



Find yourself in good company

Historic Preservation Commission

A G E N D A

This meeting will be virtual and conducted via Zoom

Tuesday, September 22, 2020, 6:00 PM

200 West Fifth Street
Greenville, NC 27835

- I. Call to Order
 - II. Roll Call
 - III. Additions/Deletions to Agenda
 - IV. Approval of Meeting Minutes
 - 1. July 28, 2020
 - 2. August 25, 2020
 - V. New Business
 - 1. Major Work COA
 - 2020-0020: 508 W. Fifth Street
 - Applicant: Riley C. Lee
 - Project: Plant a memorial tree on the west side of front yard
 - 2. Minor Work COA
 - 2020-19: 113 S. Harding Street
 - Applicant: Brandon Tate
 - Project: Replace wind damaged shingles with like materials
 - 2020-21: 404 Rotary Avenue
 - Applicant: Beverly Harris
 - Project: Paint house and trim with approved colors
 - 3. HPC Workshop – Potential dates and times
- VI. Public Comment Period – see page 4
- VII. Committee Reports
 - 1. Design Review Committee – Recommended approval - COA 2020-0020
 - 2. Publicity Committee – Did not meet
 - 3. Selection Committee – Did not meet
- VIII. Approved COA/MWCOA Staff Update
- IX. Announcements / Other
- X. Adjournment

How to Participate in a Virtual Historic Preservation Commission Meeting

Due to the COVID-19 virus and the risk to the public that could arise from in-person meetings, the City is converting this Historic Preservation Commission meeting to a remote electronic format pursuant to North Carolina General Statute 166A-19.24.

VIRTUAL MEETING FORMAT

The virtual Historic Preservation Committee Meeting will be conducted using the Zoom Webinar platform. You can participate in this virtual meeting using a computer, tablet, or telephone. Participation on Zoom is only required if you are going to make public comments during the public hearing. Otherwise, you can view the meeting streamed live on GTV9

http://greenville.granicus.com/mediaplayer.php?publish_id=13 or Channel 9 on the local Suddenlink cable line up on your television.

PRE-REGISTRATION

Pre-registration is required for ALL individuals (including, but not limited to, all attorneys, applicants, property owners, witnesses, and neighbors) wishing to speak at the Historic Preservation Commission meeting.

To register, please call the Planning Division at 252-329-4116 no later than 5 pm on Friday, September 17, 2020 or email Tony Parker at tparker@greenvillenc.gov. To speak at a public hearing, the speaker needs to complete an oath form that has to be notarized. City staff can assist with notarizing the oath form. The oath form is not required for speaking during the Public Comment Period.

After registering online, you will receive a confirmation email containing information about joining the meeting. After registering via the phone, staff will provide you the phone number to call into the meeting. To ensure that you will be recognized, your Zoom profile name should be the same as your registration name.

PROCESS FOR SPEAKING

Speakers will be given access to speak at the appropriate time during the meeting.

- Only those that have pre-registered online or with the City's Planning Division will get the opportunity to speak. Your name will be called at the appropriate time for you to speak. Speakers will be queued to speak in the order they registered.
- If you would like to speak on an item and did not pre-register, please notify the Planning Department at 252-329-4116 prior to the scheduled meeting so that the item can be rescheduled and you have an opportunity to register to speak in advance.

STEPS TO JOIN THE MEETING

To Join by Computer:

1. Click the meeting link you received after pre-registering or open the Zoom app (if you have downloaded it to your computer, tablet or smart phone).

2. Join a meeting using one of these methods:

* Click Join a meeting if you want to join without signing in OR

* Sign in to Zoom then click Join.

3. Enter the meeting ID number and your display name.

* If you are signed in, change your name to match the name on your registration form.

* If you are not signed in, enter a display name. Select if you would like to connect audio and/or video and click Join.

To Join by Telephone:

1. On your phone, dial the teleconferencing number provided when you pre-registered.

2. Enter the meeting ID number and password when prompted using your dial pad.

3. Phone controls for participants: The following command can be entered using your phone's dial pad while in a Zoom meeting/webinar:

*6 – Toggle mute/unmute

*9 – Raise hand

How to Watch the Meeting

- Watch live on the City's GTV9
- http://greenville.granicus.com/mediaplayer.php?publish_id=13
- Channel 9 on local Suddenlink cable television lineup

PUBLIC COMMENT RULES AND PROCEDURES

1. An individual wishing to address the Commission during the Public Comment Period shall register electronically in the above mentioned fashion prior to the opening of the meeting.
2. The Public Comment Period shall not exceed a total of thirty minutes, unless the Commission, by majority vote, extends this limit.
3. Each individual will be allowed no more than three minutes for comments, unless the Commission, by a majority vote, extends this time.
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.

MINUTES TO BE ADOPTED BY THE GREENVILLE HISTORIC PRESERVATION COMMISSION

July 28, 2020

The Greenville Historic Preservation Commission met on the above date at 6:00 pm in City Council Chambers

Jeremy Jordan - Chairperson - *

Candace Pearce – Vice chair - X

Kerry Carlin - *

Dr. Myron Caspar - X

Roger Kammerer – X

Dr. Andrew Morehead - *

Israel Mueller -*

Dr. Justin Edwards - *

Scott Wells - *

The members present are denoted by an “*” and the members absent are denoted by an “X”.

PLANNING STAFF: Chantae Gooby, Chief Planner; Thomas Barnett, Director of Planning and Development Services; Tony Parker, Planner I

OTHERS PRESENT: Donald Phillips, Assistant City Attorney; Kelvin Thomas, Communications Specialist

MINUTES:

Motion made by Mr. Mueller, seconded by Dr. Morehead, to approve the February 4, 2020 minutes. Motion passed unanimously.

ADDITIONS/DELETIONS:

Chairman Jordan asked for additions or deletions to the agenda. Hearing none he asked for a motion to accept the agenda.

Motion made by Mr. Mueller, seconded by Dr. Edwards, to accept the agenda. Motion passed unanimously.

City Attorney Donald Phillips read the following statement:

Pursuant to North Carolina General Statute 160A-388 and Section 4, H. of the Historic Preservation Commission’s Rules of Procedure:

H. 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 reasonably 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 needs to be disclosed at this time.

As a reminder, as members of the Commission conversations among yourselves during the discussion periods of this meeting and your committee meetings are NOT ex parte communications.

New Business

1. Major Work Certificate of Appropriateness (COA)

1. Major Works COAs

2020-0017: 803 E. Fifth Street, Skinner House, College View Historic District

Applicant: Michael Moore, Designco

Project: Replace 15 wood, double hung windows with like wooden windows

Ms. Gooby discussed the subject property and the architectural features associated with the house. She shared photos that of the windows that showed signs of wear in varying degrees. Wood rot has been found on some of the window frames and several ~~on~~ of the muntins are in need of repair. The DRC recognizes that the windows are in ~~a state-~~ **varying degrees** of disrepair. ~~however~~ **Therefore**, the **committee** recommends **to the full Historic Preservation Commission** that the windows be **repaired and** restored. ~~rather than replaced.~~

Mr. Moore spoke in support. This will be my third project in the historic district. In 2016, he replaced 32 windows at 801 E Fifth Street and 40 windows at 508 W Fifth Street. I made contact with Reid Thomas of the NC State Historic Preservation Office for guidance, but was told the request would have to come through the city and would take time due to COVID. The home office of the Tri Sigma Sorority is requesting the windows be replaced due to inefficiency and safety concerns. He shared thermal images of the windows to demonstrate the energy inefficiencies of the windows. He showed the commission a sample of the replacement windows. He confirmed the replacement windows are all wood.

Dr. Morehead asked about the added cost of storm windows. He stated that they are energy efficient but can distract from the historic nature of the house.

Mr. Moore said there is an added cost, and that the owners do not want storm windows due to extra burden to the women should an emergency occur.

Dr. Morehead asked about the size of the windows and whether they would be built to custom fit the existing space.

Mr. Moore replied the windows will be the same size as the original windows. The original trim work would be taken down, the window installed, and the original trim placed back.

Mr. Jordan closed the public hearing.

Dr. Morehead expressed his mixed feelings about this project, stating that he would always favor repair. However, since a precedent has been set, he feels it is difficult to deny the current application. Dr. Edwards suggested that depending on individual condition of the windows, a combination replacement and repair may not be practical.

Motion made by Mr. Mueller, seconded by Dr. Edwards, to accept the staff findings. Motion passed unanimously.

Motion made by Dr. Morehead, seconded by Dr. Carlin, to approve the Major Work COA. Motion passed unanimously.

2. Minor Works COAs

2020-0008: 402 S. Eastern Street
LynnMarie LLC
Paint existing front door with same color

2020-0010: 401 Biltmore Street

Liles Stott

Replace back half of the roof with like shingles and materials

2020-0013: 404 Rotary Avenue

Beverly Harris

Remove the aluminum siding and replace damaged wood with like materials to match the original pine wood

2020-0014: 809 Johnston Street

Bruce Wackelin, Rotary Club

Remove diseased oak tree, replace with two Japanese Maples

2020-0015: 603 E. Fifth Street

Bill Bagnell / ECU

Add gutter and downspout to backside of the house

2020-0016: 404 Rotary Avenue

Beverly Harris

Repair rotten plywood on roof, replace shingles with architectural shingles

3. Required Additional Training Opportunities

Ms. Gooby told the commission that the City of Greenville is a Certified Local Government, and to sustain this status commission members and City staff have to attend training each year. Due to COVID, the state has developed online training videos. The members and staff will independently watch a training video and write up a synopsis about the video for credit.

4. Public Comment Period – Refer to page 2 of agenda for public comment guidelines

No Public Comments

6. Committee Reports

1. Design Review Committee – Met to discuss COA 2020-0017
2. Publicity Committee – The current roster remains the same
3. Selection Committee – Met to discuss two possible historic landmark designations: 903 E. Fifth Street and 106 E. Fourth Street. The Committee recommended the owners proceed with creating reports for SHPO.

7. Approved COA/MWCOA Staff Update

Ms. Gooby presented the staff update for COA/MWCOA projects.

Ms. Gooby informed the commission that future meeting will be held via ZOOM. Staff will provide training to members to prepare for ZOOM meetings.

8. Announcements / Other

Mr. Jordan welcomed Kerry Carlin back as a former member.

Motion made by Dr. Edwards, seconded by Dr. Morehead, to adjourn. Motion passed unanimously.

Meeting adjourned at 6:47 pm.

Respectfully submitted,

Tony Parker

Planner I

DRAFT MINUTES OF THE GREENVILLE HISTORIC PRESERVATION COMMISSION

August 25, 2020

The Greenville Historic Preservation Commission met on the above date at 6:00 pm via Zoom.

Jeremy Jordan - Chairperson - *

Candace Pearce – Vice chair - *

Kerry Carlin - *

Myron Caspar – *

Roger Kammerer – *

Andrew Morehead - *

Israel Mueller -*

Justin Edwards - *

Scott Wells - *

The members present are denoted by an “*” and the members absent are denoted by an “X”.

PLANNING STAFF: Chantae Gooby, Chief Planner; Thomas Barnett, Director of Planning and Development Services; Tony Parker, Planner I

OTHERS PRESENT: Donald Phillips, Assistant City Attorney; Kelvin Thomas, Communications Specialist

ADDITIONS/DELETIONS:

Motion by Ms. Pearce, seconded by Mr. Caspar, to add a discussion of the COA processes and procedures to the agenda. Motion passed unanimously.

MINUTES:

Mr. Caspar stated that he was not at the August HPC meeting, but did attend the DRC on July 28, 2020. He felt the minutes did not reflect the intent of the DRC’s decision to not recommend approval of the replacement windows.

Motion made by Ms. Pearce, seconded by Mr. Caspar, to table the July 28, 2020 minutes and to direct staff to refine them and present them at the September 22, 2020 meeting. Motion passed unanimously.

City Attorney Donald Phillips read the following statement:

Pursuant to North Carolina General Statute 160A-388 and Section 4, H. of the Historic Preservation Commission’s Rules of Procedure:

H. 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 reasonably 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 needs to be disclosed at this time.

As a reminder, as members of the Commission conversations among yourselves during the discussion periods of this meeting and your committee meetings are NOT ex parte communications.

New Business

1. Major Work Certificate of Appropriateness (COA)

2020-0018: 408 W. Fifth Street, Jesse R. Moyer House, Local Landmark

Applicant: Richard Lambeth, Lambeth Reconstruction and Building Company

Project: Construct a deck at the rear of the house.

Dr. Carlin asked the commission to be recused from agenda item 1 due to his property abutting the applicant's property. Ms. Pearce asked Mr. Phillips if this was necessary. Mr. Phillips replied that out of an abundance of precaution and transparency the better option is to allow Mr. Carlin to be recused.

Motion made by Dr. Edwards, seconded by Dr. Morehead, to allow Dr. Carlin to be recused from agenda item 1. Motion approved 7:1 against. Ms. Pearce voted against.

Ms. Gooby delineated and discussed the subject property and the architectural features. She shared photos of the house in its current state along with architectural drawings of what the deck will look like. The applicant intends to build a wooden deck on the rear of the house. This deck will be attached to the recently approved addition to the house and will not be visible from the street or the nearby parking lot. The deck will be designed so that it can be removed in the future with no damage to the original house. The height of the deck will align with the floor level of the house, and will not obscure the historic aspect of the house. She indicated how the windows of the house would line up with the deck and discussed the architectural features of the deck and how they will relate to the house. The Design Review Committee met on August 5, 2020 and recommended approval. Staff recommends approval.

Mr. Jordan then closed the public hearing and read the following statement:

"The Commission will now deliberate as to the findings of fact to adopt and whether additional findings of fact are required. The Commission will also begin its deliberation as to whether to approve the Application and issue a Certificate of Appropriateness or deny the Application and deny the Certificate of Appropriateness."

Mr. Jordan then asked if there is any discussion of the COA by the commission. Hearing none he then explained that the procedures for voting were a little different since the commission is meeting virtually. Mr. Jordan said he would read the directives and when he needed a motion he would ask for one.

Mr. Jordan then proceeded: Do I have a motion that Notice has been properly given in conformance with N.C.G.S. § 166A-19.24 (Session Law 2020-3) and that all provisions applicable for remote quasi-judicial hearings, particularly subsection (f) have been followed?

Motion made Mr. Kammerer, seconded by Ms. Pearce, that all provisions applicable for remote quasi-judicial hearings have been followed. Motion passed unanimously.

Mr. Jordan asked: Do I have a motion to adopt the Findings of Fact as presented by City Staff?

Motion made by Mr. Mueller, seconded by Ms. Wells, to adopt the Findings of Fact. Motion passed unanimously.

Mr. Jordan asked: Is there a Motion to Approve, Approve with Reasonable Conditions, or Deny the Certificate of Appropriateness?

Motion made by Dr. Edwards, seconded by Dr. Morehead, that the requested proposal is congruous with the special character of the landmark or historic district and that the Applicant's Application for the Issuance of a Certificate of Appropriateness should be approved. Motion passed unanimously.

Mr. Jordan affirmed the COA was approved with no additional conditions.

2. Discussion of COA processes and procedures

Ms. Pearce began the discussion by stating that at no time does she believe that anyone on the HPC did not vote using the material in front of him or her in the very best way they possibly could. She went on to state that the fact that although none of the three members of the DRC were at the full HPC meeting (8/25/2020) it does not invalidate that the sitting board made a correct decision based on the facts before them. There was no fault of commission members or staff for the decision that was made. The commission needs to make sure procedures and documentation is so rigid that it will not matter if staff or commission members change. The blue piece of paper was an important step in the right direction as it offers a check list to be followed after the COA is approved.

Mr. Jordan asked for an explanation of what this is for those who were not on the commission prior to it being implemented.

Ms. Pearce said the paper is a checks and balances with the COA applicant and the approved materials. She does not know personally whether the windows put into the ZTA and the DZ house were the windows approved. Ms. Pearce said that she does know that the windows put into the Proctor-Young House either are the windows specified and the commission could not see what they were, or they were not the windows specified. It is much harder to go up against East Carolina University than it is against one owner. We need to follow through with our pieces of paper and our inspections, which is what the blue piece of paper does so that the commission does not have particle board windows covered in vinyl put in a house. She said this is the whole purpose of this discussion and the discussion of the blue piece of paper. *The Secretary of Interior Standards* and the *HPC Design Guidelines* allow for on-site visits for instance. The DRC used to have on-site visits. Staff would arrange for visits and the DRC would have to follow guidelines. She would like the on-site visits to resume. In the case of a local landmark, the commission should go to SHPO to ask for their opinion if there are any questions about the COA. The commission should direct staff to review processes and procedures. At the HPC workshop, the commission could review and modify them. She would like to stay within *The Secretary of Interior Standards* when possible. Any historic house should have a specialist look at the windows and make recommendations prior to any commission decision. She wants to be sure something is a part of the procedure. She was not trying to erase the past, but to be sure going forward the procedures are clear and simple so the applicant cannot alter findings before the full board.

Motion made by Ms. Pearce, seconded by Dr. Caspar, to have staff review the procedure of COA reviews to include involving SHPO in the process.

Dr. Caspar asked to amend the motion and to ask staff to look at the application for the COA, along with HPC input, to do away with hand drawn and written applications. He stated that the commission often has very strange and unreadable COA applications presented to them. He stated that for example, the current application the HPC reviewed at this meeting. He said all applications should have complete information along with photographs to be presented, and the whole thing be typed out and not written by hand in some type of scrawl.

Mr. Jordan asked staff to explain what the minimum requirements are to consider an application complete.

Ms. Gooby said typically there is a description of the project, photographs are required, drawings or elevations. She said that at the current meeting there is a hand drawing, whereas others may use a CAD generated drawing. There is nothing in the requirements that would have an applicant submit an electronic rendering unless the original is not readable.

Mr. Phillips stated that the HPC could either change the ordinance or could adopt a new procedure that would standardize the application to meet the requirements of the HPC. He suggested changing the ordinance would be the preferred way but a change of procedure would suffice.

Ms. Pearce said that having the HPC work together with staff to review what the HPC has the authority to ask for, and not to assume the staff member knows exactly what the commission is asking for. She said the commission, staff and the

city attorney should study the procedures and by either changing the forms, or ordinance, work together to come what is best and legally binding and simplest to follow for new staff members.

Dr. Edwards said that it would be easiest if the application is illegible or the photos blurry to ask the applicant for extra documentation or to clarify statements rather than change the ordinance. He said that his interpretation is that the HPC has the right to ask for information of the applicant, and the applicant has the right to submit the information if it bears upon their application.

Dr. Morehead stated that from his experience it is better to change procedure than ordinance. Several of the changes the commission is talking about are subtle, and that the commission should take this up during a workshop. The procedure has the power of the ordinance by reference in the procedure. By doing this they are not crafting an ordinance that requires city council approval every time they desire to change the ordinance. Procedures can be voted on by the majority of the commission and implemented more quickly.

Dr. Edwards said that these changes could delay an approval of a COA for three to four months, and could essentially have those interested in improving their property either not make the improvements, or proceed without a COA. The turnaround time for COA approval should be reasonable.

Mr. Jordan asked if we had a workshop tentatively scheduled.

Ms. Gooby said a workshop has not been scheduled.

Ms. Pearce said that she feels the misunderstanding is that the DRC believes they are making a statement. That at times the DRC meetings can go on for three to four hours as they dig deep into and review the application. She feels like there is not a clear enough message to the commission of what the DRC's intent was during their review of the COA. Staff is not writing down what the DRC is saying, and the DRC is not saying what they want to say. She agrees that procedurally they would be better off than holding applicants up for four months.

Ms. Pearce said that local landmarks have taxes deferred by Pitt County and Greenville, and that those properties would have to be held to higher scrutiny and standards to remain qualified as local landmarks.

Mr. Jordan stated that local landmarks have had architectural surveys, so the HPC will already know of any special attributes of the house before proceeding.

Ms. Pearce said that should local landmark designations come before the commission with a COA request SHPO should be asked to be involved.

Mr. Jordan asked how the commission should move forward tonight.

Mr. Phillips said the motion may need to be restated.

Ms. Pearce rescinded her original motion.

Motion made by Ms. Pearce, seconded by Dr. Morehead, that the HPC workshop review as a commission the procedures for handling COA applications and that the before then staff and legal staff review procedures and the rights of the HPC before approval of a COA application. Motion passed unanimously.

Ms. Pearce said that if the commission has to meet virtually for a workshop, then the DRC and staff will have to meet in-person or virtually and work out documented language to bring to the virtual workshop. She said meeting virtually would be problematic and recommended meeting in October, but not beyond November.

Mr. Mueller said he thought Dr. Caspar was talking about the application itself. It is acceptable to ask for a typewritten application, but not for the homeowner to have to bear the burden of added expense by hiring an individual to create a CAD drawing for the application.

Dr. Edwards asked if the DRC did an on-site visit of the Skinner House prior to making a recommendation.

Mr. Jordan said the DRC has not done an on-site visit in years, and that it used to be standard procedure.

Dr. Edwards stated that the issues the commission is discussing can be solved by procedural changes. He suggested the commission keep the procedure as simple as possible to allow homeowners to do the right thing and apply for a COA. If the commission attaches too many requirements to the application, then homeowners will bypass the HPC altogether.

Dr. Morehead suggested that the current discussion is what should be taking place at their workshop.

Ms. Pearce said the HPC needs to create an image of friendliness so homeowners will want to come to the commission for guidance.

3. Public Comment Period – Refer to page 2 of agenda for public comment guidelines

No Public Comments

4. Committee Reports

1. Design Review Committee – met August 5, 2020 to discuss COA 2020-18

2. Publicity Committee – did not meet

3. Selection Committee – did not meet

5. Approved COA/MWCOA Staff Update

Ms. Gooby presented the staff update for COA/MWCOA projects.

Ms. Pearce said there were three houses on Eastern Street that needed to have zoning violation notices sent.

Dr. Edwards stated that the commission needs to be careful as to how far they want to take this, stating that there could be more than the commission could handle and it could become overwhelming.

Mr. Mueller stated that there needs to be a better way to resolve issues, because through the city compass app, several things are marked as resolved and they are not.

Ms. Pearce said the commission needs to be vigilant before the neighborhood slips further into low rent housing.

6. Announcements / Other

Mr. Jordan thanked everyone for being patient as the commission navigated its first virtual meeting.

Motion made by Ms. Wells, seconded by Mr. Kammerer, to adjourn. Motion passed unanimously.

Meeting adjourned at 7:43 pm.

Respectfully submitted,

Tony Parker

Planner I

**COA 20-0020: 508 W 5th Street
E. B. Ficklen House**

Request: The applicant intends to plant a memorial tree in the front yard

Applicant: Riley C. Lee

Location: 508 W. 5th Street

Parcel Number: 07520

Historic Status: Local Landmark

Attachments: 1. Site Photos
2. Supplemental Materials
3. Location map of property

The Commission should consider this request based upon general conformance with the *Design Guidelines*.

Description: The house was constructed in 1902 as a single family dwelling for E.B. Ficklen, a prominent Greenville tobacco businessman and founder of the E.B. Ficklen Tobacco Company.

Project Analysis: The applicant intends to plant a tree, a dwarf magnolia, as a memorial to a sister from the ZTA Sorority who passed away unexpectedly. The tree will be planted on the west side of the front yard.

From the *Design Guidelines* (shortened to include only those that apply):

<u>Chapter</u>	<u>Title</u>	<u>Pages</u>
4	Landscaping	100-101
1.	Landscaping that contributes to the character of the historic district must be retained and preserved as much as possible.	
2.	Specific landscape features that are character-defining elements of the historic district, including large trees, hedges, foundation plantings, grassy lawns, ground cover, trellises, patios, terraces, fountains, and gardens must be retained and preserved as much as possible.	
6.	New landscaping features should be consistent with similar elements in the historic district.	
7.	The location of new landscaping features should be consistent with the location of similar elements in the district	

Staff Findings

No character-defining aspects of the area will be disturbed. The tree will be consistent with the surrounding area and the placement is consistent with similar landscaping elements on the site. City arborist Kevin Heifferon reviewed the request and has no concerns.

Design Review

The Design Review Committee members reviewed the COA application along with staff's comments. Three members of the DRC recommended approval.



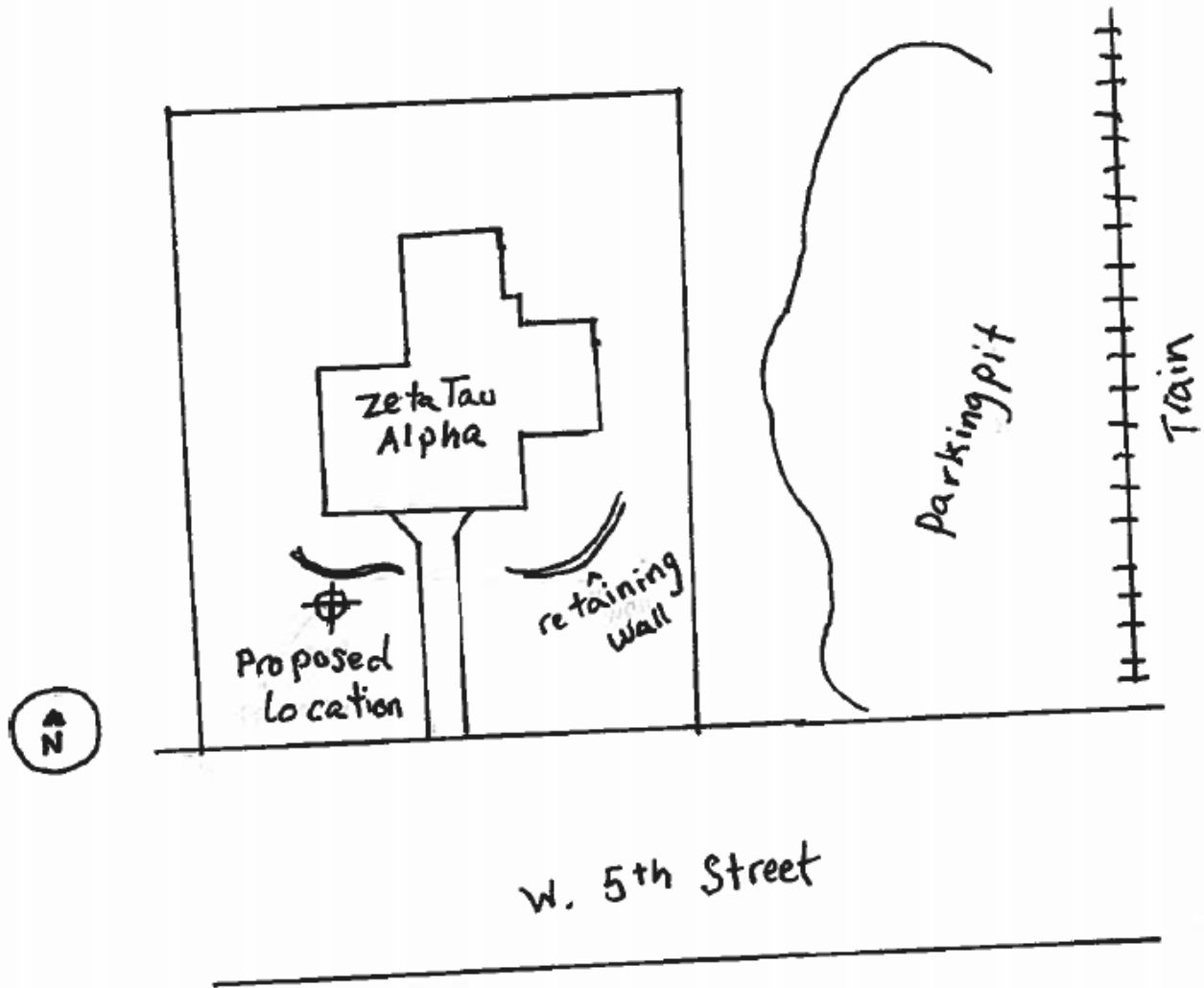
E. B. Ficklen House



Approximate placement of the tree (denoted by star)

Rendering of placement of the tree

(COA application - Riley C. Lee)





Dwarf Magnolia

(Representation of the type of tree to be planted)

Location Map



**E. B. Ficklen
House
508 W. Fifth Street**

AGENDA ITEM NEW BUSINESS # 3

DESIGN REVIEW COMMITTEE MEETING

DATE: _____

COA APPLICATION: _____

MEMBERS PRESENT: _____

EXPLANATION OF WORK:

RECOMMENDATION: APPROVED

DENIED

NOTES:

