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Historic Preservation Commission

A G E N D A

This meeting will be virtual and conducted via Zoom

Tuesday, November 23, 2021, 6:00 PM

- I. Call to Order
- II. Roll Call
- III. Additions/Deletions to Agenda
- IV. Approval of Meeting Minutes
 - 1. September 28, 2021
- V. New Business
 - 1. Major Work COA
 - 2021-0039: 601 E. Fifth Street
Applicant: Ricky Hill (ECU)
Project: Add handrails to the front steps
 - 2. Minor Work COA
 - 2021-0034: 605 E. Fifth Street
Ricky Hill (ECU)
Repair window sashes
 - 2021-0035: 1001 E. Fifth Street
Ricky Hill (ECU)
Repair window sashes
 - 2021-0036: 803 E. Fifth Street
Aaron Lucier (Tri Sig)
Remove diseased tree, replace with like species (after the fact)
 - 2021-0037: 200 S. Eastern Street
Susan Pearce
Remove diseased tree, replace with like species
 - 2021-0038: 805 Johnston Street
Michael Moore
Repair sidewalk

3. Staff report – Code Enforcement
4. Request for Proposals (RFP) staff update

- VI. Public Comment Period – Refer to page 5 of agenda for public comment guidelines
- VII. Committee Reports
 1. Design Review Committee – Met to discuss COA 2021-0039
 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 Thursday, November 18, 2021 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.

III. Approval of Meeting Minutes

DRAFT MINUTES OF THE GREENVILLE HISTORIC PRESERVATION COMMISSION

September 28, 2021

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

Jeremy Jordan - Chairperson - *

Candace Pearce - Vice chair - *

Myron Caspar - *

Andrew Morehead - *

Justin Edwards - *

Louis Warren - X

Kerry Carlin - X

Israel Mueller -*

Scott Wells - *

Robert Wright - *

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

PLANNING STAFF: Les Everett, Assistant Director of Planning and Development Services; Tony Parker, Planner I; Taylor Bland, Staff Support Specialist II

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

Motion made by Ms. Pearce, seconded by Ms. Wells, to amend the agenda to add the resolutions concerning the Paddock Club, the Garrett House and the Green Street Bridge and a presentation by Michael Cowin to the agenda. Motion passed unanimously.

MINUTES:

Motion made by Mr. Mueller, seconded by Mr. Morehead, to accept the July 27, 2021 minutes. 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.

Chairman Jordan swore in presenting staff member – Tony Parker.

Chairman Jordan confirmed and swore in one speaker – Michael Butler

New Business

1. Major Work COA

2021-0032: 510 W. Fourth Street

Applicant: Rev. Michael Butler

Project: Add picket fence to the backyard

Tony Parker delineated and discussed the subject property. The property currently has a picket fence surrounding the front yard. The applicant wishes to construct a similar three foot high picket fence around a portion of his backyard. The fence generally follows the guidelines with regard to placement, height, and does not screen the front yard. There are not added elements or details to create a false historic appearance. The new picket fence will be open in character and painted white. The Design Review Committee met with the applicant on August 5, 2021 and voted to approve the request. Staff recommends to allow the fence to be built as presented per the Design Review Committee's approval.

Rev. Michael Butler spoke in favor of the application. He stated he is applying to extend the fence so that his dogs have more room to run and to also enclose his car. He stated he was granted a variance to extend the fence to the sidewalk in his front yard and he wants to make sure he has a variance again for the back yard.

Attorney Phillips stated he is not sure that part was up for tonight so he will need to look into that.

Mr. Jordan closed the public hearing.

Mr. Morehead asked if the Commission needs to wait to see if the variance needs to be included in the motion.

Mr. Jordan stated the Commission will have to wait for Attorney Phillips but he would like to finish this tonight because Mr. Butler has had to wait a month since the Commission did not meet last month.

Mr. Morehead stated he would suggest including support for the variance being granted in the motion because it makes sense to be consistent with the character of the rest of the neighborhood.

Mr. Jordan stated he will move forward with the script required due to the remote meeting law and once the commission is at the approval stage, hopefully Attorney Phillips will have some advice.

Attorney Phillips stated he was not aware there was a variance involved in this matter. He stated he wants to make sure if the Commission grants the variance to allow a fence that otherwise is not in compliance with city code, that there is no problem with that.

Motion made by Ms. Wells, seconded by Mr. Wright, 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 passed unanimously.

Attorney Phillips asked if the request is a variance from the Design Guidelines and not a variance from the zoning regulations.

Mr. Jordan stated in every other aspect the fence meets the guidelines except being three feet from the sidewalk.

Attorney Phillips stated that is just a variance from the Design Guidelines which he is fine with. He stated he is not fine with granting a variance from the zoning regulations regarding setbacks.

Motion made by Ms. Pearce, seconded by Mr. Morehead, to adopt the Findings of Fact as presented by City Staff. Motion passed unanimously.

Mr. Everett stated it may be that if there was a variance issue it would have to be linked to some kind of hardship through Board of Adjustment. He stated if the applicant is trying to do a new fence, he's not sure if it would relate to that.

Attorney Phillips stated it may be a situation where there is a variance from the Design Guidelines and that may be ok but it may otherwise be a violation of a zoning provision in which the property owner may need to seek a variance through the Board of Adjustment. He stated he recommends that there is a vote that the proposal is congruent with the special character of the Historic District and that there are circumstances that justify the variance from the Design Guidelines for placement of the fence. He stated he does not know enough to say that this fence, as approved with the COA, will otherwise be in compliance with other zoning regulations.

Ms. Pearce stated when the Commission approved the fence for the front yard it was because all the neighbors had encroached on the sidewalk to the point where it is a character defining feature of the neighborhood. She stated if it is a zoning issue through the zoning code rather than the Design Guidelines, it would basically be an issue with the entire neighborhood.

Mr. Butler stated that is exactly the reason it was previously brought up because his fence would look wrong compared to the other neighbors.

Mr. Jordan stated they have approved this on other properties so he wants to be sure it is done correctly.

Attorney Phillips stated this may be slightly different because it is a fence in the back yard and there are no other fences in the back.

Mr. Jordan stated it is a backyard fence but it comes forward and connects to the front yard fence. He stated because it is a corner lot, it comes to the sidewalk in the front and the side.

Mr. Butler stated that is correct.

Mr. Jordan stated it essentially extends the fence that is already there to enclose the backyard and the rest of the side yard.

Mr. Jordan asked if the best thing is to approve the application with the variance from the Design Guidelines and then allow for the additional investigation afterward.

Attorney Phillips stated he thinks that is the best course to take in regard to this application.

Motion made by Ms. Wells, seconded by Mr. Wright, that the requested proposal is congruous with the special character of the Historic District and that the applicant's application for issuance of a Certificate of Appropriateness is and should be approved with the variance from the Design Guidelines as applicable to the fence. Motion passed unanimously.

Mr. Jordan affirmed the COA was approved.

2. Presentation by Michael Cowin

Michael Cowin, Assistant City Manager, presented the American Rescue Plan Act of 2021 to the Commission.

3. Minor Work COAs

2021-0031: 1301 Johnston Street

Applicant: Allison Faulkner

Project: Remove storm door

2021-0033: 400 S. Eastern Street

Applicant: Robert Montaquila

Project: Reroof with like color and style shingles

4. CLG Training - Staff update

Tony Parker informed the Commission that the CLG training has been completed and the Commission has retained their CLG status.

5. Code Enforcement - Staff update

Tony Parker presented the code enforcement cases for August and September in the College View Historic District to the Commission.

6. Request for Proposals (RFP) - Staff update

Tony Parker stated the request for proposals for five city owned properties which include Guy Smith Stadium, Fire Rescue Drill Tower, Cherry Hill Cemetery, Brown Hill Cemetery and Elm Street Park were posted in the Daily Reflector August 23, 2021 and ran for three weeks. He stated it was also emailed to several experts in the state and no one inquired about it. He stated he sent the RFP out again on September 20, 2021. A local researcher and historian stated interest in the projects and will be sending in an application soon.

7. Topics for subcommittees

Mr. Jordan asked Commission members if they have any ideas to help get the subcommittees, particularly Selection and Publicity, active again.

Ms. Pearce recommended the Publicity Committee create a list of rules for the neighborhood. She stated several people in the neighborhood that rent properties to others have said they would put the list on the back of the doors for the renters. She stated the Publicity Committee could also create a letter for properties with more than three unrelated to make them aware they are using their property as a commercial property.

Mr. Caspar asked how they find out more than three related are living in a house.

Les Everett, Assistant Director of Planning and Development Services, stated it starts with communication and discussion with the property owner.

Mr. Caspar asked if it could be done by reviewing the number of parking permits for a residence.

Mr. Everett stated he would contact Public Works for information regarding parking permits.

8. Resolution

Tony Parker stated he sent a resolution requesting resources for the Commission to make or cause to be made an investigation and report on the historic, architectural, prehistorical, educational or cultural significance of each of three properties for consideration as historic landmarks. The three properties include the Paddock Club, the Green Street Bridge, and the D.D. Garrett House and Grounds.

Motion made by Mr. Morehead, seconded by Ms. Pearce, to move this resolution forward to City Council. Motion massed unanimously.

Public Comment Period

Refer to page 5 of agenda for public comment guidelines. No Public Comments.

Committee Reports

1. Design Review Committee – Met to discuss COA 2021-0032
2. Publicity Committee – Did not meet
3. Selection Committee – Did not meet

Announcements / Other

No announcements.

Motion made by Mr. Wright, seconded by Mr. Mueller, to adjourn. Motion passed unanimously.

Meeting adjourned at 7:45 p.m.

Respectfully submitted,

Tony Parker

Planner I

V. New Business

1. Major Work

COA 2021-0039: 601 E. Fifth Street

Request:	Add handrails to the front steps.
Applicant:	Ricky Hill / East Carolina University (ECU)
Location:	601 E. Fifth Street
Parcel Numbers:	26037
Historic Status:	Contributing
Attachments:	<ol style="list-style-type: none">1. Site Photos2. Supplemental Materials3. Location map of property

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

Description: The Proctor-Yongue House, built in the Colonial Revival style in 1917, is said to have been a wedding present to Mr. and Mrs. J. Knott Proctor, who owned the Chevrolet dealership in the 1920s. The Proctors occupied the house until 1965, when they sold it to Dr. Alfred H. Yongue. The two-story frame house is five bays wide and three rooms deep. A central cross gable interruption highlights the façade and accents the hipped roof. Another gable accents a two-story, three-sided bay at the west elevation. The front façade is dominated by a hip-roof wraparound porch with square tapered post-on-pier supports and a plain square balustrade. Consistent with other larger residences on East 5th Street, the interior of the house has nicely fashioned mantelpiece, door and window surrounds, and a center hall stair. The broad treated door, with its latticed transom, and the stained glass window in the dining room are features more typical of turn-of-the-century Victorian construction than 1920s construction.

Project Analysis: This is a continuation of renovation work that started in 2018. At one time considered for demolition, ECU now uses the house as the central office for the College of Fine Arts and Communication. In April of 2018, ECU received COA 2018-09 to remove the existing vinyl siding and replace with wood siding, modify the roofline at the rear of the structure, replace the old windows with windows consisting of 80% wood, and repair the back entrance of the house, including adding an Americans with Disabilities Act (ADA) ramp along with handrails.

In March of 2021, COA 2021-18 continued the renovations to the back entrance including a new concrete driveway to connect to the Dail House, three parking spaces, and improved access to the back porch with the installation of hardscapes built out of concrete and pavers, as well as updated landscaping. In May 2021, the renovations continued with Minor Work 2021-22, which was the addition of a storm door to the front entrance. Most recently, Minor Work 2021-26 was approved to remove a diseased Pecan tree in the front yard and replace it with a Chinese Pistache.

This current COA will add handrails to the front steps of the house to be ADA compliant.

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

<u>Chapter</u>	<u>Title</u>	<u>Pages</u>
2	Life Safety and Accessibility	71-72

2. Health and safety code and accessibility requirements must be met in ways that do not diminish the historic character features, materials, and details of the building.
5. When introducing reversible features to assist people with disabilities, diminishment of the original design of the porch or the entrance and damage of historic materials or features must be avoided to every extent possible.

Staff Findings: The handrails will bring the house into ADA compliance.

Design Review: The DRC met with the applicant, Ricky Hill (ECU) along with Jeremy Russell (ECU), on site at 601 E. Fifth Street on November 4, 2021. Ricky Hill would like to install a handrail to the front steps of the Proctor Yongue House to bring the house into ADA compliance. The DRC recommended approval.

DESIGN REVIEW COMMITTEE MEETING

DATE: November 4, 2021 (site Visit)

COA APPLICATION: 2021-0039 – 601 E. Fifth Street

MEMBERS PRESENT: Jeremy Jordan
Myron Caspar
Candace Pearce

STAFF PRESENT: Tony Parker

EXPLANATION OF WORK: The DRC met with the applicant, Ricky Hill (ECU) along with Jeremy Russell (ECU), on site at 601 E. Fifth Street. Ricky Hill would like to install a handrail to the front steps of the Proctor Yongue House to bring the house into ADA compliance.

RECOMMENDATION: X APPROVED
_____ DENIED
_____ REFER TO SHPO

NOTES: Scott Wells was unable to attend the meeting. The members of the DRC voted unanimously to approve the installation of handrails. After the meeting, Ricky Hill and Jeremy Russell took the group on a tour of the house.



601 East Fifth Street



**601 East Fifth Street
Location Map**



Front Steps (Current)



Back Steps (Example of Handrails)

V. New Business

2. Minor Works



**2021-34 - 605 E. Fifth
Street Repair window
sashes**



2021-35 - 1001 E. Fifth Street

Repair window sashes



2021-36 - 803 E. Fifth Street

Remove diseased tree, replace with like



2021-37 - 200 S. Eastern Street

Remove diseased tree, replace with like



2021-38 - 805 Johnston Street

Repair sidewalk

VIII. Approved COA/MWCOA Staff Update

2021-16	503 E. 4th St	Minor	Incomplete - Repair/replace wood rot, window, front columns, brick foundation; re-paint same color
2021-17	215 S. Library	Minor	Incomplete - Replace dilapidated fence in-kind and style and paint front door white
2021-21	605 E 5th St	Minor	Incomplete - Repair and repaint woodrot with like materials and colors (siding and trim around sidelight windows)
2021-27	200 S EASTERN ST	Minor	Incomplete - Repaint with staff approved colors
2021-29	1001 Johnston St.	Minor	Incomplete - Paint house with like color
2021-32	510 W 4th Street	Major	Incomplete - Add a 3 foot picket fence to the backyard
2021-34	605 E 5th Street	Minor	Incomplete - Repair window sashes
2021-35	1001 E 5th Street	Minor	Incomplete - Repair window sashes
2021-36	803 E 5th Street	Minor	Incomplete - Remove severely damaged side yard tree / replace with like tree (Dogwood)
2021-37	200 S. Eastern Street	Minor	Incomplete - Remove dying and damaged tree, replace with like species
2021-38	805 Johnston Street	Minor	Complete - Repair sidewalk
2021-39	601 E 5th Street	Major	Pending - Add handrails to the front porch



805 Johnston Street
Repair sidewalk - Complete