

**MINUTES ADOPTED BY THE GREENVILLE HISTORIC PRESERVATION COMMISSION**

September 27, 2016

The Greenville Historic Preservation Commission held a meeting on the above date at 6:00 p.m. in Council Chambers of City Hall located at 200 West Fifth Street.

**COMMISSION MEMBERS PRESENT:**

JEREMY JORDAN-CHAIR  
KERRY CARLIN  
ALICE ARNOLD  
WILLIAM GEE

JAKE POSTMA  
ELIZABETH WOOTEN  
MYRON CASPAR

**STAFF MEMBERS PRESENT:** COLLETTE KINANE, PLANNER II; THOMAS WEITNAUER, CHIEF PLANNER and BEN GRIFFITH, COMMUNITY DEVELOPMENT DIRECTOR

**OTHERS PRESENT:** DONALD PHILLIPS, ASSISTANT CITY ATTORNEY AND KELVIN THOMAS, COMMUNICATIONS TECHNICIAN

**ADDITIONS/DELETIONS TO AGENDA**

**Mr. Carlin made a motion to accept the agenda as written, Mr. Gee seconded and it passed unanimously.**

**APPROVAL OF MINUTES**

**Mr. Postma made a motion to accept the July 26, 2016 and August 23, 2016 minutes as written, Ms. Arnold seconded and it passed unanimously.**

**NEW BUSINESS**

**Minor Works COA's**

2016-18: 501 E. 5<sup>th</sup> Street; ENECO East; Mechanical change-out – Approved

2016-19: 411 E. 4<sup>th</sup> Street; Daniel Van Liere; new awning, grey to match slate – Approved

Mr. Postma asked if the awning was freestanding.

Ms. Kinane stated it is connected to the building.

**FIG Boundaries**

Ms. Kinane stated she is bringing additional information as the Commission requested at the last meeting. The Façade Improvement Grant (FIG), created in 1998, helps preserve and enhance the unique historic character and architectural quality of Greenville's central business district. FIG's encourage substantial, historically appropriate exterior building renovations. It is a matching grant program that grants \$1.00 for every \$2.00 on eligible costs not to exceed \$5,000.00 per façade.

## Eligibility

- Owners or tenants of a building located within project area are eligible to apply for grants
- Commercial and non-profit
- Requires owner's permission
- One application per façade or business unit
- Must satisfy City code and other construction guidelines
- Follow US Secretary of Interior's Standards for Rehabilitation
- No more than 2 grants for same façade/unit within two consecutive fiscal years

## The FIG is a competitive program

- Higher priority to projects that make highly visible positive contribution to Center City
- Examples of covered work items include:
  - Cleaning storefronts
  - Painting
  - Repair/replacement of non-historic doors and/or windows
  - Installation of approved awnings
  - Removal of false fronts
- Grant does not cover roof repairs, sandblasting, or the removal of historic features

She stated in the past six months she has received five requests that are just outside the current eligible area. As the grant has continued over time, the requests have tracked further down Dickinson Avenue. Previous grants were concentrated along Evans Street. Generally, the requests are slowly migrating out of the central business area. She delineated on a map the possible expansion area that is west of the current eligible area. She stated the construction dates of properties in the expansion area are from the early 1930's to 1960's. She listed the historic properties in the expansion area which include: Moye House, Clare-Baker House, former St. Andrews, Roxy Theatre, Nabisco Warehouse, Imperial Office Building, Greenville Machine Works, Barber Shop, and the Coca-Cola Bottling building. This is a discussion item to consider expanding the eligible area. City Council will need to give final approval.

Chairman Jordan asked if the end boundary of the expansion was the commercial properties.

Ms. Kinane stated yes.

Ms. Wooten suggested including the rest of the historic districts in the Uptown area.

Ms. Kinane stated the northern section of the Dickinson Avenue is included in the expansion.

Mr. Postma asked how much money is available for the grant.

Ms. Kinane stated it varies and is determined by City Council. Currently there is \$29,000.

Mr. Gee asked if the money is not spent does it roll over to the next year.

Ms. Kinane stated yes.

Mr. Postma asked what the historical requirements are for the grant.

Ms. Kinane stated the structure does not need to be historical but should maintain any distinctive details and treat the property with sensitivity.

Mr. Postma stated that the HPC gave a grant to a property on Dickinson for windows and the property looks modern but the property next door looks historic. We need to be consistent. He stated that the Commission approved with conditions a residential application in the historic College View District to repair the property but they were not eligible for financing.

Ms. Wooten stated for clarification that the residential property Mr. Postma referred to was modified to be less historic without pursuing the proper approvals. The owner had violated the process and the only way for the HPC to correct it was to require the necessary changes.

Mr. Postma stated that there are mandates for the historic district but not the same for FIGs.

Chairman Jordan stated the property referenced by Mr. Postma and Ms. Wooten is in the College View District where the Design Guidelines are mandatory. The Design Guidelines are not mandatory in the FIG Boundary area.

Mr. Postma suggested that the residential areas should be considered for grant monies.

Ms. Arnold stated it appears the Center City has received many grants in the past. Greenville is expanding into the Dickinson Corridor and this historic area could benefit from FIGs.

Chairman Jordan stated the next step is to direct Staff to finalize a map. It would come back to the HPC for two separate readings before recommending approval to City Council.

Ms. Wooten asked if the FIGs are for the Center City commercial properties and not for residential historic districts.

Ms. Kinane stated yes and for properties that are not a primary residence.

Ms. Arnold made a motion to expand the Façade Improvement Grant (FIG) boundary area per the map provided by Staff, seconded by Mr. Carlin. In favor: Arnold, Gee, Jordan, Wooten, Carlin, and Caspar. Opposed: Postma. Motion carried.

### **Intro to Conservation Districts (NCOD)**

Ms. Kinane stated a brief published in 1998 was included in the Commissioners' packets. It is also known as Neighborhood Conservation Overlay Districts (NCOD) or Neighborhood Conservation District (NCD).

What are Conservation Districts?

- Overlay zoning district
- Based on an area-specific design plan
- Often referred to as "preservation-lite" districts

NCD or Historic District

1. NCDs typically regulate fewer features and focus more on significant character defining features such as lot size, building height, setbacks, and streetscape and tree protection.
2. NCDs rarely consider specific elements, such as windows, building materials, colors, and decorative details.

Conservation District Goals

- Protect and strengthen desirable and unique physical features, design characteristics, and recognized identity, charm and flavor.
- Manage development in neighborhoods with distinctive character.
- Accommodate change in a manner that is compatible with the area.
- Conserve and enhance existing architectural and cultural identity.
- Provide tailored guidelines and regulations to respond to the unique development conditions in each neighborhood district.
- Foster new construction in harmony with the scale and physical character of existing buildings.

Ms. Kinane stated there are nineteen municipalities in North Carolina that have these types of neighborhoods.

Typical Qualifying Areas

- Areas surrounding or bordering on an existing local historic district.
- "Pre-natal" historic districts that don't yet meet the usual 50-year rule, but which skilled observers feel certain will qualify in perhaps 5 or 10 years.
- Areas or neighborhoods that are important to preserve and maintain solely for their social and economic value, or for their utility as affordable housing.

Typical Nomination Process

- New districts may be nominated by neighborhood property owners (typically with 51% or greater owner agreement) or City departments.
- Nominations identify design features significant to the district, consistent with criteria provided by the City, including:
  - Elements that contribute to neighborhood's character
  - District boundaries
  - Survey of the area to determine what structural, landscape, and streetscape features are to be included.
- City Council approves final designation decision

What must be included in the NDC plan?

- Maps indicating boundaries, age of structures, and land use of proposed district.
- Design standards for new construction, additions, or alterations to the street façades of existing buildings or structures.

Typical Eligibility Criteria

- Must contain at least one block of face (typical minimum).
- May include residential and non-residential structures.
- Must include distinctive visible characteristics of an architectural style, period, or method of construction.
- A majority of the buildings and contributing landscape and/or streetscape features in the proposed district must be at least 25 years old.

Design Guidelines

- Clear and specific guidelines established for NCD.
- Identify character-defining features.
- COAs would be required for demolition, new construction and major rehabilitation.
- Features Included in Guidelines
  - Building siting
  - Building height and width, overall size and massing
  - Lot size
  - Coverage, front and side yard setbacks
  - Frontage, entrance location/features
  - Density/floor area ratio
  - Building orientation
  - Off-street parking and loading requirements
  - Porches, fences, and retaining walls
  - Signage
  - New construction and infill development
  - Demolition within district boundaries
- Features That May Be Included in Guidelines
  - Proposed departures from development standards
  - Major alterations
  - Accessory buildings
  - Building materials
  - Landscaping, sidewalks, and planting strips
  - Doors and windows

District Governance and Administration

- Historic Preservation Commission
  - Review and approve any COAs
- Administrator responsibilities
  - Neighborhood outreach
  - Nominations review
  - Development of guidelines
  - Manage/review COA process

What can a Conservation District do for Greenville?

- Allow for new construction and development while protecting the integrity of the neighborhood.
- Reduce conflict and prevent blighting caused by incompatible and insensitive development.
- Help residents preserve the most important characteristics of their neighborhood to support quality of life and enjoyment of where they live.
- Expand eligibility for Historic Preservation Loans.
- Provide residents with a planning bargaining tool for future development.

Chairman Jordan stated the reason for the discussion was due to the annual HPC presentation before City Council where NCDs were mentioned. This could help some neighborhoods where lot size does not currently meet setback requirements for new construction.

Attorney Phillips suggested reviewing, at the next meeting, guidelines of other municipalities and provide specific definitions tailored to Greenville to recommend to City Council.

**Ms. Wooten made a motion to direct Staff to provide specific tailored guidelines for a Neighborhood Conservation District, seconded by Ms. Arnold. Motion passed unanimously.**

### **PUBLIC COMMENT PERIOD**

Mr. Gregory Barrett spoke about the expansion of the FIG Boundary. He is a member of the Miracle Deliverance Church on Bonner's Lane. It was built in 1912. The historical part of the church is being restored. The increase of the FIG boundary would benefit the church to beautify it. New developments are coming nearby and they want to return the property to the original intent inside and outside and contribute to the renovation of the neighborhood.

### **COMMITTEE REPORTS**

#### *Design Review Committee*

Chairman Jordan stated they did not meet.

#### *Publicity Committee*

Mr. Postma stated they met. He asked for feedback from last month's handouts and provided new updated handouts. He suggested changing the name of Publicity Committee to "Communications Committee" and reviewed the new handouts. He suggested evaluating where they are, where they want to be, what brochures are available and when/where they can be used. He mentioned that some of the Design Guidelines need to be updated. He encouraged the Commissioners to work together and take action.

Ms. Wooten commended Mr. Postma's efforts.

Attorney Phillips stated the Rules of Procedure state the Publicity Committee is a standing committee and he would need to research protocol to change a standing committee name.

**Mr. Caspar made a motion to accept and move forward with the Publicity Committee's communication plan, seconded by Mr. Arnold. Motion passed unanimously.**

*Selection Committee*

Chairman Jordan stated they did not meet.

**ANNOUNCEMENTS**

Mr. Postma stated he saw 89 trash cans out in the College View District.

Ms. Kinane referred Commissioners to the memo in their packets regarding Active Transportation Master Plan for the Greenville Area MPO. She encouraged everyone to participate by taking the public survey at <http://www.walkbikegreenvillenc.com>.

Mr. Weitnauer stated that the Horizon 2026: Greenville's Community Plan was adopted on September 8, 2016 by City Council. He encouraged the Commissioners to review the plan and especially the areas on Historic Districts online on the City's website: [www.greenvillenc.gov](http://www.greenvillenc.gov).

Mr. Weitnauer updated the HPC on rear yard parking regulation in the historic district. He stated due to the conflict between the Design Guidelines and the zoning enforcement ordinance, enforcement has temporarily ceased. When City Council reversed the UNRI overlay (University Neighborhood Revitalization Initiative), they left the rear yard parking regulations in place. Staff is working on how to determine what regulations supersede, how to fix the regulations and how to proceed.

**Ms. Arnold made a motion to have the Design Review Committee help Staff look into the rear yard parking regulations and bring information back to the HPC, seconded by Mr. Caspar. The motion passed unanimously.**

**With there being no further discussion, Ms. Wooten made a motion to recess to the closed training session, seconded by Mr. Postma. The motion passed unanimously. The meeting recessed at 7:12 pm and adjourned after the closed training session.**

Respectfully Submitted,

Collette Kinane, Planner II