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Historic Preservation Commission

A G E N D A

This meeting will be virtual and conducted via Zoom

Tuesday, February 22, 2022, 6:00 PM

- I. Call to Order
- II. Roll Call
- III. Additions/Deletions to Agenda
- IV. Approval of Meeting Minutes
 - 1. November 23, 2021
 - 2. January 11, 2022 Special Call
- V. New Business

- 1. Minor Work COA

- 2021-0040: 400 S. Summit Street
Michael Moore
Detached garage – Paint with like color, replace roof with like color and shingles

- 2022-0001: 1205 E. Fifth Street
Jeffrey Daniels
Replace roof with like color and shingles

- 2022-0002: 1001 E. Fifth Street
Ricky Hill (ECU)
Replace roof with like color and shingles, repair wood rot and paint with like color, remove two diseased and dead trees and replant with like species

- 2022-0003: 603 E. Fifth Street
Ricky Hill (ECU)
Restore small areas of peeling paint with like color

- 2022-0004: 605 E. Fifth Street
Ricky Hill (ECU)
Restore paint on exterior soffit and shutters with like color

2. Election of Officers – Chair and Vice-Chair
3. African American Cultural Heritage Action Fund 2022 Letter of Intent update
4. Code enforcement report
5. Discussion of Public Art to be located at the former Paddock Club property on Dickinson Avenue and Columbia Avenue

VI. Public Comment Period – Refer to page 5 of agenda for public comment guidelines
VII. Committee Reports

1. Design Review Committee – Did not meet
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, February 17, 2022 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.

IV. Approval of Minutes

DRAFT MINUTES OF THE GREENVILLE HISTORIC PRESERVATION COMMISSION

November 23, 2021

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 – *

Israel Mueller -*

Andrew Morehead - X

Scott Wells - *

Justin Edwards - X

Robert Wright - *

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

PLANNING STAFF: Chantae Gooby, Chief Planner; Tony Parker, Planner I; Taylor Bland, Staff Support Specialist II

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

Motion made by Ms. Wells, seconded by Dr. Carlin, to accept the agenda as written. Motion passed unanimously.

MINUTES:

Motion made by Mr. Edwards, seconded by Mr. Morehead, to accept the September 28, 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 – Ricky Hill.

New Business

1. Major Work COA

2021-0039: 601 E. Fifth Street

Applicant: Ricky Hill (ECU)

Project: Add handrails to the front steps

Mr. Parker delineated and discussed the subject property. The applicant, Ricky Hill with East Carolina University, wishes to add handrails to the front steps of the Proctor-Yongue House. The handrails will bring the house into ADA compliance. The Design Review Committee met with the applicant, Ricky Hill (ECU) along with Jeremy Russell (ECU) on site at 601 E. Fifth Street on November 4, 2021 and unanimously recommended approval of the handrails. Staff recommends to allow the handrails to be added to the front steps as presented per the Design Review Committee's approval.

Ricky Hill spoke in favor of the application. He stated they first started renovations they did not have an occupant. He stated they do have an occupant now that is with the College of Fine Arts and Communications and the Dean's office is also there. He stated they have visitors and donors that come to the house and they have received complaints with access to the front of the house. He stated that is primarily their reason for the request so that they can assist visitors and meet ADA code. He stated they wanted to try to keep the original look to the front of the house but it is imperative now that they look at the safety aspect.

Chairman Jordan closed the public hearing.

Motion made by Dr. Carlin, seconded by Mr. Morehead, 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.

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

Motion made by Mr. Morehead, seconded by Mr. Caspar, to approve the Major Work COA. Motion passed unanimously.

Chairman Jordan affirmed the COA was approved.

2. Minor Work COAs

2021-0034: 605 E. Fifth Street

Applicant: Ricky Hill (ECU)

Project: Repair window sashes

2021-0035: 1001 E. Fifth Street

Applicant: Ricky Hill (ECU)

Project: Repair window sashes

2021-0036: 803 E. Fifth Street

Applicant: Aaron Lucier (Tri Sig)

Project: Remove diseased tree, replace with like species (after the fact)

2021-0037: 200 S. Eastern Street

Applicant: Susan Pearce

Project: Remove diseased tree, replace with like species

2021-0038: 805 Johnston Street

Applicant: Michael Moore

Project: Repair sidewalk

3. Staff report – Code Enforcement

Tony Parker presented the code enforcement cases for September 17, 2021 through November 22, 2021 in the College View Historic District to the Commission.

4. Request for Proposals (RFP) staff update

Tony Parker stated that three consultants submitted proposals for RFP. Reviews with the Selection Committee were held on November 3, 2021. The Selection Committee evaluated each proposal and determined that Roger Kammerer's project proposal best suited the requirements of the RFP. Staff has drawn up a contract and submitted it for Roger to review. He is reviewing the contract and staff is waiting to hear back from him.

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 2021-0039
2. Publicity Committee – Did not meet
3. Selection Committee – Did not meet

Announcements / Other

No announcements.

Motion made by Mr. Edwards, seconded by Ms. Pearce, to adjourn. Motion passed unanimously.

Meeting adjourned at 6:30 p.m.

Respectfully submitted,

Tony Parker

Planner I

DRAFT MINUTES OF THE GREENVILLE HISTORIC PRESERVATION COMMISSION SPECIAL CALL MEETING

December 22, 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 - X
Myron Caspar – X	Louis Warren – *
Andrew Morehead - *	Israel Mueller -*
Justin Edwards - X	Scott Wells - *
Robert Wright - X	

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

PLANNING STAFF: Tony Parker, Planner I, Chantae Gooby, Chief Planner

OTHERS PRESENT: Dene Alexander, Assistant City Attorney; Kelvin Thomas, Communications Specialist

New Business

1. Consideration of writing a Letter of Intent (LOI) for and applying for a grant from the African American Cultural Heritage Action Fund 2022

Mr. Parker explained that there has been interest from the Historic Preservation Commission (HPC) to apply for grant funds from the African American Cultural Heritage Action Fund (AACHAF) to be used for the construction of a memorial wall at the Brown Hill Cemetery. These grants are designed to advance ongoing preservation activities for historic places such as sites, museums, and landscapes representing African American cultural heritage and do not require matching funds from the City. The first step is to submit a Letter of Intent (LOI), which Members Candy Pearce and Scott Wells, have volunteered to prepare. If the letter of intent is accepted by the grant agency, then a full grant application is due May 2, 2022. To move forward, staff needs a motion from the Commission for the City to submit a Letter of Intent (LOI) to the African American Cultural Heritage Action Fund (AACHAF) and, if approved, to apply for the grant for the construction of a memorial wall at the Brown Hill Cemetery and to recommend to City Council to accept the grant, if awarded.

Motion made by Dr. Morehead, seconded by Mr. Mueller, to request that the City submit a Letter of Intent (LOI) to the African American Cultural Heritage Action Fund (AACHAF) and, if approved, to apply for the grant for the construction of a memorial wall at the Brown Hill Cemetery and to recommend to City Council to accept the grant, if awarded. Motion passed unanimously.

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

Meeting adjourned at 6:07 pm.

Respectfully submitted,

Tony Parker

Planner I

V. New Business

1. Minor Works



2021-40 – 400 S. Summit Street

Garage – Paint with like color, replace roof with like color and shingles



**2022-0001 - 1205 E. Fifth Street Replace
roof with like color and shingles**



2022-02 - 1001 E. Fifth Street

Replace roof with like color and shingles, repair wood rot and paint with like color, remove two diseased trees and replant with like species



2022-03 601 E. Fifth Street (Proctor-Yongue House)
Restore small areas of peeling paint with like color



2022-04 - 605 E. Fifth Street (Dail House)

Restore paint on exterior soffit and shutters with like color

V. New Business

2. Election of Officers - Chair and Vice-Chair

V. New Business

3. African American Cultural Heritage Action Fund 2022 Letter of Intent - Staff Update

V. New Business

4. Code Enforcement Report

College View Historic District Code Enforcement Cases		
November 22, 2021 - February 14, 2022		
Total Number of Days	84	
Total Number of Incidences	10	
Incident Type	Cases	Change
Parking	2	-4
Cardboard & Trash	7	-6
Tall Grass & Weeds	0	No Change
Minimum Housing	0	-1
Furniture On Lawn	1	No Change

Code Enforcement Cases

November 22, 2021 – February 14, 2022

V. New Business

5. Discussion of Public Art to be located at the former Paddock Club property on Dickinson Avenue and Columbia Avenue



“Rainbow Sculpture”

(title may change)

Artist: Jessica Bradsher

Material: Powder Coated Steel, concrete base



**Proposed Location of Sculpture
Dickinson Avenue and Columbia Avenue
(Former Paddock Club property)**

VIII. Approved COA/MWCOA Staff Update

2021-16	503 E. 4th St.	Minor	Complete - Repair/replace wood rot, window, front columns, brick foundation; re-paint same color
2021-17	215 S. Library St.	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	Complete - Repaint with staff approved colors
2021-29	1001 Johnston St.	Minor	Incomplete - Paint house with like color
2021-32	510 W. 4th St.	Major	Complete - Add a 3 foot picket fence to the backyard
2021-34	605 E. 5th St.	Minor	Incomplete - Repair window sashes
2021-35	1001 E. 5th St.	Minor	Incomplete - Repair window sashes
2021-36	803 E. 5th St.	Minor	Incomplete - Remove severely damaged side yard tree / replace with like tree (Dogwood)
2021-37	200 S. Eastern St.	Minor	Complete - Remove dying and damaged tree, replace with like species
2021-39	601 E. 5th St.	Major	Incomplete - Add handrails to the front porch
2021-40	400 S. Summit St.	Minor	Complete - Detached garage – Paint with like color, replace roof with like color and shingles
2022-01	1205 E. 5th St,	Minor	Complete - Replace roof with like color and shingles
2022-02	1001 E. 5th St.	Minor	Incomplete -Replace roof with like color and shingles, repair wood rot and paint with like color, remove two diseased and dead trees and replant with like species
2022-03	603 E. 5th St.	Minor	Incomplete - Restore small areas of peeling paint with like color
2022-04	605 E. 5th St.	Minor	Incomplete - Restore paint on exterior soffit and shutters with like color



2021-16 - 503 E. 4th Street

**Repair/replace wood rot, window, front columns,
brick foundation; re-paint same color - Complete**



2021-27 & 2021-37 – 200 S. Eastern Street

**Repaint with staff approved colors, remove dying and damaged tree
with like species - Complete**



2021-32 – 510 W. Fourth Street

Add a 3 foot picket fence to the back yard - Complete



2021-40 – 400 S. Summit Street

**Garage – Paint with like color, replace roof with like color and shingles -
Complete**



2022-0001 - 605 E. Fifth Street
Replace roof with like color and shingles -
Complete