

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

March 22, 2016

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

COMMISSION MEMBERS PRESENT:

JEREMY JORDAN-CHAIR	ALICE ARNOLD
ELIZABETH WOOTEN	WILLIAM GEE
JAKE POSTMA	TYRONE WALSTON
MYRON CASPAR	

STAFF MEMBERS PRESENT: COLLETTE KINANE, PLANNER II and AMY NUNEZ, SECRETARY

OTHERS PRESENT: BILL LITTLE, ASSISTANT CITY ATTORNEY and KELVIN THOMAS, COMMUNICATIONS TECHNICIAN

ADDITIONS/DELETIONS TO AGENDA

Mr. Gee made a motion to accept the agenda as written, Ms. Arnold seconded the motion and it passed unanimously.

APPROVAL OF MINUTES

Ms. Wooten made a motion to approve the February 23, 2016 minutes as written, Mr. Gee seconded the motion and it passed unanimously.

NEW BUSINESS

Ms. Kinane stated that new Commissioners, Jake Postma, Tyrone Walston and Myron Caspar, have all attended HPC training and orientation.

Minor Works COA's

Staff reported one Certificate of Appropriateness issued:
#2016-04: 302-304 S. Jarvis St., Mike Carey – Reissue MWCOA #2015-18. Approved.

2016-2017 Work Plan

Ms. Kinane stated that two of the subcommittees met and discussed their sections of the work plan. She asked if there were any suggestions or comments.

Mr. Caspar asked if on page five of the work plan regarding monitor compliance in the College View Historic District was a new activity.

Ms. Kinane stated no, it is suppose to be a regular activity by the Commission. In the past members have regularly passed through the area to note changes being made. Previously there was a green historic district permit card issued but it did not last. She stated any ideas are welcomed on how to monitor compliance.

Mr. Gee asked what happened with the green permit card.

Attorney Little stated that they were removed or stolen. Monitoring depends on eyes and ears of the Commissioners. If members see something, then they can call Ms. Kinane and staff will look into it.

Ms. Kinane stated the issue links back to the education of property owners in the historic district. The Work Plan can be discussed further or it can be adopted.

Chairman Jordan asked if it could be amended after being adopted.

Ms. Kinane stated yes.

Mr. Gee made a motion to approve the 2016-2017 Work Plan, seconded by Mr. Postma, and the motion passed unanimously.

HPC Awards Event Planning

Ms. Kinane stated that it was discussed at a previous meeting about having the ceremony at a location other than Council Chambers. The Publicity Committee made a good point about the awards being presented in Council Chambers since it is a televised, recorded and replayed event. She stated that the awards could be presented during the May HPC meeting or call for a special meeting just for the awards. A small reception could be done in the Gallery of City Hall after the presentations.

Mr. Caspar asked for information regarding the awards.

Ms. Kinane stated the HPC offers awards every two years. They are:

- Sallie Southall Cotton Award – To women who have made important contributions to historic preservation in the City of Greenville.
- Robert Lee Humber Award – To professionals or organizations that have contributed to historic preservation in the City of Greenville.

- Architectural Award for Restoration Excellence – To individuals, organizations, or companies responsible for the significant restoration of a residential or commercial building in the City of Greenville.
- Stewardship Award for Preservation Commitment – To individuals, organizations, or companies that have made a commitment to maintaining the long-term vitality and architectural character of historic buildings in the City of Greenville.

Mr. Caspar asked if the awards could be presented at a City Council Meeting by the Mayor like the awards from the Community Appearance Commission.

Ms. Kinane stated it is an option but stated she likes the idea of the awards being presented at and by the HPC.

Ms. Arnold stated she likes the idea of a reception for the recipients' families.

Mr. Postma suggested the awards be done at City Council and then the reception after with the recipients.

Mr. Caspar stated that recognitions at council meetings always have a photographer.

Ms. Kinane stated she was not familiar with the procedure to have awards recognized at City Council meetings.

Ms. Nunez stated at the previous HPC Awards, a photographer was present and the awards were presented by the Chair. Advance requests and notice is required for items to appear on City Council Agenda. She stated it is unknown at this time if the request would make it on the May City Council Agenda.

Chairman Jordan asked for staff to look into it.

Ms. Nunez stated that staff would contact the City Manager's Office. She suggested that the Commission consider having a special HPC meeting in May for the awards.

Ms. Wooten asked if the Mayor would come to a special meeting.

Mr. Postma asked about attendance of the Mayor Pro Tem who is also the HPC liaison.

Attorney Little suggested a three part motion for the awards event planning could be done stating options in order of preference of the Commission: first, Monday night

recognition at City Council Meeting; second, Special Meeting with the Commission and invite the Mayor, Mayor Pro Tem, and/or City Manager; and third, regular HPC May Meeting only and invite City Management. This will give direction to Staff. A notice of 72 hours must be given for a special meeting.

Mr. Postma made a motion to direct staff to finalize details of the HPC awards by one, recognizing recipients at the Monday night City Council Meeting; two, holding a Special HPC Meeting and invite City Management, and/or three, having a regular HPC Meeting only and invite City Management, seconded by Mr. Walston and the motion passed unanimously.

Spring Clean Up – April 16, 2016

Ms. Kinane stated kick off beings at 8am. She asked if anyone wanted to volunteer.

Ms. Wooten stated she will be out of town.

Mr. Walston volunteered.

Chairman Jordan volunteered.

Ms. Kinane volunteered and mentioned that last month David Hursh volunteered.

Mr. Postma asked for more information.

Ms. Kinane stated the annual event is hosted by the City of Greenville Community Appearance Commission (CAC) and the Code Enforcement Division. Gloves and trash bags will be provided. An area to clean up can be chosen or assigned. She asked if the volunteers wanted to select a specific area.

Mr. Walston asked what areas.

Ms. Kinane suggested a historic neighborhood or a West Greenville district.

Mr. Caspar stated he wanted to be included. He stated the nature of the Spring Clean Up is to encourage private property owners to make an extra effort in cleaning their properties. He suggested the HPC join the CAC to change policy and that all items should be left at the curb for the City to pick up.

Ms. Arnold liked and supported the idea.

Attorney Little stated the discussion that has opened up is not on the agenda and therefore cannot have a vote. To discuss it further and have a resolution, the Commission will have to go back and amend the agenda to add it as an item. She suggested the HPC should receive something written from the CAC first before joining them on a resolution.

Ms. Wooten agreed that the CAC initiate something that the HPC can then act on.

Mr. Caspar stated it is too late for this year but suggested this for the future.

Ms. Kinane asked volunteers to fill out the provided form and submit it to her.

PUBLIC COMMENT PERIOD

No one spoke for public comment.

COMMITTEE REPORTS

Design Review Committee

Chairman Jordan stated they met to discuss the 2016-2017 Work Plan but there were no COA applications.

Publicity Committee

Mr. Postma stated they met and he was chosen as Chair. They spoke about the award ceremony. He suggested the May Preservation Month should be publicized on public access television. He stated a segment/interview could be taped Thursday and needed someone to do it.

Ms. Arnold suggested Ms. Kinane.

Ms. Wooten asked why it had to be taped Thursday.

Mr. Postma stated it gets taped once a month and this would give it plenty of air time.

Ms. Arnold volunteered herself to accompany Ms. Kinane.

Mr. Postma mentioned they are working on getting a brochure and newsletter.

Ms. Kinane stated she had prototypes if members wanted to look at it after the meeting.

Selection Committee

Did not meet.

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ANNOUNCEMENTS

Ms. Kinane stated the Neighborhood Symposium is Saturday April 30th from 8am to 12:30pm in City Hall. She encouraged attendance and online registration.

Jane's Walk will be the first weekend in May in honor of Jane Jacobs who advocated about getting out in the community and walking around to improve safety and get you in touch with your neighbors. This is the 10th year anniversary and the theme is Walk Out Loud. There are two already scheduled in Greenville. The first is an East Carolina University Campus Tour walk led by Arthur Carlson starting at 10am May 7th at the Trustees Fountain. The second is a bike tour led by Brian Glover starting at 2pm May 7th at Five Points Plaza. She is still working on a possible cemetery tour and a community garden tour.

She stated on April 30th the Edgecombe Community College Trades Program has their annual Preservation Trade Show.

Mr. Postma stated he lives in the College View District. For years he has seen many trash cans being left in front of properties or at the curb. The rules are not being enforced. Leaving trash cans or trash in the yards is not preserving the historic neighborhood. He wants to make everyone aware of the continuous situation that is throughout the City put especially in the Historic District. Since restrictions are set for historic districts, he suggested that not leaving trash cans out should be one of them.

Chairman Jordan suggested that Staff do research bring it to the Commission.

Mr. Caspar stated this is an ongoing problem that has gotten worse.

CLOSED SESSION

Attorney Little stated that NC143-138 provides several exceptions to the requirement that meetings of a public body be open to the public. The purposes permitted to be conducted in a closed session are:

1. To establish or instruct staff concerning the negotiation of price and other terms of contract to acquire a specific parcel of real property.
2. To consider qualifications, competence, conditions of employment of a public officer or employee.
3. To prevent disclosure of information that is privileged or confidential pursuant to the laws of this State or the US.
4. To consult with an attorney employed or retained by the public body to preserve attorney-client privilege.

5. To discuss matters relating to location or expansion of industries or other businesses in the area served by the public body.
6. To plan, conduct or hear reports concerning criminal investigations.
7. To prevent premature disclosure of an honorary degree, scholarship, prize or similar award.
8. To formulate plans relating to response to school violence.
9. To discuss and formulate plans to protect public safety relating to existing or potential terrorist activity.

Attorney Little stated to go into closed session a motion stating why needs to be made, second and majority vote must approve. If the Commission is to adjourn without reopening the closed session, the motion must include such proposal.

Mr. Postma made a motion to enter into closed discussion, to discuss award winners, to prevent the premature disclosure of an honorary degree, scholarship, prize or similar award and to adjourn after the closed session, seconded by Ms. Arnold and the motion passed unanimously.

Meeting entered closed session at 6:47 pm

The closed session ended and meeting adjourned at 7:09 p.m.

Respectfully Submitted,

Collette Kinane, Planner II