

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

July 26, 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
JORDAN KEARNEY	

COMMISSION MEMBERS ABSENT:

DENNIS CHESTNUT

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

OLD BUSINESS

FIG Program Guidelines Revision: Second Reading

Mr. Seth Laughlin gave the second and final reading of the FIG Program Guidelines Revision.

- Page 1, Paragraph #4: "FIG applications are considered under an "open cycle" program, meaning that interested parties may submit applications at any time during the year provided that funds are available. All applications for the FIG Program are due in the City of Greenville Community Development Department Office (Phone 252-329-4486), located at 201 W. Fifth Street, **twenty (20) work days** prior to the next regular meeting of the Historic Preservation Commission at which the application is to be considered."
- Page 4, Process for Receiving Grant, #1: "Applicant must attend a Grant Workshop sponsored by the Community Development Department, or have attended a past workshop. Attendance at a previous workshop must be capable of being verified. Workshops can be scheduled to accommodate groups or individual applicants."

**Staff would recommend continuation of Spring and Fall workshops and*

mailings to advertise the program

- Page 6, Requesting and Extension, #3, “In the event that an application is granted an extension, the façade associated with that application will be considered to have received a grant award in the same year in which the extension was granted for purposes of determining whether a façade is eligible for additional future grants. For example, if an application was originally awarded funding in January of 2010 and then was granted an extension through May of 2011, the façade associated with that award would be considered to have effectively received its Façade Improvement Grant award during 2011. During the following Fiscal Year (which would begin July 1, 2012),”

Staff recommended approval of the recommended changes and forward the revised FIG program guidelines with a recommendation for adoption by City Council.

Mr. Carlin made a motion to accept the recommended changes, Mr. Kearney seconded and the motion passed unanimously.

Ms. Cohen made a motion to forward the revised FIG program guidelines with a recommendation for adoption to the City Council, Mr. Kammerer seconded and the motion passed unanimously.

HPC – TRUNA Meeting Discussion

Mr. Laughlin said that staff had been in contact with Mr. Bert Powell, TRUNA President, in order to set up a meeting time. Mr. Powell indicated that Monday, September 19th, at 6:30 p.m. would have been an ideal time for them and he suggested meeting at Cypress Glenn. It was recognized by staff that September 19th is a meeting day for City Council so it would create scheduling conflicts for those members of the City Council who would like to attend and certain staff members of the Planning Division. Staff recommended the following:

- That the HPC considers the proposed agenda (attached to updated memo) for the Special Meeting,
- That the HPC officially schedules the Special Meeting for September 12, 2011 beginning at 6:30p.m. at the City Council Chambers (200 W. 5th Street),
- That the HPC establish the structure of the Special Meeting as follows:
 - Item called by Chair
 - Staff presentation
 - Commission questions and comments
 - Public questions and comments (maximum 5 minutes per speaker)

Mr. Webb asked about some of the items on the agenda; based on the last discussion, he was under the impression that the Commission would not be able to discuss some of the items listed.

Attorney Little clarified that the Commission would be able to discuss the items, but they would not have the jurisdiction to either act or direct staff to take action on the items.

Mr. Webb asked for verification that there were already workshops established that would address items 1 and 2.

Attorney Little verified that he was correct.

Mr. Webb asked for verification that they would be taking input on items 3, 4 and 5, but not taking action on them.

Attorney Little said that item #3 is done annually by way of the report given by the HPC Chair to the City Council.

Chairman Jordan said that he did not see a means of reporting to TRUNA.

Attorney Little said that is what they are trying to figure out. As far as the size and representation, the HPC can discuss the makeup with TRUNA; they would have to advise TRUNA to contact their City Council representative if they wanted to pursue a change to the HPC's makeup. He believes that they are looking for a more concise presentation rather than the global ones that are currently offered for the grants that are available through the City for historic preservation projects.

Chairman Jordan said that maybe they do not understand that there are some things that the HPC does not have direct control over.

Mr. Webb said that we should call it an open meeting and not just a meeting between the TRUNA and the HPC.

Attorney Little said that one of the reasons that staff wanted the meeting to be held at this location was to ensure that it would be broadcast on GTV9 for public viewing; this meeting could be a starting point that could possibly generate more questions.

Mr. Webb said that he feels that they are asking for item 6, a workshop that would address all those things.

Attorney Little said that they did write a response back that specifically addressed all of the items, but TRUNA wrote back and said that they still wanted to talk about all of the items.

Chairman Jordan commented that they HPC will not be expected to have six answers ready for the item.

Attorney Little said that he was correct; it would be an open dialogue.

Mr. Webb said that the Commission has been talking about this meeting for a year so he just wanted to be sure that they will come out of the meeting with something.

Ms. Cohen said that the agenda could be fleshed out a little more. She asked if there would be public comment throughout the whole meeting for each question.

Mr. Laughlin answered that the HPC Chair would introduce each item, Commissioners would ask questions and discuss and then those that came from the public would be able to speak. It is going to be an advertised meeting so it will not be only for those from the College View area.

Chairman Jordan said that the third staff recommendation lays it out.

Mr. Laughlin reminded the Commission that the purpose of the meeting is to provide information and to listen to ideas; there will not be any official action taken at that meeting.

Chairman Jordan said that the next item was to officially schedule the meeting for September 12, at 6:30 p.m. in the Council Chambers.

Mr. Kammerer said that he thought it was changed.

Chairman Jordan said that Counsel has advised that it would be better to have it in the Council Chambers because it will allow public access and it will enable the meeting to be broadcast on GTV9.

Ms. Schwarzmann asked if Mr. Powell would be allowed to add additional items to the agenda before the meeting.

Chairman Jordan said that this is the agenda that they had suggested so they would not be allowed to add anything once it is approved. If they want to discuss anything else, the Commission will have to discuss whether to have another meeting or not.

Chairman Jordan read through the rest of staff's recommendations and hearing no opposition, called for a motion to approve the proposed procedure.

Mr. Kammerer made the motion, Ms. Cohen seconded and the motion passed unanimously.

NEW BUSINESS

COA 11-02: Replacement of roof membrane system (water-proofing) and addition of new outer layer (wythe) of brick over new membrane on masonry of the Municipal Building, 201 W. Fifth Street, parcel number 28977.

Mr. Laughlin presented the application and Findings of Fact to the Commission. Part of the work will be done will be approved with minor works. The purpose of this COA is for

the vertical walls on the fourth floor; the building has had excessive leaks. Mr. Laughlin listed the applicable portions of the Design Guidelines. The color of the new brick exterior will match the bulk of the existing stone. Staff recommends approval of the Certificate of Appropriateness, in concept with the clear understanding that all plans and modifications comply with the City of Greenville's Design Guidelines as agreed upon in the COA application and subsequent meetings and discussions, obtaining all required permits, inspections and design requirements of the City of Greenville.

Ms. Cohen asked if the membrane that is currently in place is the original.

Mr. Laughlin answered that it was his understanding that the current membrane was installed in 1994.

Mr. Kammerer asked how they could be sure that this new membrane will work since the last membrane deteriorated.

Mr. Procopio Serrano with the East Group answered that the membrane that is currently in place was produced in the early 90's. The sun did most of the damage to that membrane; particularly the joints. They intend to put up a membrane that will be the same quality that you would put on a roof. In addition to the new membrane, the brick will prevent the sun from deteriorating the membrane any further.

Mr. Kammerer expressed concern about the membrane deteriorating and being blocked in by the layer of brick.

Mr. Serrano said that the main cause of the deterioration is due to the sun, so you will not have that problem with the brick.

Mr. Kammerer said that they saw lots of pipes going through the membrane.

Mr. Serrano said that this would be the best method to address that.

Ms. Cohen asked if they would be required to resurface the roof since they would be removing some existing air conditioners and a radio tower.

Mr. Serrano answered that it would be; the whole roof would be replaced.

Mr. Carlin asked what they would use for the flat part of the roof.

Mr. Serrano said that it would be that same membrane.

Mr. Carlin asked if the membrane would have the same issues with the sun as the current one has.

Mr. Serrano answered that it will not. They consider it the best membrane that is

currently available.

Mr. Webb made a motion that the application is congruent with the Design Guidelines, Mr. Carlin seconded and the motion passed unanimously.

Mr. Kammerer made a motion to approve the COA, Mr. Kearney seconded and the motion passed unanimously.

STAFF REPORT ON MINOR WORKS

Mr. Laughlin reported two minor works this month:

- Repair of fire damage to rear of home located at 1112 Dickinson Ave. (Local Landmark)
- Roof repair of carport located at 409 S. Harding St.

There were no ongoing noncompliant issues to report.

PUBLIC COMMENT PERIOD

(No one was present for the public comment.)

COMMITTEE REPORTS

DESIGN REVIEW COMMITTEE

Mr. Webb said that they had not met since the last meeting.

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.

With there being no further discussion, Mr. Webb made the motion to adjourn, Ms. Cohen seconded it and it passed unanimously. The meeting adjourned at 7:32 p.m.

Respectfully Submitted,

Seth Laughlin, Planner II