.com
Signature: Shannon Zentmeyer Date: 5 Aug 2025

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

I Shannon Zentmeyer the undersigned owner, do hereby appoint
George Trifoli 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 a 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): Shannon Zentmeyer
Owner(s) signature: Shannon J Zentmeyer Date: 5 Aug 2025
Designated agent name: George Trifoli Designated agent phone: (910) 523-6341
Designated agent email: gtrifoli@gmail.com
Designated agent mailing address: 624 Brunswick St WILMINGTON, NC 28401

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. Please check off the items below if completed:

- ☒ **Signed Application Form / Agent Form** (as needed)
- ☒ **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
- ☒ **Tax Map**
 - This can be found online at New Hanover County GIS Portal at <https://www.nhcgov.com/844/GIS-Maps-Data>
- ☒ **Proposed Building Materials**
 - 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
- ☒ **Digital Photos** (all photos may be emailed)
 - 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:

- ☒ **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.**



Site



Zoning



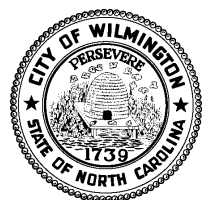
0 50 100
Feet

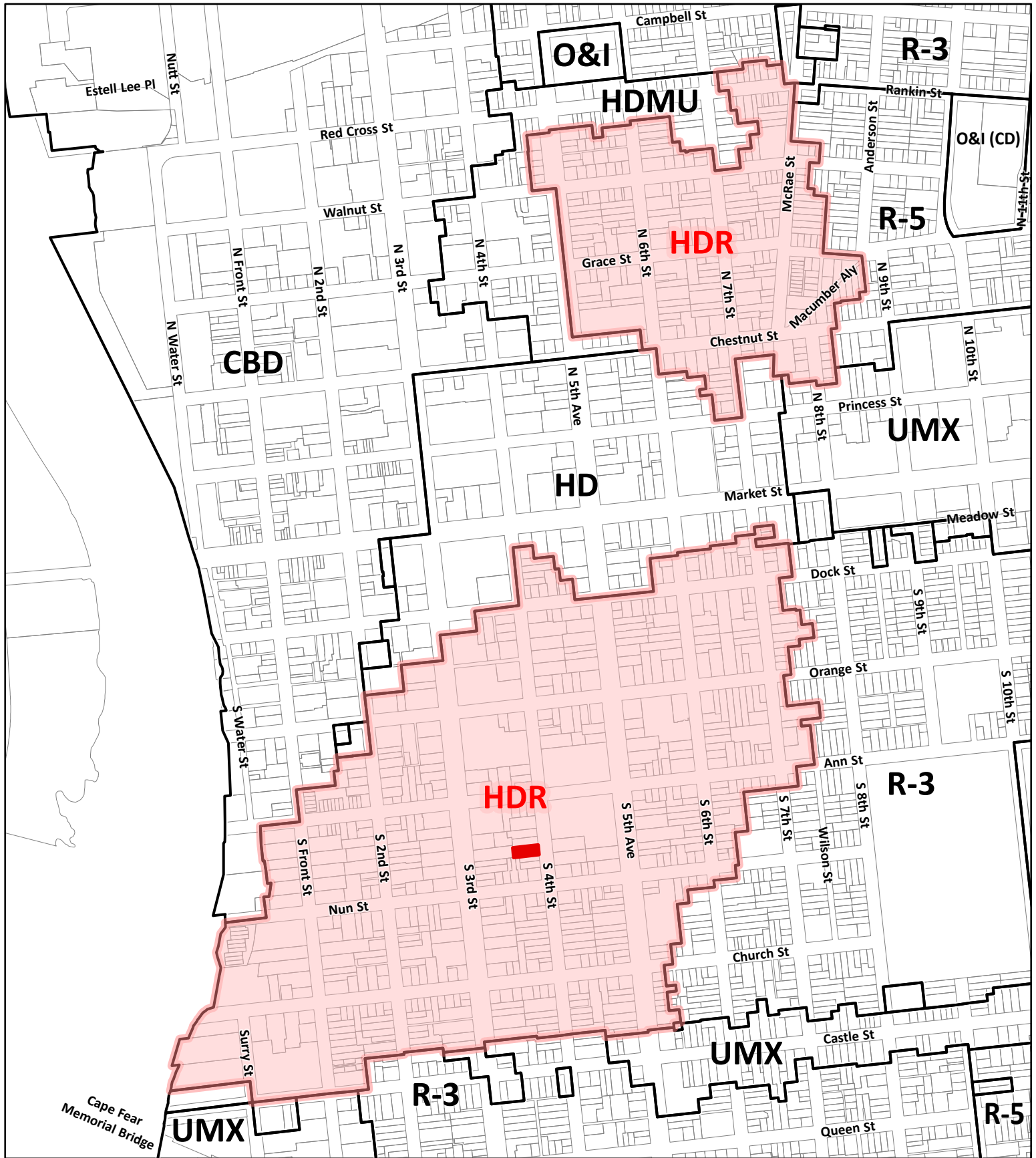
Historic Preservation Commission

MJW-18-2609 Attachment 2 — Case Map

314 S 4th St

8/15/2025





Site
 Historic District or Overlay
 Zoning

0 250 500
 Feet

N

<h2 style="margin: 0;">Historic Preservation Commission</h2>	
<h3 style="margin: 0;">MJW-18-2609 Attachment 3 — District Map</h3>	
<h1 style="margin: 0;">314 S 4th St</h1>	

8/15/2025

CERTIFICATE OF APPROPRIATENESS APPLICATION

PROJECT DESCRIPTION

Describe the project in detail; use additional sheets if necessary

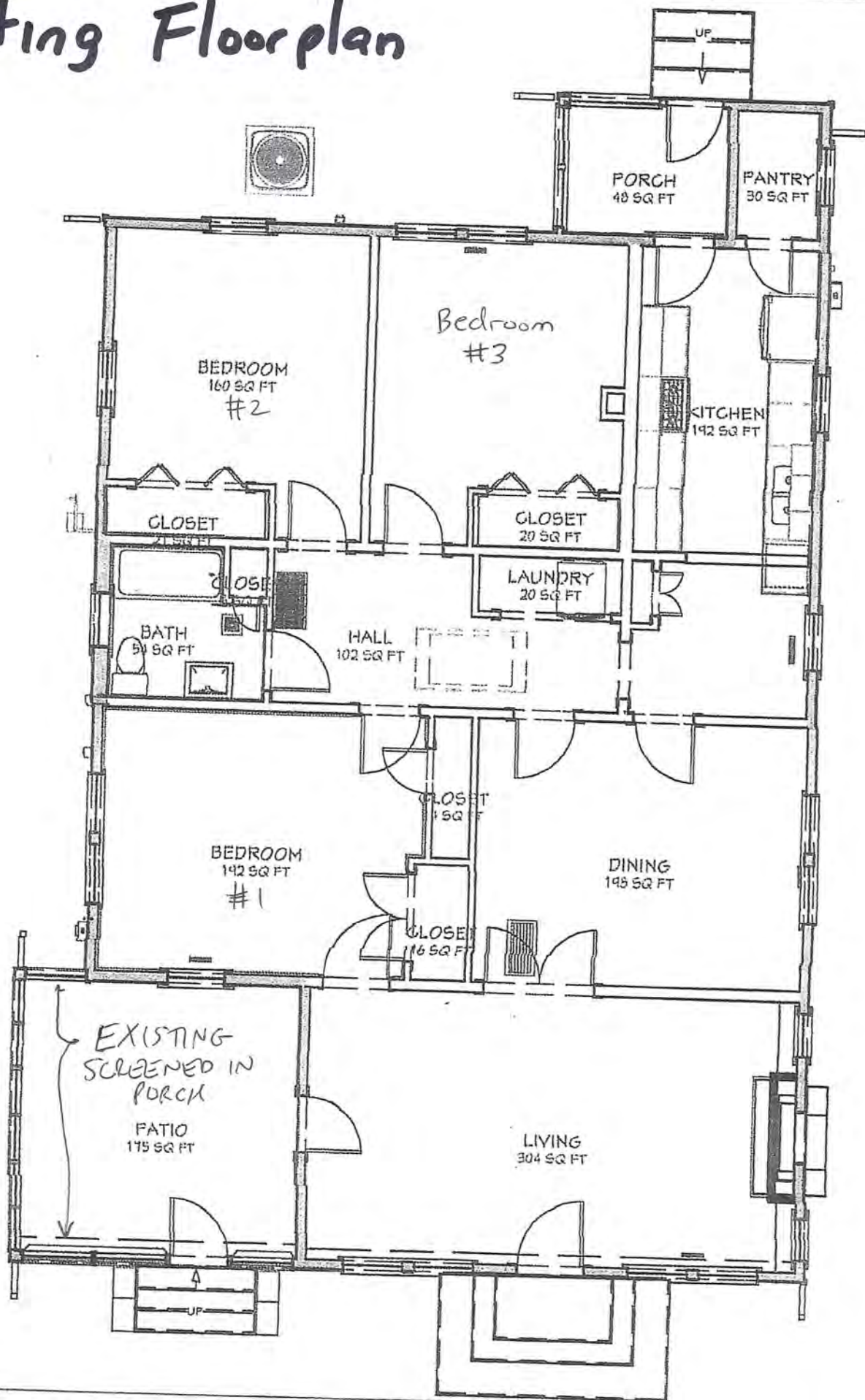
- Closing in the rear half of a screened in porch to add a second bathroom to an existing 3 bedroom / 1 bath home
- The existing screened in porch facing the street will remain the same
- Approx 5 ft of the rear side of the screened in porch will be converted to an exterior wall matching the existing home.
- The new bath will have transom windows in the shower to allow for natural light
- The existing window in the porch (technically an exterior window) will be turned into the interior door leading to the porch.
- Inside the home, a closet will be added to a laundry space to create a half bath / laundry area

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

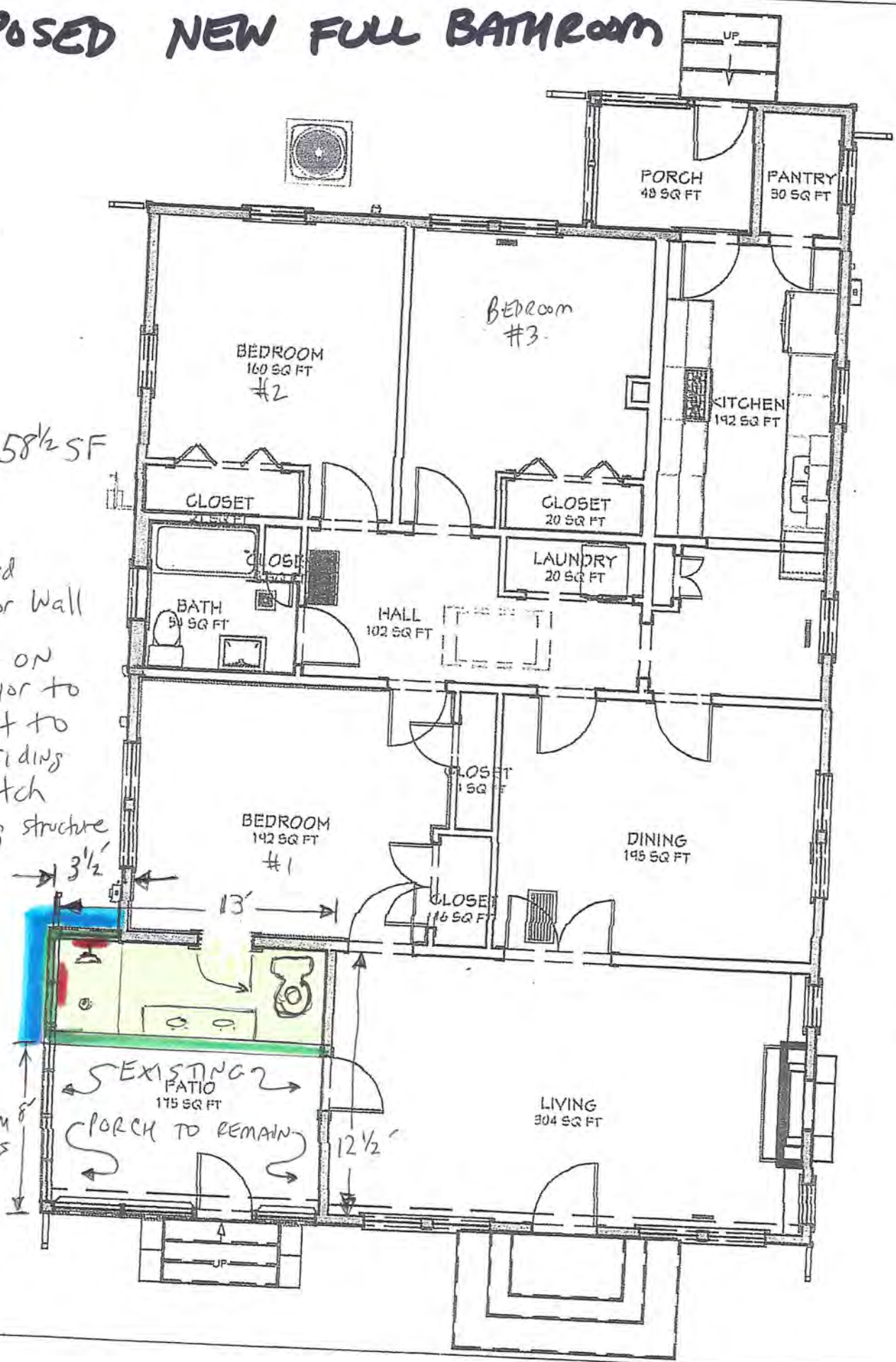
After-the-Fact Approval
 (work completed without a COA)
 requires application submittal
 and a \$100 fee

Checks for application fees
 should be made payable to:
 City of Wilmington

Existing Floorplan



PROPOSED NEW FULL BATHROOM



New 58 1/2 SF

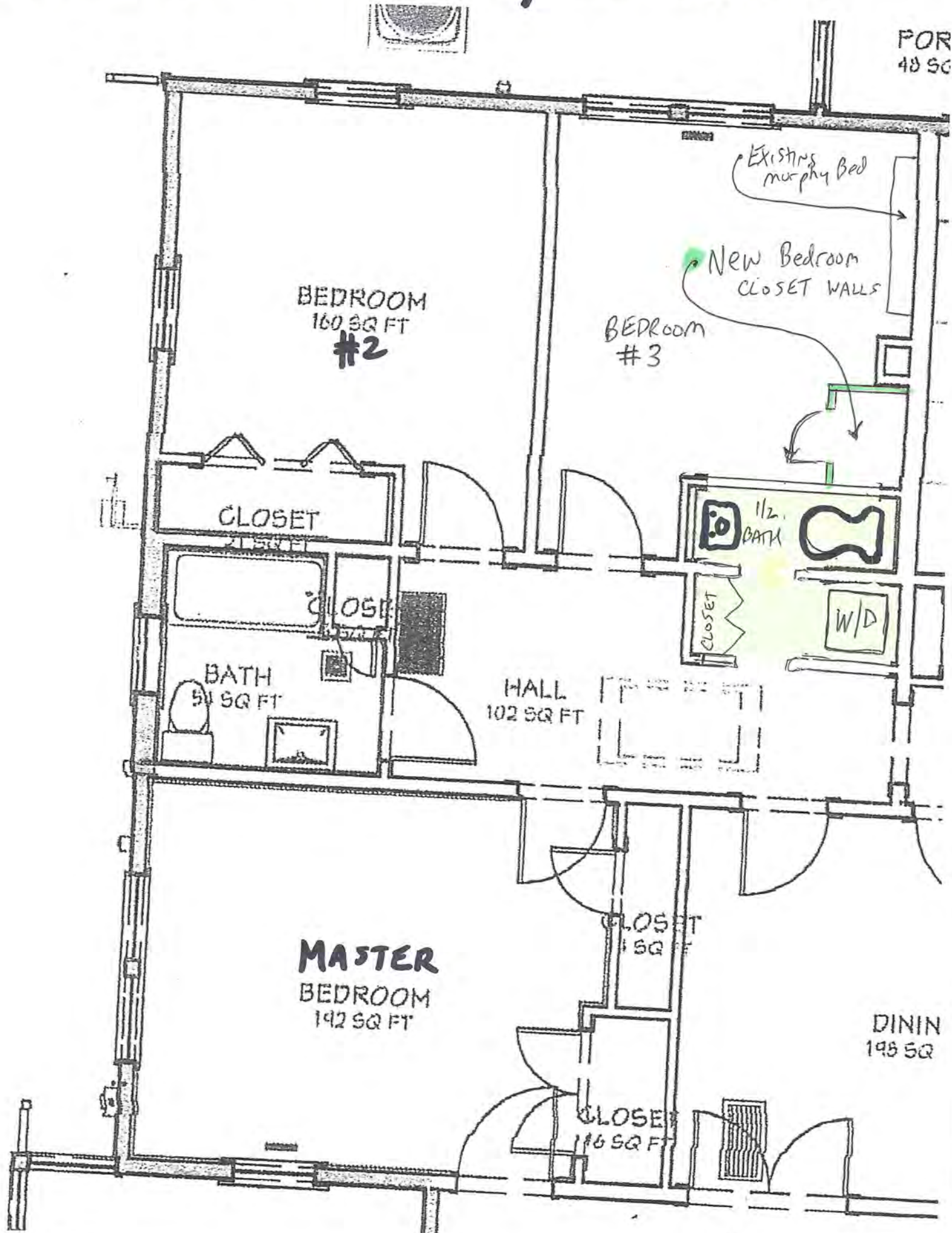
New Proposed Exterior Wall

AREA ON EXTERIOR TO CONVERT TO WOOD SIDING TO MATCH EXISTING STRUCTURE



TRANSOM WINDOWS

PROPOSED LAUNDRY / 1/2 BATH


FOR
48 SQ



ENERGY STAR® Certified in Highlighted Regions
Certificado por ENERGY STAR en las Regiones Resaltadas

energystar.gov/windows ■ Certified/Certificado



National Fenestration
Rating Council®

CERTIFIED

JELD-WEN®
 WINDOWS & DOORS
 Premium Vinyl Fixed for
 Tilt Single Hung
 Double-glazing with LowE
 and Argon fill
 JEL-A-900-01531-00001

ENERGY PERFORMANCE RATINGS
 EVALUACION DE RENDIMIENTO ENERGETICO


U-FACTOR <small>FACTOR-U</small> 0.27 (U.S./I-P) 1.53 (Metric/SI)	SOLAR HEAT GAIN COEFFICIENT <small>COEFICIENTE-GANANCIA DE ENERGIA SOLAR</small> 0.23
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ADDITIONAL PERFORMANCE RATINGS
 EVALUACION SUPLEMENTARIA DE RENDIMIENTO

VISIBLE TRANSMITTANCE <small>TRANSMISION DE LUZ VISIBLE</small> 0.56	AIR LEAKAGE <small>INFILTRACION DE AIRE</small> ≤ 0.3 (U.S./I-P) ≤ 1.5 (Metric/SI)
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Manufacturer stipulates that these ratings conform to applicable NFRC procedures for determining whole product performance. NFRC ratings are determined for a fixed set of environmental conditions and a specific product size. NFRC does not recommend any product and does not warrant the suitability of any product for any specific use. Consult manufacturer's literature for other product performance information.
 Este fabricante estipula que estos valores cumplen con los procedimientos aplicables de NFRC para determinar el rendimiento total del producto. Los valores usados por NFRC son determinados por un conjunto fijo de condiciones ambientales y un tamaño de producto específico. NFRC no recomienda ningún producto y no garantiza que el producto sea adecuado para un uso específico. Consulte con el folleto del fabricante para el uso apropiado de este producto.

www.nfrc.org



**American Architectural
Manufacturers Association**

Manufacturer of Certified Products

Manufacturer stipulates conformance to the applicable standards
JELD-WEN Windows & Doors
Premium Vinyl Tilt Single Hung Fixed
Class LC-PG50 - Size Tested 72x72 in
Design Pressure = +50/-55 psf
Conforms To: AAMA/WDMA/CSA 101/I.S.2/A440-08

12" x 32"

WARNING: This product can expose you to wood dust, which is known to the State of California to cause cancer. For more information go to www.P65Warnings.ca.gov.
ADVERTENCIA: Este producto puede exponerle a polvo de madera, que es conocido (a) por el Estado de California como causante de cáncer. Para mayor información, visite www.P65Warnings.ca.gov.

DO NOT DISPOSE: Please maintain this label for your final inspection.

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