

## **MINUTES ADOPTED BY THE GREENVILLE HISTORIC PRESERVATION COMMISSION**

March 28, 2017

The Greenville Historic Preservation Commission held a meeting on the above date at 6:00 p.m. in Council Chambers of City Hall located at 200 West Fifth Street.

### **COMMISSION MEMBERS PRESENT:**

Alice Arnold  
Kerry Carlin  
Myron Caspar  
Mary Cole—Acting Chair  
Justin Edwards  
William Gee

**STAFF MEMBERS PRESENT:** Collette Kinane, Planner II; Tom Weitnauer, Chief Planner; and Ben Griffith, Community Development Director/Acting Secretary

**OTHERS PRESENT:** Donald Phillips, Assistant City Attorney and Kelvin Thomas, Communications Technician.

### **SELECTION OF ACTING CHAIR**

Attorney Phillips addressed the Commission and gave guidance on selection of an Acting Chair for the meeting since both Chair and Vice-Chair were absent. After a brief discussion, Commissioner Arnold made a motion to select Commissioner Mary Cole as Acting Chair, which was seconded by Commissioner Carlin. The motion carried.

### **ADDITIONS/DELETIONS TO AGENDA**

There were no revisions made to the agenda.

Commissioner Arnold made a motion to approve the agenda as presented which was seconded by Commissioner Caspar. The motion carried.

### **NEW BUSINESS**

#### **10 Minute Training: Ex Parte Communication**

Attorney Phillips provided a powerpoint presentation on *ex parte* communication to the Commissioners. He reviewed definitions, statutory review of voting, City Ordinances, Historic Preservation Rules of Procedure, conflicts of interest, disclosure and recusal. At the conclusion, there was a short question and answer session.

Ms. Kinane reviewed *ex parte* discussion questions from the UNC School of Government with the Commissioners, explaining the answers provided.

#### **Minor Works COAs:**

2017-01: 209 S. Library Street; Michael Metcalf; removal of dead/diseased tree—Approved

2017-02: 201 W. Fifth Street; City of Greenville; mechanical change-out—Approved  
2017-03: 406 Student Street; Advanced Air Solutions; mechanical change-out—Approved  
2017-04: 404 Student Street; Jeff Tant; driveway gravel refresh/removal of dead tree—Approved

### **Sub-Committees**

Ms. Kinane suggested the Commissioners postpone their review of sub-committee appointments until all Commissioners were present. After a brief discussion, Commissioner Karlin made a motion to table the matter of sub-committee appointments until the next meeting. Commissioner Gee seconded and the motion carried.

Ms. Kinane then provided a brief overview of each sub-committee's tasks and responsibilities, reminding them of the need to publish meeting notices for all sub-committee meetings.

### **2017-2018 Work Plan**

Ms. Kinane discussed preservation commissions' work plan and how they work. Several handouts were provided in the Commissioners' packets and were discussed in detail by Ms. Kinane.

### **Historical Markers Update**

Ms. Kinane reviewed the historical markers update and presented a powerpoint presentation showing the three preferred designs, explaining the components and features of each design. She explained the steps in selecting the content of the signs, selection criteria and also the selection process for the type and location of markers. Ms. Kinane provided a synopsis of the next steps in the process and how the committee should proceed. There were questions from the commissioners regarding the customer survey and the survey questions; funding/sponsorship of markers; and how much they would cost. Ms. Kinane stated she was still waiting for information on signage and costs.

### **Historic Preservation Month/Jane's Walk Weekend – May 2017**

Ms. Kinane stated May is Historic Preservation Month which was planned to be combined with Jane's Walk Week in honor of Jane Jacobs. She said activities had been planned and was seeking volunteers to help out as tour leaders. Ms. Kinane also asked the commissioners for ideas for tour topics and to let her know ASAP

### **Public Comment Period**

No public comments were provided.

### **Committee Reports**

Ms. Kinane stated that no committees met the previous month and no reports were provided.

### **Announcements/Other**

Ms. Kinane announced that Saturday, April 8<sup>th</sup> will be the 10<sup>th</sup> Anniversary of the Lucille H. Gorham Intergenerational Community Center at 1100 Ward Street, and that the Historic Preservation Commission would have a booth at the celebration with information about the history of Greenville and West Greenville in particular. She stated the booth would be open from 10:00 – 3:00 and that volunteers would be greatly appreciated. Ms. Kinane went on to state that there would be lots of activities at the Community Center, as well as around town with PirateFest going on that weekend. She asked anyone interested in volunteering at the booth to contact her immediately.

**Adjournment**

With no further business to discuss, Acting Chair Cole asked for a motion to adjourn. Commissioner Arnold made a motion to adjourn at 6:50 PM. Commissioner Gee seconded and the motion carried. The next regularly scheduled meeting of the Historic Preservation Commission will be Tuesday, April 25, 2017 at 6:00 PM in the City Council Chambers.

Respectfully Submitted,

A handwritten signature in black ink that reads "Ben Griffith". The signature is written in a cursive, slightly slanted style.

Ben Griffith, Community Development Director