

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

April 26, 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
DAVID HURSH	KERRY CARLIN
ELIZABETH WOOTEN	WILLIAM GEE
JAKE POSTMA	DAVID DENNARD
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. Carlin made a motion to accept the agenda as written, Mr. Gee seconded the motion and it passed unanimously.**

**APPROVAL OF MINUTES**

**Ms. Arnold made a motion to approve the March 22, 2016 minutes as written, Mr. Gee seconded the motion and it passed unanimously.**

**NEW BUSINESS**

**Minor Works COA's**

Staff reported two Certificates of Appropriateness issued:

#2016-05: 807 E. Third St., Glenn's Heating – Change out furnace. Approved.

#2016-06: 905 E. Fifth St., Justin Edwards – Replace exterior light fixtures. Approved.

**Training – Roberts Rules of Order & Meeting Procedures**

Attorney Little provided a short training session for HPC Commissioners. The three key areas are: powers granted by City Council, rules/procedures adopted to conduct a meeting, and parliamentary rules for the City.

1. Powers granted by City Council.
  - a. Undertake an inventory of landmarks of historical, prehistorical, architectural, and/or cultural significance;
  - b. Recommend to the City Council areas to be designated by ordinance as a “historic district;” and individual structures, buildings, sites, areas, or objects to be designated by ordinance as a “historic landmark;”
  - c. Recommend to the City Council that the City acquire, by any lawful means, the fee or any lesser included interest, including options to purchase, of landmarks within designated districts or of any such designated landmarks, to hold, manage, preserve, restore, and improve the same, and to exchange or dispose of the landmark by public or private sales, lease or otherwise, subject to covenants or other legally binding restrictions which will secure appropriate rights of public access and promote the preservation of the landmark;
  - d. Restore, preserve and operate historic landmarks;
  - e. Recommend to the City Council that designation of any area as a historic district or part thereof, or designation of any building, structure, site, area or object as a historic landmark, be revoked or removed;
  - f. Conduct an educational program with respect to historic landmarks and districts within its jurisdiction;
  - g. Cooperate with the federal, state and local governments in pursuance of the purposes of historic preservation, and to offer or request assistance, guidance or advice concerning matters under its purview or of mutual interest;
  - h. Enter, solely in performance of its official duties and only at reasonable times, upon private lands, following written notification, for examination or survey thereof. However, no member, employee or agent of the Commission may enter any private building or structure without the express consent of the owner or occupant thereof;
  - i. Prepare and recommend the official adoption of a preservation element as part of the City’s Comprehensive Plan;
  - j. Review and act upon proposals for alterations, demolitions or new construction within historic districts, or for the alteration or demolition of designated properties;
  - k. Recommend to City Council the negotiations with the owner of a building, structure, site, area or object for its acquisition or its preservation, when such action is reasonably necessary or appropriate;
  - l. Propose changes to this chapter or any related ordinance and to propose new ordinances or laws relating to historic landmark districts, or to the total programs for the development of the historical resources of the City and its environs;

- m. Give advice to property owners concerning the treatment of the historical and visual characteristics of their properties such as color schemes, garden and landscape features, and minor decorative elements;
  - n. Take steps, during the period of postponement of demolition or alteration of any historic landmark, to ascertain what the City Council can or may do to preserve such property, including consultation with private civic groups, interested private citizens and other public boards or agencies and including investigation of potential acquisition by the City Council when the preservation of a given historic landmark is clearly in the interest of the general welfare of the community and the property is of certain historic and architectural significance;
  - o. Establish guidelines under which the Director of Community Development, or his or her designee, may approve minor works on behalf of the Commission. No application shall be denied without first being considered by the Commission;
  - p. Conduct public hearings on applications for certificate of appropriateness where the Commission deems that such a hearing is necessary;
  - q. Assist the City Staff in obtaining the services of private consultants to aid in carrying out programs of research or analysis;
  - r. Publish information about, or otherwise inform the public of any matters pertinent to its purview, duties, organization, procedures, responsibilities, functions or requirements as its budget may allow; and
  - s. Report violations of this chapter or related ordinances with respect to historic properties to the Chief Building Inspector.
2. Conduct of meeting. All meetings shall be open to the public. The order of business at the regular meetings shall be as follows:
- a. Call meeting to order
  - b. Roll call and quorum determination
  - c. Approval of minutes of previous meeting(s)
  - d. Advise the public of procedures for the hearings
  - e. Hearings on Certificates of Appropriateness
  - f. Public Comment Period
  - g. Reports of Committee(s)
  - h. Other old or new business
  - i. Adjourn

Matters may be added to the agenda on motion and majority vote by the Commission members present and voting.

The Chair shall conduct the meeting, call each agenda item for hearing or discussion, rule on any objections to statements or evidence presented during a hearing, prepare the summary of facts and evidence on each Certificate of Appropriateness, and call for votes on any matter requiring a vote by the Commission.

### 3. Parliamentary Procedure

#### Parliamentary Principles

- a. All members have equal rights, privileges, and obligations
- b. The majority vote decides
- c. The rights of the minority must be protected
- d. Full and free discussion of every proposition presented for discussion is an established right of members
- e. Every member has the right to know the meaning of the question before the assembly and what its effect will be
- f. All meetings must be characterized by fairness and by good faith

All motions require a second, if none, the motion dies.

#### Pattern of Formality

- a. Members address only the Chair and address each other through the Chair
- b. Prior to speaking or making a motion, member must be recognized by Chair

#### Decorum in Debate

- a. Confining remarks to the merits of the pending motion
- b. Refraining from attacking a member's motives
- c. Addressing all remarks through the Chair

Treat everyone with respect.

Mr. Dennard asked what the procedure of a breakdown is.

Attorney Little stated he will get up; suggest a time out or recess to calm persons down.

Mr. Hursh asked how one is recognized by the Chair.

Attorney Little stated to ask Mister/Madam Chair.

Chairman Jordan stated that the HPC is more relaxed and not that formal.

Mr. Dennard asked, if there is a breakdown where procedure is not followed, what action is taken regarding overturning a decision.

Attorney Little stated that an appeal can go to the Board of Adjustment, a quasi judicial board, where the decision can be reversed.

### **Update on Trash Receptacle Regulations**

Ms. Kinane stated, after investigation, that trash is not in the purview of the HPC. If a problem pertains to trash out of a receptacle, use the City app to report the problem to Code Enforcement. If the problem pertains to a receptacle, call the Public Works Department: Recycling at 329-4048 and Trash at 329-4337.

Mr. Postma stated he is not happy with the procedure. He saw over 60 containers left out in the College View neighborhood as of 3pm today. This is a City wide problem.

Ms. Kinane stated that if it is not reported, nothing can be done.

Mr. Postma stated he has but nothing gets done. He suggested contacting City Council members. He stated City Staff is not proactive.

Mr. Caspar asked why the HPC cannot create something to alleviate this problem in the historic district.

Attorney Little stated that, after being listed as an agenda item, having a public hearing, presentation and discussion, a resolution needs to be made to City Council to increase authority. Staff can put the resolution on the agenda and it goes to City Council. If approved, then the HPC will have power to do something. But it starts with the HPC with a public hearing and formal resolution.

Mr. Hursh stated that it is a City wide problem and outside of the HPC purview.

Mr. Dennard asked about feedback on the issue regarding complaints on a regular basis. He stated that education is a continuing process.

Chairman Jordan stated that feedback is not automatic but they could ask Code Enforcement or Public Works to speak at the HPC.

Ms. Arnold stated that Code Enforcement can take either a reactive or proactive effort. Any remaining properties could be called in by the HPC.

Ms. Kinane stated that Code Enforcement does not have jurisdiction over receptacles.

Chairman Jordan asked if the issue was trash or trash cans.

Mr. Postma stated both.

Chairman Jordan suggested that Public Works and Code Enforcement come speak at the HPC.

Mr. Postma stated the rules are not being enforced. He suggested lobbying City Council members to make change.

Chairman Jordan asked about a resolution to City Council to address the issue.

Attorney Little stated yes but City Council will decide to act on it or not.

Mr. Caspar stated this issue came up at the Community Appearance Committee (CAC). He suggested getting a report on complaints versus an appearance from Public Works and Code Enforcement.

Attorney Little stated civil citations are tracked. Staff will inquire and provide feedback.

HPC members were in consensus to have Staff inquire about complaints/violations.

**Mr. Postma made a motion to direct staff to inquire about trash and trash can complaints/violations and place on next month's agenda to make a resolution, seconded by Mr. Hursh and the motion passed unanimously.**

#### **HPC Awards – May 19, 2016**

Ms. Kinane stated the award ceremony will be Thursday May 19<sup>th</sup> at 6:30pm in Council Chambers, followed by a light reception. Letters have been sent to recipients. This will be a HPC Special Meeting and will be televised. She has spoken with the Daily Reflector and there will be a City Press Release.

Mr. Hursh stated that emails were sent to TRUNA (Tar River University Neighborhood Association) and UNA (University Neighborhood Association).

Ms. Kinane stated she sent an email to Uptown.

Ms. Wooten asked if the Mayor or other Council members are scheduled to attend.

Ms. Kinane stated she has not received a response.

Chairman Jordan encouraged Commissioners to contact Council to inform them of recipients. He asked Ms. Kinane to send Commissioners the names of the recipients.

Mr. Hursh asked about Commissioners' involvement.

Ms. Kinane stated it will be a Special Meeting with call meeting to order and roll call.

Chairman Jordan volunteered to present awards. In the past the award and the individual project was explained.

Mr. Postma suggested one person present and another reads.

Mr. Dennard suggested a slide show presentation. It would add merit to the Commission if the Mayor or a Council Member was to participate.

Ms. Arnold suggested the Commission present the awards and have the Mayor or Council Member speak.

Chairman Jordan summed up the ideas into two plans: a. Have the Mayor or Council Member present and Commissioners will read. b. Have the Commission handle the whole ceremony. He volunteered to contact the City Council office.

### **PUBLIC COMMENT PERIOD**

No one spoke for public comment.

### **COMMITTEE REPORTS**

#### *Design Review Committee*

Chairman Jordan stated they met did not meet due to no COA applications.

#### *Publicity Committee*

Mr. Postma stated they met and discussed the HPC Awards and Historical Preservation Month. He stated they spoke about the May Historical Month Proclamation.

#### *Selection Committee*

Did not meet.

Chairman Jordan asked about the status of local landmarks.

Ms. Kinane stated she has received no response or interest. She will follow up. She is proceeding with the property on Bonner's Lane (St Andrews Church).

### **ANNOUNCEMENTS**

1. Summer Meetings – On June 28<sup>th</sup> and July 26<sup>th</sup>, HPC meetings will be held in room 337 of City Hall due to renovations and equipment installation in Council Chambers.
2. Jane's Walks – There will be three walks. May 6<sup>th</sup> at 6:30 pm at Cherry Hill Cemetery led by Bill Kittrell; May 7<sup>th</sup> at 10am at Trustees Fountain on ECU Campus led by Arthur Carlson; and May 7<sup>th</sup> at 2pm at Five Points Plaza for a bike tour led by Brian Glover.
3. Neighborhood Symposium – Saturday April 30<sup>th</sup> 8am to 12:30 pm in City Hall

**With there being no further discussion, Mr. Dennard made the motion to adjourn, Mr. Caspar seconded it and it passed unanimously. The meeting adjourned at 8:24pm.**

Respectfully Submitted,

Collette Kinane, Planner II