

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

August 23, 2011

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	KERRY CARLIN
CHARLOTTE COHEN, VICE CHAIR	ROGER KAMMERER
RYAN WEBB	ANN SCHWARZMANN
DENNIS CHESTNUT	

**COMMISSION MEMBERS ABSENT**

JORDAN KEARNEY

**STAFF MEMBERS PRESENT:** SETH LAUGHLIN, PLANNER; VALERIE PAUL, SECRETARY; JONATHAN EDWARDS, COMMUNICATIONS TECHNICIAN; CHRIS PADGETT, CHIEF PLANNER; BILL LITTLE, ASSISTANT CITY ATTORNEY

**ADDITIONS/DELETIONS TO AGENDA**

None.

**APPROVAL OF MINUTES**

**Motion was made by Ms. Cohen to approve the minutes, it seconded by Mr. Carlin and it carried unanimously.**

**NEW BUSINESS**

**HPC Loan Program Application 11-01: Request by Michael and Deborah Metcalf for their property located at 209 S. Library Street**

Mr. Seth Laughlin presented the application to the Commission. The application refers to all sides of the house and it was complete with two estimates, Certificates of Appropriateness (COA) and Minor Works Certificates of Appropriateness (MWCOA). The project involves:

- Restoring exterior windows – 20 in total; removal of aluminum cladding, repainting and re-glazing as needed.
- Removing aluminum siding
- Restoring to original clapboard siding
- Repairing/replacing wooden trim
- Painting all exterior wood including the front port

The lowest estimate was \$18,835 and the applicants requested the full \$10,000 loan. All of the proposed improvements could be done with an MWCOA. The Design Review Committee met and reviewed the application; the review sheets had a possibility of 20 points and the applicant received a cumulative average of the full 20 points. If the Commission were to award the applicant then that would leave \$90,000 left in the

account.

Mr. Carlin noted that their application says 210 S. Library Street.

Mr. Laughlin clarified that it was a type as their home address is 210 Eleanor Street, but the remodels would be done to 209 S. Library Street.

Chairman Jordan noted that it was a very good application. It was presented in a folder with a table of contents and it was very comprehensive.

Ms. Cohen said that this was exactly the type of project that they want to use this money for and she was excited to see the application.

Mr. Chestnut asked staff to briefly outline the payback schedule.

Mr. Laughlin answered that loans in the amount of \$2,500 - \$6,000 will be set on an amortization schedule of up to six years; loans from \$6,001 - \$10,000 will be set on an amortization schedule of up to ten years. The exact payment schedule would be finalized with the Planning Staff, the applicant and the Financial Services Department and it would involve a deed of trust being put on the property.

Mr. Chestnut asked if there was any interest on the loan.

Mr. Laughlin answered that it is a zero interest loan.

Chairman Jordan noted that this is a revolving loan so payments made would fund future loans.

Mr. Webb asked when the next workshop was scheduled.

Mr. Laughlin answered that it would be in November.

**Mr. Chestnut made a motion to approve the application for the full \$10,000. Mr. Kammerer seconded and it passed unanimously.**

#### **STAFF REPORT ON MINOR WORKS**

Mr. Laughlin reported one minor works this month:

- Replace HVAC unit located at rear of home 304 S. Harding Street.

There were no ongoing noncompliant issues to report.

#### **PUBLIC COMMENT PERIOD**

Mr. Dave Barham read an excerpt from *The Federalist Papers* to the Commission.

With no further speakers present, Chairman Jordan closed the Public Comment Period.

Mr. Laughlin said that one of the goals for the Commission was developing a brochure for the HPC. He said that he would be meeting with the consultant who had helped the Redevelopment Commission with their downtown brochure.

**COMMITTEE REPORTS**  
**DESIGN REVIEW COMMITTEE**

Chairman Jordan said that they had met to review the application that was presented tonight and they had recommended its approval.

**PUBLICITY COMMITTEE**

Ms. Cohen said that they had not met since the last meeting.

**SELECTION COMMITTEE**

Chairman Jordan said that they had not met since the last meeting.

Chairman Jordan announced that Sara Larkin would be joining the Commission and he felt that she would be a valuable asset to the Commission.

Mr. Laughlin said that they received an email on August 16<sup>th</sup> from Burt Powell with the Tar River University Neighborhood Area (TRUNA) to postpone their meeting and staff is waiting for further information.

Chairman Jordan asked if they would be waiting on TRUNA.

Mr. Laughlin said that they would for a certain period of time before he would check back with them.

Mr. Chestnut recognized Ms. Schwarzmans for being featured in the East Carolina Navigator for her contribution and work towards education.

**With there being no further discussion, Mr. Carlin made the motion to adjourn, Mr. Kammerer seconded it and it passed unanimously. The meeting adjourned at 7:13 p.m.**

Respectfully Submitted,

Seth Laughlin, Planner II