



**PROPOSED AGENDA**  
**GREENVILLE HISTORIC PRESERVATION COMMISSION**  
**Tuesday, March 27, 2012**  
**7:00 PM**  
**City Council Chambers**  
**200 West Fifth Street**

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- I. Call to Order
- II. Roll Call
- III. Additions/Deletions to Agenda
- IV. Approval of Minutes: January 24, 2012
- V. Old Business
  1. Former Local Landmark Demolition Information
  2. Informational Brochure Update
  3. Chamber of Commerce Fence Repair Update
- VI. New Business
  4. City of Greenville 2012-2013 Strategic Goals
  5. Staff report: Minor Works COA's
- VII. Public Comment Period
- VIII. Committee Reports
  6. Design Review Committee
  7. Publicity Committee
  8. Selection Committee
- IX. Announcements/Other
- X. Adjournment

Public Comment Period guidelines:

- 1 .The Public Comment Period shall not exceed a total of thirty minutes, unless the Commission, by majority vote, extends this limit.
2. Each individual will be allowed no more than three minutes for comments, unless the Commission, by a majority vote, extends this time.
3. An individual wishing to address the Commission during the Public Comment Period shall register with the Secretary of the Commission prior to the opening of the meeting by signing his or her name, address and short description of his or her topic on a sign up sheet provided by the Secretary to the Commission.
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.

**DRAFT OF MINUTES PROPOSED FOR ADOPTION BY THE GREENVILLE  
HISTORIC PRESERVATION COMMISSION**

January 24, 2012

The Greenville Historic Preservation Commission held a meeting on the above date at 7:00 p.m. in the City Council Chambers of City Hall located at 200 West Fifth Street.

**COMMISSION MEMBERS PRESENT:**

JEREMY JORDAN, CHAIR  
RYAN WEBB  
KERRY CARLIN  
DENNIS CHESTNUT

JORDAN KEARNEY  
SARA LARKIN  
MAURY YORK  
ANN SCHWARZMANN

**STAFF MEMBERS PRESENT:** MERRILL FLOOD, COMMUNITY DEVELOPMENT DIRECTOR; CHRIS PADGETT, CHIEF PLANNER; SETH LAUGHLIN, PLANNER II; ELIZABETH BLOUNT, SECRETARY.

**OTHERS PRESENT:** BILL LITTLE, ASSISTANT CITY ATTORNEY; JONATHAN EDWARDS, COMMUNICATIONS TECHNICIAN.

**ADDITIONS/DELETIONS TO AGENDA**

Mr. Laughlin added a public hearing as item #7 to the agenda.

Mr. Chestnut made a motion to approve the addition to the agenda, Mr. Carlin seconded the motion and it passed unanimously.

**APPROVAL OF MINUTES**

Mr. Kearney made a motion to approve the minutes as presented, Mr. Carlin seconded the motion and it passed unanimously.

**OLD BUSINESS**

**Historic Preservation Loan Pilot Program Text Amendment**

At their October 25, 2011 regular meeting, the HPC directed staff to create proposed program standards describing specific roof types for consideration (slate, wood shingle, tile, metal, etc). Revised standards could become effective in January after being read at two public hearings.

Staff presented proposed language changes to the HPC at their November 22, 2011 regular meeting. HPC directed staff to remove the descriptive text at the end of each change as follows:

- (metal slate, tile, etc.) and (modern composite shingles, commercial-type metal, synthetic tile, etc.)

The HPC also directed staff to add a statement at the end of subsection h which states:

- “Prospective applicants should contact city staff for guidance and additional information related to historically contributing roofs.)

Chairman Jordan stated that the Loan Pilot Program was discussed at the last meeting and the board could make a motion to accept the amendment.

Mrs. Larkin made a motion to the amendment as presented, Mr. Kearney seconded the motion and it passed unanimously.

## **NEW BUSINESS**

### **Election of Officers**

Chairman Jordan explained the election process for a chair and vice chair to the board.

Mrs. Larkin nominated Jeremy Jordan to continue as chair for the next year. No other nominations were given. The vote was unanimous and Jeremy Jordan was elected chair for another year.

Mr. Carlin nominated Sara Larkin as vice chair. No other nominations were given. The vote was unanimous and Sara Larkins was elected vice chair for a year.

Mr. Laughlin asked if committee members could be appointed during the meeting. He reiterated the policy about committee members. The Design Review Committee must have a minimum of 2 members and a maximum of 4. Both the Publicity and Selection Committees must have a minimum of 1 member and a maximum of 4 members. Currently Jeremy Jordan, Ryan Webb, Roger Kammerer, and Kerry Carlin are on the Design Review Committee, Ann Schwarman is on the Publicity Committee and Dennis Chestnut (outgoing member) and Jordan Kearney are on the Selection Committee.

Chairman Jordan stated that he always attended the Selection Committee meetings and he would like to be added officially to the committee.

Mrs. Larkin stated that she would like to be added to the Selection Committee also.

Mr. Laughlin stated that Mr. York had expressed interest in serving on the Publicity Committee. Mr. York said he would be happy to serve on the committee.

Chairman Jordan asked if there was anyone not serving on a committee. Everyone was serving.

Chairman Jordan stated that the Historic Preservation Commission will be getting new members soon and that Marion Blackburn is the new City Council Liaison.

Mr. Laughlin stated that he spoke to Ms Blackburn and she apologized for not being able to make the meeting due to a sick family member. He stated that Ms Blackburn does plan to attend the February meeting and to make as many meetings as possible this year.

Chairman Jordan informed Mr. Webb that he was still on the Design Review Committee.

Ms Schwarzmans asked was another member going to be on the Publicity Committee.

Chairman Jordan stated that Mr. York indicated that he would like to be on the Publicity Team.

Chairman Jordan asked if anyone else would like to join or change a committee. No one indicated a change.

### **Comprehensive Local Landmark List**

At their November 22, 2011 regular meeting, the HPC directed staff to create an updated comprehensive list of Locally Designated Landmarks.

Staff conducted a field survey of these sites and utilized the existing Local Landmark Properties Inventory draft template to detail the individual properties including current photographs. These inventory sheets will comprise a future database to be made available on the City's webpage.

During these site visits, it was determined that four landmarks still listed in GIS database have been demolished at various points in the past. Further research is being conducted by staff on these properties and will be reported on at a subsequent meeting of the HPC.

To date, the locally designated landmarks number 19. Staff updated the historic landmark map to indicate all 19 spots.

Mr. Laughlin presented a draft property inventory sheet and suggested that the committee make any necessary changes.

Chairman Jordan stated that the Charles O'Hagan Horne House current use needed to change from office: real estate/insurance to residential.

Mr. Carlin stated that the property on 402 W. 4<sup>th</sup> Street that houses the Frank Cassiano Law Firm is not the Albion Dunn House but the Alfred M. Moseley House. Chairman Jordan lives in the Albion Dunn House.

Mr. Chestnut asked if the notifications for demolition of historical properties are still in place.

Mr. Laughlin stated to the best of his knowledge that it was.

Chairman Jordan stated in order to get a demolition permit that it should have to go through inspections; therefore, the property should be flagged as a local landmark.

Mr. Chestnut stated that there was mention that four properties were demolished and since we were not sure of what they were then maybe the permits would state what the landmarks were. If they were not flagged, then it needs to be brought to someone's attention that they should be before the demolition.

Mr. Chestnut said that ownership of property has come up several times on the Selection Committee. The committee has the historical name of a property and yet that is not the owner. The committee spends a lot of time sending out letters of interest and the recipients were not the owners. Mr. Chestnut would like the current owners' name on the property inventory sheet.

Mr. Chestnut stated that one of the jobs of the commission members is to look at historic property and he passes by King Simmons Lodge a lot. He questioned the maintenance of the property. He also mentioned how the Glenn-Pender-Moore house was constantly struggling to keep the windows in.

Mr. Laughlin said if they want to do any type of exterior renovations or additions that HPC must approve it. He stated that general maintenance may be a criterion that they could pay closer attention to. He was unsure of how regular maintenance would be enforced.

Chairman Jordan stated that the property would probably fall under demolition by neglect ordinance which the City of Greenville does not have in place.

Mr. Webb asked if there was a demolition by neglect ordinance for residential properties.

Chairman Jordan answered no.

Mr. Webb asked if there was a demolition by neglect ordinance for commercial properties.

Mr. Chris Padgett stated that the city does not have a demolition by neglect but it does have a non-residential building code standard. This allows some level of review of non residential buildings in the same way the city does for commercial buildings, to ensure they meet some minimum standards. If the building is found in substandard shape, the property owner is offered an opportunity to bring the building up to standard or to demolish the structure. This standard has been used on a number of properties. Mr. Padgett stated that the HPC was interested in a property listed on a national registered district that was demolished through this process. Since the property was on a national registered district and not a local designated landmark, the property was not routed to the HPC for review prior to demolition.

Mr. Webb stated that the city sends the property owners a letter prior to demolition. He asked staff did they know how many properties that the non-residential building code standard had been used on.

Mr. Flood stated that it has was less than a dozen.

Mr. Webb asked if by the time the non-residential code is in progress, was it too late to save the property.

Mr. Padgett said by the time the city enforces the code, the process to get the property owner to bring the building up to code has already begun. The demolition portion is the last step of a multi-step process that can take from a year to 18 months.

Mr. Webb asked what was the notification process when a property is in danger of demolition.

Mr. Flood stated that the inspections department routinely goes through buildings at various stages. If they see one that is getting close to demolition, they do give the owners the offer to make a repair. At that point, it is up to the building inspector's judgment to the condition of the structure and what needs to happen. Mr. Flood suggested that a building inspector come to a future meeting to discuss the criteria for property that is brought forward for final action before the council. Mr. Flood stated that two out of the less than dozen properties that the non-residual code had been used did make efforts to try to save the property. Mr. Flood was not sure if the property had actually been saved or not. He stated that the inspections could give more insight concerning the process to determine at what point the structure is beyond economic repair or it can be repaired and Code Enforcement orders to fix the property.

Mr. Chestnut asked if Mr. Flood was referring to commercial property.

Mr. Flood answered yes.

Mr. Chestnut stated that he was not saying that the building was below code but that he never sees any activity/maintenance being done to the building. He wants to make sure that it does not get to the point where it is too far gone.

Mr. Chestnut reiterated the point of ownership. He said he was not sure if the property was commercial or residential.

Mr. Flood stated that the city's classification is still residential. He stated that the department will work closely with Code Enforcement that handles residential property. Code Enforcement has a different set of requirements. Typically if a property is in state of disrepair, they notify the owner that they have a specified time to make the repair or they will take the next step. If the property is abandoned for 6 months or more, they are ordered to board the structure up. If the property is boarded for a period of time, then Code Enforcement can order demolition. If it is a historical structure, it will come before the Historical Preservation Commission for consideration as well. Code Enforcement has some time frames in the minimum housing code when structures have to be brought down or brought into compliance.

Chairman Jordan asked are the demolitions complaint driven or is there enough staff to go around and look for substandard properties.

Mr. Flood said both. Each Code Enforcement officer has a district they ride through and take note of structures. They then take the required action based on their determination and judgment on that particular structure.

Chairman Jordan asked if a HPC member or someone from the community should ask about the condition of a property, could the HPC bring it to the attention of the staff.

Mr. Flood answered yes.

Mr. Chestnut stated that he would hate to lose the property in question which is one of two areas in West Greenville that has been designated as historical property.

Mr. Webb asked staff if the four researched properties were empty lots.

Mr. Laughlin answered yes.

Mr. Webb asked staff if he will let the HPC know when they became empty lots.

Mr. Laughlin answered yes, he will research the date for the permit of demolition and when the actual demolition was done.

Mr. York stated that Dickinson Avenue was misspelled under the Higgs House.



Chairman Jordan asked staff if they would have more information by the February meeting on the four demolition properties.

Mr. Laughlin answered yes.

### **Workplan Planned Proposed Publications**

Mr. Laughlin presented two proposed publication for 2012:

1. City of Greenville Historic Preservation Handbook
  - a. This is an informational handbook that includes the following:
    - i. Brief History of the community
    - ii. Importance of historic preservation
  - b. Overview of city's current historic preservation efforts
    - i. HPC
      1. Locally designated Historic District (Full page and map dedicated to the College View District)
      2. Locally Designated Landmarks
      3. Grant and Loan Programs (Façade Improvement Grant & Historic Preservation Pilot Loan Program)
  - c. National Register Historic Districts (full page and map for each district)
    - i. State and Federal Tax Incentive Eligible
2. City of Greenville Historic Preservation Design Guidelines
  - a. The city/HPC will apply for a SHPO Pass Thru Grant to retain assistance of a consultant to update the HPC's Design Guidelines. Application is due by end of February.
  - b. The future guidelines will include additional and updated graphics, photographs and renderings to better explain the content.
  - c. Process will include HPC and public input sessions

Mr. Laughlin stated that he met with Consultant LaKeisha Randolph who designed *The Center City Design Guidelines*. The publications will be similar in design, appearance and content. The content draft must be submitted by the end of March in order to be completed by the fiscal year. Staff would like to work with Design Review Committee immediately. The entire board will be asked their input for content and suggestions.

Chairman Jordan asked if the design guidelines would be completely overhaul or an update.

Mr. Laughlin stated that it would be a complete overhaul. He said several communities in the east have already performed the task. The schedule for the process is as follows: Application submitted in February; Raleigh Historic Preservation Office will review application in March, Make selection and distribute award notices in April, Grantee's acceptance and executing grant agreement in May, grantee with HPO will distribute

requests for proposals, interview respondents and choose a project consultant within May and July.

Mr. York volunteered to help with the history of Greenville.

Mr. Chestnut asked if the Publicity committee would be involved or would the content of the design guideline come only from staff.

Chairman Jordan stated that he thought the Design Review and the entire Commission would help with the design guidelines and Publicity would help with the brochure portion.

Mr. Laughlin stated that staff would appreciate any participation from any Commission members and that information did not have to come strictly from any of the subcommittees.

Chairman Jordan stated the Commission has a lot of work to do this year that will make a difference for Historic Preservation.

### **Certificate of Appropriateness Minor Works**

Mr. Laughlin reported that three minor works have come in since the last meeting-117 S. Harding Street: concrete slab driveway replacement (not original wheel strips), 1007 E. 3<sup>rd</sup> Street: Replacement of roof with architectural shingles, and 801 E. 3<sup>rd</sup> Street: Replacement of HV/AC unit.

No comments or discussion about the minor works.

### **PUBLIC COMMENT**

No one spoke during the Public Comment portion.

### **COMMITTEE REPORTS**

Chairman Jordan stated that none of the subcommittees met in December.

### **ANNOUNCEMENTS/OTHER**

Chairman Jordan stated that Mr. Chestnut's term has expired and thanked him for his contribution to the Commission.

Mr. Chestnut said he enjoyed his time on the Commission. He encouraged the Commission to keep Greenville as a gateway city with character and charm and that neighborhoods should be kept intact because they are essential to gateway cities.

No other announcements or comments were made.

**With there being no further discussion, Mr. Carlin made the motion to adjourn, Mr. Webb seconded it and it passed unanimously. The meeting adjourned at 7:33 p.m.**

Respectfully Submitted,

Seth Laughlin, Planner II