

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

April 24, 2007
Greenville, NC

The Greenville Historic Preservation Commission held a meeting on the above date at 7:00 p.m. in the third floor conference room of the City Hall Building located at 200 Martin Luther King, Jr. Drive.

COMMISSION MEMBERS PRESENT:

Dennis Chestnut	N. Yaprak Savut, Vice-Chair	Chris Woelkers
Jeremy Jordan, Chair	Richard Weir	

COMMISSION MEMBERS ABSENT:

Shelva Davis	Candace Pearce	Rick Smiley
Greg Jarrell	Franceine Rees	

STAFF MEMBERS PRESENT: Bill Little, Assistant City Attorney; Carl Rees, Senior Planner; Gwen Turnage, Administrative Secretary; and Tom Wisemiller, Planner I

OTHERS PRESENT: Angela Dudley, Pitt Community College Student; Pat Dunn, City Council Member; and Daron Mills, Pitt Community College Student

ADDITIONS/DELETIONS TO THE AGENDA

There were no additions or deletions to the agenda.

APPROVAL OF MINUTES OF MARCH 27, 2007

Motion was made by Ms. Yaprak Savut and seconded by Dr. Dennis Chestnut to approve the March 27, 2007 minutes as amended. Motion carried unanimously.

CHANGE IN RULES OF PROCEDURE: PUBLIC COMMENT PERIOD

Under Amendment to the Rules of Procedure – Paragraph V. E., add Public Comment Period under Conduct of Meeting. With further information under Paragraph V., add F. as follows:

- F. Public Comment Period. Each meeting under the provisions of N.C.G.S. §160A-81.1 authorizes the conduct of a public comment period or period of public expression as a part of the agenda item for each regular meeting of the Commission. If no monthly meeting is conducted, there will be no period of

public comment for that month. The Public Comment period shall be conducted under the following 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.

Mr. Wisemiller suggested that the Commission could have a fifteen minute comment period.

The Commission agreed that the public comment period should be thirty minutes.

Motion was made by Dr. Dennis Chestnut and seconded by Mr. Chris Woelkers to approve the change in the Rules of Procedure for a public comment period of thirty minutes. Motion carried unanimously.

PUBLIC COMMENT PERIOD

No public comments were made.

COMMITTEE REPORTS

Design Review Committee

The Design Review Committee did not meet.

Selection Committee

The Selection Committee did not meet.

Publicity Committee

The Publicity Committee did not meet.

NEW BUSINESS

Minor Works Certificate of Appropriateness (MWCOA) Report

There were no Minor Works Certificate of Appropriateness to report.

Update: Historic Properties

Mr. Wisemiller gave an update of historic properties.

Sigma Phi Epsilon at **505 East Fifth Street** installed halogen lights in the front yard with a COA. Staff has been in contact with fraternity trustee and is in the process of discussing appropriate options. A letter has been sent to the property owner explaining the need to complete a Certificate of Appropriateness (COA) application.

Tim Ferruzzi at **1303 East Fifth Street** has ongoing work that fall under the original MWCOA and is confined to the interior. The work appears to have been suspended. The Inspections Department is not aware of any permanent exterior work completed, planned or in progress. The matter has been reported to the Inspections Department

and the relevant work regulations will be enforced (i.e. must be completed within so many months, etc.).

Mr. Little: The original work permit had expired and they have now obtained a new one. I did observe one worker doing exterior work.

Mr. Woelkers: Is this an Inspections issue more than it is a Historic issue?

Mr. Little: It is more of an Inspections issue.

Mr. Woelkers: Does the property owner have to return it back to the original gable?

Mr. Wisemiller: Otherwise, it is a COA.

Mr. Little: If the property owner is not going to turn it back, the property owner would have to apply for a COA.

Mr. Woelkers: Will the City keep it on the burner until it is returned to the original gable unless the Commission approves a COA?

Mr. Wisemiller: Yes.

A. Movahed at **1001 East Third Street** has replaced the non original door without a COA. According to the contractor, no other projects planned except for door replacement (pending) and door apron repair. (MWCOA approved.) A letter has been sent to the property owner explaining the need to complete a COA application.

Michael Barberio at **2909 Memorial (Oakmont)** has replaced the windows and made other repairs without a COA. The property owner has considered removing the property from the Local Landmark list. After repeated calls to Mr. Barberio's attorney, property owner's intentions are still unknown. A fine is being issued.

Jack Richardson at **805 Evans Street** has not completed the exterior paint job. Paint is cracking and falling off; primer coat is inappropriate if left exposed. Work has been suspended for many months; tenants are not aware of any pending work. A letter has been sent to the property owner requesting work completion within 60-days, a period which has expired with next steps to be determined.

William Sloane at **1000 East Third Street** has a rear/side privacy fence that is not consistent with the Design Guidelines, so the COA application was continued. The applicant requested a 60 day extension for a family emergency. The extension was granted.

Mr. Wisemiller: Are there any questions?

Dr. Chestnut: With the continuation of the fence on Third Street, does that allow the fence to remain in place?

Mr. Wisemiller: That has been my understanding. The only recourse is to require compliance with the COA process. As far as taking direct action, I am not aware of any action.

Mr. Little: The applicant requested an extension to be compliant. If at the end of that time period, the applicant has not done anything it will be up to Staff to address the applicant.

Historic Preservation Commission's (HPC) Annual Work Plan for Fiscal Year 2007-2008: Initial Discussion

Regular HPC Work Projects (Items that appear an annual basis):

1. National Register and Local Historic District Surveys and Research Reports; Nominations
2. Historic Preservation Commission's Elections
3. Façade Improvement Grants
4. Certified Local Government Program
5. City of Greenville Historic Preservation webpage
6. HPC Public Relations and Goal Setting
7. HPC Awards (even numbered years)
8. Historic Property Database: inventory, data entry, data management, online accessibility

Special Carryover Projects (Items that do not appear on an annual basis)

9. Installation of Historic District Signs
10. Preserve America's Community Program
11. Historic Preservation Outreach Programs
12. Research and Analysis of Historic Preservation Trends

New Special Projects

13. Diversifying Heritage and Preservation Programs

Mr. Wisemiller: At the May meeting, the Commission will vote on a detailed 2007-2008 Historic Preservation Commission Work Plan.

Mr. Jordan: How about a retreat for the Historic Preservation Commission?

Mr. Wisemiller: I will poll the Commission members for their suggestions about the retreat to include those absent tonight. The Publicity Committee will spearhead the retreat.

Mr. Rees: Perhaps, the retreat could begin with the City paying for lunch and then the retreat running into the afternoon.

Mr. Weir: I would like to see the retreat promote Archeology, because it is a part of our heritage.

Mr. Woelkers asked that other cities might be invited such as Charleston or Wilmington to inform the Commission as to how they got accomplished what they have accomplished in their historic districts.

Dr. Chestnut recommended having a retreat that was focused to get into two items intensely.

The Commission decided to make final decisions about the retreat at the May meeting.

ANNOUNCEMENTS/OTHER

Meeting Location for the Historic Preservation Commission

Mr. Rees told the Commission that City Manager Wayne Bowers suggested that the Commission holds its future meetings in the City Council Chamber of City Hall, so that the public may be made more informed through the televising of the meetings.

Motion was made by Mr. Richard Weir and seconded by Mr. Chris Woelkers to move the meeting location from the Third Floor Conference Room #337 in City Hall to the Third Floor Council Chambers in City Hall and to bring back the Rules of Procedure with the meeting location change at the May meeting for approval. Motion carried unanimously.

Before televising the meetings, can the Commission request that a test meeting be held in May.

Certified Local Government (CLG) Grant Application

Mr. Wisemiller: The Certified Local Government (CLG) Grant Application was not successful. I spoke with Scott Power with the State Historic Preservation Office and he encouraged the City to try again.

Façade Improvement Grant (FIG) Spring Cycle

Mr. Wisemiller: The City has been advertising for the Spring Cycle of the Façade Improvement Grants. The applications should be pulled together for the Commission by the May meeting.

Resignation of Shelva Davis

Mr. Wisemiller: Ms. Shelva Davis has resigned from the Historic Preservation Commission effective immediately.

Mr. Wisemiller informed the Commission of the Historic Preservation Workshop in Wilson, North Carolina tomorrow. The session is going to cover Local Landmark Designation Reports and Rehabilitation Tax Credits.

ADJOURNMENT

There being no further business, the meeting was adjourned.

Respectfully submitted,

Tom Wisemiller
Planner I