

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

July 23, 2013

The Greenville Historic Preservation Commission held a meeting on the above date at 7:00 p.m. in the City Council Chambers of City Hall located at 200 West Fifth Street.

**COMMISSION MEMBERS PRESENT:**

RYAN WEBB, CHAIR  
KERRY CARLIN  
SARA LARKIN  
ROGER KAMMERER

JEREMY JORDAN  
JORDAN KEARNEY  
DAVID HURSH

**STAFF MEMBERS PRESENT:** SETH LAUGHLIN, PLANNER II; ELIZABETH BLOUNT, STAFF SUPPORT SPECIALIST.

**OTHERS PRESENT:** DAVE HOLEC, CITY ATTORNEY; JONATHAN EDWARDS, COMMUNICATIONS TECHNICIAN.

**ADDITIONS/DELETIONS TO AGENDA**

Mr. Jordan made a motion to approve the agenda as written, Mr. Hursh seconded the motion and it passed unanimously.

**APPROVAL OF MINUTES**

Mr. Carlin made a motion to approve the minutes from June 25, 2013 meeting, Mr. Jordan seconded the motion and it passed unanimously.

**NEW BUSINESS**

**Final Presentation by Laura Blokker of Southeast Preservation on Design Guidelines Update**

Mr. Seth Laughlin, Planner II, provide the history of the Design Guidelines Rewrite. The process included two public hearing sessions. The final copy with comments will be turned in on August 13. Adoption of the final version of Design Guidelines will require a public hearing. Ms Laura Blokker provided an overview of the major changes:

- Cover – the inclusion of “Local Landmark”
- Material and elements that appear in the local landmarks
- Introductory chapter – includes the benefits of historic preservation, the purpose of the Design Guidelines, instructions on how to use Design Guidelines document, and the review of financial programs for historic preservation projects.

It also includes description of local landmarks and an explanation of contributing and noncontributing properties in the National Register Historic District.

- Certificate of Appropriateness (COA) – a flowchart was added about the process
- Each chapter has an introductory page
- Each section has resources with hyperlinks on the given topic and photos
- Many sections have information pertaining to sustainability
- Modern utilities such as solar panels, cool roofs, living roofs, and skylight options are discussed within the guidelines
- Building material that were overlooked in the former Guidelines is addressed in the update
- Windows and doors section discusses historic windows versus replacement windows and how to maintain historic windows and doors.
- Material section offers how-to advice as well as resources
- COA success stories are highlighted
- Modern substitute materials for select situations must be approved by preservation professional. Substitute material is only acceptable if original material is not technically feasible.
- Wording has changed from “appropriate” to “must”
- New Appendix for Emergency Preparedness and Discretion Response

The board had neither questions nor comments.

Chairman Webb opened the public hearing.

No one spoke during the public hearing.

Chairman Webb closed the public hearing and opened for board discussion.

Mr. Jordan asked if the Design Review Committee (DRC) comments were included in the update.

Mr. Laughlin stated that the comments from DRC and other comments will be provided to the consultant in a hard copy version.

Chairman Webb asked for the final date of public comments.

Mr. Laughlin stated that tonight’s meeting was the final opportunity.

### **Review of Local Landmark Designation report for 300 S. Pitt Street (Cobb House)**

Mr. Laughlin provided the background history of the designated local landmark. A survey and research report was prepared by Drucilla York. The Commission will review the report and make a recommendation to City Council in a subsequent meeting. The City Council will make the final designation ordinance which will be recorded at the Courthouse.

### **Re-review of FIG Applications 13-02 through 13-04: Submitted by Jeff Beaman and Kenneth Waldron for: Installation/replacement of windows on the second floor of the building located at 120 E. 5<sup>th</sup> Street**

Mr. Laughlin reported that the DRC did re-review the FIG Applications and the applicants did install double hung windows consistent with SHPO and DRC recommendations and retained the original framing. The applications were funded in its entirety for \$4,126.33. The potential remaining balance for Façade Improvement Grants is \$16,102.54.

Ms Larkin made a motion to approve applications 13-02 and 13-04, Mr. Kammerer seconded and the motion passed unanimously.

### **Minor Works COA's**

Staff reported minor works issued at 301 S. Evans, Procter Hotel – replacement of roof HVAC's.

### **PUBLIC COMMENT PERIOD**

No one spoke during public comment period.

### **COMMITTEE REPORTS**

Design Review Committee did meet to discuss the Façade Improvement Grant applications.

Publicity and Selection did not meet.

### **ANNOUNCEMENTS**

Chairman Webb stated that a letter in which he participated in writing to the developers

of the Bankruptcy Courthouse concerning the street guard rail surrounding the building was included in the meeting package. The letter asked the developers to consider other materials that are less evasive.

Mr. Jordan asked if there was any response.

Mr. Laughlin did recognize several members from the College View District that were in attendance.

**With there being no further discussion, Mr. Hursh made the motion to adjourn, Ms Larkin seconded it and it passed unanimously. The meeting adjourned at 7:27 p.m.**

Respectfully Submitted,

Seth Laughlin, Planner II