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**Historic Preservation Commission
* Special Meeting ***

A G E N D A

Monday, November 23, 2015, 6 PM
City Council Chambers

200 West Fifth Street
Greenville, NC 27835

- I. Call to Order
- II. Roll Call
- III. Additions/Deletions to Agenda
- IV. Approval of Minutes: October 27, 2015
- V. New Business
 1. Staff report: Minor Works COA's
#2015-23: 600 West Third Street, Josh Seymour – Replace AC on East wing classroom. Approved.
 2. COA's
#2015-09: 403 South Holly Street, George Hamilton – Replace/alter siding.
- VI. Public Comment Period
- VII. Committee Reports
 1. Design Review Committee
 2. Publicity Committee
 3. Selection Committee
- VIII. Announcements/Other
- IX. Adjournment

Public Comment Period guidelines:

- 1 .The Public Comment Period shall not exceed a total of thirty minutes, unless the Commission, by majority vote, extends this limit.
2. Each individual will be allowed no more than three minutes for comments, unless the Commission, by a majority vote, extends this time.
3. An individual wishing to address the Commission during the Public Comment Period shall register with the Secretary of the Commission prior to the opening of the meeting by signing his or her name, address and short description of his or her topic on a sign up sheet provided by the Secretary to the Commission.
4. Any item which is the subject of a public hearing conducted at the same meeting shall not be discussed during the Public Comment Period.
5. If the thirty minutes allocated to the Public Comment Period has not expired after the individuals who have registered have spoken, individuals who have failed to register before the meeting may speak during this comment period and will speak following those who have registered in advance. If time remains the Chair will ask if any other individuals desire to address the Commission during this comment period. An individual wishing to speak shall raise his or her hand to ask to be recognized by the Chair. After being recognized by the Chair, the individual shall state his or her name, address and the topic to be addressed. If permitted to speak, the individual shall limit his or her comments to the same three minutes limit.
6. The Chair shall act as official timekeeper. When an individual has thirty seconds left in their time to speak, the Chair will state "Thirty Seconds." The individual will need to bring their comments to a close. When time expires, the Chair will announce "Time Up." At that point, the individual must stop talking and return to their seat or leave the meeting room. No additional comments will be permitted or accepted once time has expired.
7. No action will be taken on matters raised during the Public Comment Period. If matters discussed require action by the Commission, the Chair will request staff to review and provide a recommendation at the next meeting.