

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

March 27, 2018

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:**

Candace Pearce – Chairwoman	Justin Edwards
Myron Caspar	Chris Nunnally
Mary Ellen Cole	Bernard Schulz
Jeremy Jordan	Jordan Koonts
Blake Belch	

**STAFF MEMBERS PRESENT:** Thomas Weitnauer, Chief Planner; Domini Cunningham, Planner I; and Amy Nunez, Secretary

**OTHERS PRESENT:** Ken Graves, Assistant City Manager; Donald Phillips, Assistant City Attorney; Emanuel McGirt, City Attorney; Joe Durham, Interim Director of Community Development; and Kelvin Thomas, Communications Technician

Chairwoman Pearce welcomed new HPC member Blake Belch.

Attorney Phillips stated pursuant to North Carolina General Statute 168-388 and Section 4-H of the Historic Preservation Commission Rules of Procedure:

Conflict of Interest. No member of the Historic Preservation Commission shall participate in either the discussion or vote on any certificate of appropriateness in any manner that would violate the affected persons' constitutional right to a fair and impartial decision maker. Prohibited conflicts include but are not limited to a member having a fixed opinion prior to hearing the matter and not willing to consider changing his or her mind; undisclosed ex parte communications with the person before the Commission, any witnesses, staff or other Commission members; a close familial, business or other associational relationship with the affected person; or a financial interest in the outcome of the matter before the board. On any other matter before the Commission where such decision by the Commission shall be in an advisory capacity only, no member shall participate in the discussion or vote on such advisory matters where the outcome on the matter being considered is reasonable likely to have a direct, substantial, and readily identifiable financial impact on the member. Decisions on either a request for recusal by a member or objections by a person appearing before the board shall be decided by a simple majority vote. A member so disqualified will not be counted or included in the count to determine the appropriate voting majority for the issue before the Commission and will not negate a quorum of the Commission.

If a Commission member has had an ex parte communication that also needs to be disclosed at this time.

As a reminder, please keep in mind as members of the Commission, conversations among yourselves during the discussion periods of this meeting and your Committee meetings are not ex parte communications.

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

Ms. Cole made a motion to accept the agenda as presented. Mr. Jordan seconded and it passed unanimously.

### **OLD BUSINESS**

#### **College View Historic District, Change in ECU Foundation's Plan for Chancellor's Residence (Dail House) and Adjacent Properties**

Mr. Thomas Weitnauer presented the item. He stated the properties in question and provided a timeline:

1. 409/411 S. Summit St., COA #2016-05, ID #04904;
2. 407 S. Summit St., COA #2016-06, ID #04901;
3. 405 S. Summit St., COA #2016-07, ID #07745; and
4. 404 S. Jarvis St, COA #2016-08, ID #07746

#### **Timeline:**

**June 28, 2016** HPC approved ECU's COA application to demolish 404, 405, 407 and 409/411 S. Summit St. and 601 5<sup>th</sup> St. (Proctor-Yongue House) through COA #16-04 through 16-08 (Proctor-Yongue House) and implemented a 365-day delay of relocation/demolition action to end on 6/29/2017.

**Nov. 14, 2016** HPC approved ECU's request to waive the previously implemented 365-day delay of relocation/demolition action for 404, 405, 407, and 409/4011 S. Summit St. through COA #16-15. ECU requested the waiver to expedite the addition and alteration scheduled for the Dail House (Chancellor's Residence) in tandem with including the 601 5<sup>th</sup> St. (Proctor-Yongue House) in the Dail House renovation project while seeking a rezoning of the Proctor-Yongue House.

**Jan. 23, 2018** HPC stated recent news reported that the ECU Foundation had purchased another property to be the Chancellor's House. The HPC approved a motion to request staff to provide information at the February meeting with a timeline of the COA applications and to reach out to ECU for information on their intent.

**Feb. 27, 2018** HPC was handed a memo by staff prepared by ECU dated Feb. 26, 2018. The memo stated the university was still working to develop a long-term plan for the Dail House and surrounding properties as well as stating that the Proctor-Yongue House will be renovated as university office space.

On Feb. 27, 2018 HPC created an Ad-Hoc Committee to prepare a response to ECU's February 26, 2018 memo.

On March 8, 2018 HPC Ad-Hoc Committee met to draft a response letter which was attached to tonight's agenda.

Ms. Cole asked about the email from ECU dated March 16, 2018.

Mr. Weitnauer stated that the email was notifying the City that demolition contracts for four houses on Summit and Jarvis Streets were awarded.

Ms. Cole added that the email also stated that contracts included architectural salvage and for the demolition to begin on or after May 7, 2018.

Mr. Nunnally asked if a representative from ECU was present.

Mr. Bill Bagnell, ECU Associate Vice Chancellor for Campus Operations, provided information. He stated this has been a 2.5 year process. The properties were acquired in 2014. When their first COA application was submitted for relocation/demolition, they had to withdraw the request and resubmit one year later because they had not been in touch with SHPO to follow the State statues. Resubmittal was approved by the HPC in 2016 with a 365 day delay with the intent to advertise for relocation. Advertisement began in September 2017 with a \$5000.00 moving assistance per house. They had no interested parties. In February 2018 they took bids for architectural salvage and demolition. The contracts were awarded and demolition will begin on or after May 7, 2018. The Dail House needs ADA bathrooms, a kitchen suitable for catering and other renovations. The Proctor Yongue House has been rezoned for office space. ECU currently has funds to fix and/or replace the roof, remove the vinyl siding and replace with wood.

Mr. Schulz thanked Mr. Bagnell for his explanation of the clear intent of ECU. He asked if ECU will continue to pursue the Dail House as the Chancellor's residence with the property at Star Hill Farms as transitional.

Mr. Bagnell stated yes. A committee with the Board of Trustees is assigned to determine how the Dail House will ultimately get used in the long run. Right now it is undetermined and will require time to process.

Chairwoman Pearce asked why they were not able to continue with the original plan.

Mr. Bagnell stated that they did not get administrative approval needed to move forward with the original renovation and expansion plan.

Chairwoman Pearce asked if the exterior renovations to the Proctor Yongue House is due to the current amount of funds available.

Mr. Bagnell stated yes. They are operating funds that get reset every year.

Mr. Caspar asked if the Board of Governors gave reasons to why their plan was not approved.

Mr. Bagnell stated he cannot speak for them. The Board of Trustees answers to Board of Governors.

Mr. Caspar asked if the information of the Board of Governors and/or Trustees was public.

Mr. Bagnell stated that the meeting and the minutes are public information.

Chairwoman Pearce thanked Mr. Bagnell for coming and asked for continued communications.

Ms. Cole asked if a COA would be submitted for the Proctor Yongue House.

Mr. Bagnell stated yes, for both minor and major COAs.

Mr. Koonts asked about the process of the Board of Trustees and if they would take public input.

Mr. Bagnell stated that Max Joyner is the Chair of an ad-hoc committee and he has been reaching out to constituents and the public for input.

Mr. Nunnally asked if ECU had a site plan in place for the adjacent properties to the Dail House.

Mr. Bagnell stated no. ECU has an arborist and a landscaper and they will do all they can to preserve as many trees as possible.

**Façade Improvement Grant Guidelines Updates, Revisions to 2/27/18 Draft**

Mr. Weitnauer stated that last month the HPC reviewed the updated guidelines. There were three areas where the HPC asked staff to review. Section 1.3.6 now reads: *An owner's City and/or County taxes cannot be delinquent.* Section 1.3.7 now reads: *Corporate and non-profit entities are eligible to participate in this program. Government owned structures are not eligible to receive a FIG Program award.* Section 1.9 now reads: *At such time as the City develops a program to promote awareness of the FIG Program, the City may provide FIG Program recipients with plaques to affix to the FIG-funded façade.* Mr. Weitnauer stated that the Planning Division will work out payment for the plaque so that it is not coming out of the FIG award.

Ms. Cole suggested, in Section 1.9, to change the phrase “develops a program” to “develop a process”.

Mr. Schulz suggested the word “strategy”.

Mr. Weitnauer agreed to change the phrase to “develop a strategy” if the Commission agreed. The members agreed as a whole.

Attorney Phillips stated the Façade Improvement Grant Program information and guidelines that have been revised in the past few meetings would need to be finalized and voted on. Staff would then take it to City Council to be approved.

**Ms. Schulz made a motion to approve the updated FIG guidelines as amended. Mr. Edwards seconded the motion and it passed unanimously.**

### **Tar River Navigational Locks**

Mr. Weitnauer stated that the Tar River Navigational Locks had been selected as a possible Local Landmark Designation on May 23, 2017. He credited Mr. Vince Bellis for his diligent researching work on this effort. Procedure for Designation of Landmarks:

1. The commission investigates the historical, prehistorical, architectural, or cultural significance of each property proposed for designation.
2. **The commission submits a report of this investigation to the State Historic Preservation Office (CURRENT STATUS).**
3. The State Historic Preservation Office has the opportunity to review the report and to make nonbinding comments on the substance and effect of the proposed designation.
4. The city or county attorney drafts an ordinance designating the landmark.
5. The commission and the local governing board hold a joint public hearing or separate public hearings on the proposed landmark designation ordinance.
6. The commission may recommend to the local governing board that it adopt or reject the proposed ordinance.
7. The local governing board adopts or rejects the proposed ordinance. Before adopting the ordinance, the local governing board may amend the ordinance as it deems necessary.
8. On adoption of the ordinance, the commission must notify owners and occupants of each designated landmark and the appropriate local government officials.

Mr. Weitnauer delineated the Tar River Locks with maps and pictures.

Attorney Phillips stated the request has not been submitted to the State. Before it can be submitted, the HPC must find two findings to start the process.

Finding #1. The Historic Preservation Commission finds the Tar River Navigational Locks to be of special significance in terms of its historical, prehistorical, architectural, or cultural importance.

Finding #2. The Historic Preservation Commission finds the Tar River Navigational Locks possess integrity of design, setting, workmanship, materials, feeling and/or association.

He stated a motion and vote is needed for the Tar River Locks with these two findings. He also stated the actual report will go to Amber Kidd of the local state preservation office in Raleigh. She is the CLG coordinator and can receive a paper copy via mail or an email copy of the report.

Mr. Weitnauer stated that there is one blank item on page 8 of the report where Mr. Bellis will provide a source. Also missing under Appendix B is a sketch of the structure with dimensions. This information will be received promptly.

**Mr. Jordan made a motion with Finding #1. The Historic Preservation Commission finds the Tar River Navigational Locks to be of special significance in terms of its historical, prehistorical, architectural, or cultural importance and Finding #2. The Historic Preservation Commission finds the Tar River Navigational Locks possess integrity of design, setting, workmanship, materials, feeling and/or association. Mr. Nunnally seconded the motion and it passed unanimously.**

**Ms. Cole made a motion to approve the City Of Greenville Historic Commission Report and Local Historic Landmark Application for the Tar River Navigational Locks prepared by Vince Bellis June 2017 with contributions and edits made by Collette Kinane in July 2017. Mr. Edwards seconded the motion and it passed unanimously.**

Attorney McGirt stated he wanted to ask about the ECU response discussion earlier in the meeting. He stated he spoke with Mr. Nunnally and Chairwoman Pearce earlier today and wanted to know if they were okay with the information heard tonight.

Mr. Nunnally stated yes as long as ECU continues to in good faith communicate with the HPC.

## **NEW BUSINESS**

### **Planning for Preservation Month, May 2018**

Mr. Weitnauer stated he has met with Chairwoman Pearce several times.

Chairwoman Pearce stated they have balloon flyers that say "This Place Matters". The goal is to take pictures in front of places that matter to each individual. Brock Letchworth, City

Communications Manager, will create a video with the pictures to be displayed online. There will be a dessert reception at City Hall on May 22, 2018.

Mr. Weitnauer spoke about Jane's Walk.

- Jane Jacobs (1916-2006) was a writer, urbanist and activist who championed the voices of everyday people in neighborhood planning and city-building.
- Started in 2007, these citizen-led walks are held to activate the ideas of Jane Jacobs by supporting a community-based approach to city building that make space for people to observe, reflect, share, question and collectively reimagine the places in which they live, work and play.
- Jane's Walks are held annually during the first weekend in May to coincide with her birthday of May 4.
- **Free, volunteer-led, and open to everyone.** There can be no registration, fee, or donation associated with leading or participating in a Jane's Walk.
- **Non-commercial and non-partisan.** They cannot be used to promote a business or a candidate running for office.
- **Seek to promote dialogue.** Jane's Walks are dialogues that seek to engage participants in conversation. They are not walking lectures.
- **Can vary from 45-90 minutes**

### 2016 Jane's Walk Weekend Events

(An event was not held in 2017)

- **Beyond the Grave: Uptown's Buried Past.** There is a lot of history buried in Uptown Greenville...and not just in Cherry Hill Cemetery. Join historian Bill Kittrell on this short walk through the beautiful Cherry Hill Cemetery (where several notable Greenville citizens are buried) to the sites of Sycamore Hill Baptist Church, the Evans family cemetery, the Col. John Hardee Cemetery, Brown Hill Cemetery and a few other stops. You'll also learn how to use grave dowsing to find unmarked graves. The cemetery grounds are uneven, please wear closed-toe shoes. Participants should meet at the entrance to Cherry Hill Cemetery near the intersection of 2nd and S. Pitt Streets. The event was held on Friday, May 6, 2016 at 6:00 PM.
- **ECU Campus Tour.** The event was held on Saturday, May 7, 2016 at 10:00 AM. Join University Archivist Arthur Carlson as he leads a tour of the historic campus of East Carolina University. The walking tour will visit campus locations while discussing the history, architecture, and events that make our campus unique. Participants should meet at the Trustees Fountain just inside the Fifth Street and Founders Drive entrance to campus at 10:00 am on Saturday, May 7, 2016.

- **Jane's Ride: Greenville's Past, Present, and Future in City Space.** HPC Collaborated with the Bicycle and Pedestrian Commission. The event was held on Saturday, May 7, 2016 at 2:00 PM. A leisurely two-hour bike ride around central Greenville, NC, focusing on historic preservation and exciting new developments in the central city. We'll ride around on quiet, low-traffic streets with lots of stops to look around and talk. On two wheels, you'll get an up-close look at Greenville's complicated history and exciting future as a university town, an industrial center, and a home to diverse communities. Collette Kinane, Greenville's Historic Preservation Planner, will help us understand Greenville's past, present, and future at street level. Bring a bicycle, if you have one; if not, bicycles are available to be borrowed — contact Brian Glover, brian.d.glover@gmail.com or 434-979-7033. Participants should meet at Five Points near the Laughinghouse Clock (near the intersection of 5th & Evans).

Mr. Weitnauer asked if anyone wanted to volunteer to set something up this year as part of Preservation Month. He stated that at the February 27 meeting, Commissioner Roger Kammerer generously offered to provide a walking tour of historic sites and events to serve as our Jane's Walk on Sunday, May 6, 3:00-5:00 PM throughout downtown. He stated there will be a proclamation as well.

Mr. Koonts suggested a bike tour using the LimeBikes. He stated he would look into it.

#### **Minor Works COAs**

COA #2018-03 411 E. 4<sup>th</sup> Street – St. Paul's Episcopal Church. Signage on 3<sup>rd</sup> Street near parking lot. – Approved 3/6/18

COA #2018-04 200 S. Eastern Street – Susan Pearce. Reroof, replace rotten siding/trim, and paint. – Approved 3/15/18

#### **Public Comment Period**

No public comments were provided.

#### **Committee Reports**

Mr. Weitnauer stated that standard meetings were scheduled for the Publicity and Selection Committees. The Publicity Committee will meet in City Hall Room 330 at 6:00 pm the third Thursday of every month with the next meeting being Thursday April 19. The Selection Committee will meet in City Hall Room 328 at 6:00 pm the third Thursday of every month with the next meeting being Thursday April 19. He stated the Design Review Committee needs to schedule a meeting to review COA applications for the April 24, 2018 meeting.

*Design Review.* Did not meet.

*Selection.* Mr. Jordan stated they met and discussed possible nominations for the biannual preservation awards.

*Publicity.* Chairwoman Pearce stated they met and discussed the “This Place Matters” campaign. They also spoke about how to provide more information to the public regarding the HPC awards.

Mr. Nunnally asked where the public could download a “This Place Matters” flyer.

Chairwoman Pearce stated it is available on the City website: [www.greenvillenc.gov](http://www.greenvillenc.gov).

Mr. Schulz asked if there was something available on the website to solicit award nominations.

Mr. Weitnauer stated that it could be added. He stated that a newspaper article might help.

Chairwoman Pearce stated that Seth Gulledge, from the Daily Reflector newspaper, requested information regarding historic properties. He will write an article on the property with before and after pictures. He has agreed to do twenty properties. She stated Blake Belch offered to do a webpage or FaceBook page about “This Place Matters”.

Mr. Weitnauer suggested also having a recurring regular meeting for the Design Review Committee. He stated he will email the members.

### **Announcements/Other**

Mr. Caspar asked for a list of contact information for his fellow Commissioners.

**With no further discussion, Mr. Koonts made a motion to adjourn, Ms. Cole seconded, and it passed unanimously. The meeting adjourned at 7:13 pm.**

Respectfully Submitted,

Thomas Weitnauer, Chief Planner  
Interim Historic Preservation Planner