



*Find yourself in good company*

## **Historic Preservation Commission**

### **A G E N D A**

**This meeting will be virtual and conducted via Zoom**

Tuesday, July 27, 2021, 6:00 PM

200 West Fifth Street  
Greenville, NC 27835

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- I. Call to Order
- II. Roll Call
- III. Additions/Deletions to Agenda
- IV. Approval of Meeting Minutes

1. May 25, 2021

- V. New Business

1. Major Work COA

2021-0028: 807 E 3<sup>rd</sup> Street  
Applicant: Nick Crabtree  
Project: Demolition of accessory structure (garage)

2. Minor Work COA

2021-0026: 605 E Fifth Street  
Applicant: John Gill  
Project: Remove diseased Pecan Tree, replace with large canopy tree

2021-0027: 200 S Eastern Street  
Applicant: Susan Pearce  
Project: Repaint with staff approved colors

2021-0029: 1001 Johnston Street  
Applicant: Sarah Watkins-Kenney and John Kenney  
Project: Repaint with like colors

3. Discussion of HPC Budget and Enhanced Enforcement

4. Discussion of Topics for a Workshop

5. Discussion of Certified Local Government (CLG) Training and Due Dates

VI. Public Comment Period – see page 5  
VII. Committee Reports

1. Design Review Committee – COA 2021-0028: Met on site June 29, 2021, Met on July 16, 2021
2. Publicity Committee – Did not meet
3. Selection Committee – Did not meet

VIII. Approved COA/MWCOA Staff Update  
IX. Announcements / Other  
X. Adjournment

## **How to Participate in a Virtual Historic Preservation Commission Meeting**

*Due to the COVID-19 virus and the risk to the public that could arise from in-person meetings, the City is converting this Historic Preservation Commission meeting to a remote electronic format pursuant to North Carolina General Statute 166A-19.24.*

### **VIRTUAL MEETING FORMAT**

The virtual Historic Preservation Committee Meeting will be conducted using the Zoom Webinar platform. You can participate in this virtual meeting using a computer, tablet, or telephone. Participation on Zoom is only required if you are going to make public comments during the public hearing. Otherwise, you can view the meeting streamed live on GTV9

[http://greenville.granicus.com/mediaplayer.php?publish\\_id=13](http://greenville.granicus.com/mediaplayer.php?publish_id=13) or Channel 9 on the local Suddenlink cable line up on your television.

### **PRE-REGISTRATION**

**PRE-REGISTRATION IS REQUIRED FOR ALL INDIVIDUALS (INCLUDING, BUT NOT LIMITED TO, ALL ATTORNEYS, APPLICANTS, PROPERTY OWNERS, WITNESSES, AND NEIGHBORS) WISHING TO SPEAK AT THE HISTORIC PRESERVATION COMMISSION MEETING.**

To register, please call the Planning Division at 252-329-4116 no later than 5 pm on Thursday, July 22, 2020 or email Tony Parker at [tparker@greenvillenc.gov](mailto:tparker@greenvillenc.gov). To speak at a public hearing, the speaker needs to complete an oath form that has to be notarized. City staff can assist with notarizing the oath form. The oath form is not required for speaking during the Public Comment Period.

After registering online, you will receive a confirmation email containing information about joining the meeting. After registering via the phone, staff will provide you the phone number to call into the meeting. To ensure that you will be recognized, your Zoom profile name should be the same as your registration name.

### **PROCESS FOR SPEAKING**

Speakers will be given access to speak at the appropriate time during the meeting.

- Only those that have pre-registered online or with the City's Planning Division will get the opportunity to speak. Your name will be called at the appropriate time for you to speak. Speakers will be queued to speak in the order they registered.
- If you would like to speak on an item and did not pre-register, please notify the Planning Department at 252-329-4116 prior to the scheduled meeting so that the item can be rescheduled and you have an opportunity to register to speak in advance.

### **STEPS TO JOIN THE MEETING**

#### **To Join by Computer:**

1. Click the meeting link you received after pre-registering or open the Zoom app (if you have

downloaded it to your computer, tablet or smart phone).

2. Join a meeting using one of these methods:

- \* Click Join a meeting if you want to join without signing in OR
- \* Sign in to Zoom then click Join.

3. Enter the meeting ID number and your display name.

- \* If you are signed in, change your name to match the name on your registration form.
- \* If you are not signed in, enter a display name. Select if you would like to connect audio and/or video and click Join.

### **To Join by Telephone:**

1. On your phone, dial the teleconferencing number provided when you pre-registered.

2. Enter the meeting ID number and password when prompted using your dial pad.

3. Phone controls for participants: The following command can be entered using your phone's dial pad while in a Zoom meeting/webinar:

\*6 – Toggle mute/unmute

\*9 – Raise hand

### **How to Watch the Meeting**

- Watch live on the City's GTV9
- [http://greenville.granicus.com/mediaplayer.php?publish\\_id=13](http://greenville.granicus.com/mediaplayer.php?publish_id=13)
- Channel 9 on local Suddenlink cable television lineup

## **PUBLIC COMMENT RULES AND PROCEDURES**

1. An individual wishing to address the Commission during the Public Comment Period shall register electronically in the above mentioned fashion prior to the opening of the meeting.
2. The Public Comment Period shall not exceed a total of thirty minutes, unless the Commission, by majority vote, extends this limit.
3. Each individual will be allowed no more than three minutes for comments, unless the Commission, by a majority vote, extends this time.
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.

#### **IV. APPROVAL OF MEETING MINUTES**

**DRAFT MINUTES OF THE GREENVILLE HISTORIC PRESERVATION COMMISSION**

May 25, 2021

**The Greenville Historic Preservation Commission met on the above date at 6:00 pm via Zoom.**

Jeremy Jordan - Chairperson - \*

Candace Pearce – Vice chair - X

Myron Caspar – \*

Andrew Morehead - \*

Justin Edwards - X

Robert Wright - X

Kerry Carlin - \*

Roger Kammerer – X

Israel Mueller -\*

Scott Wells - \*

The members present are denoted by an “\*” and the members absent are denoted by an “X”.

**PLANNING STAFF:** Chantae Gooby, Chief Planner; Tony Parker, Planner I; Taylor Bland, Staff Support Specialist II

**OTHERS PRESENT:** Donald Phillips, Assistant City Attorney; Thomas Barnett, Director of Planning and Development Services; Les Everett, Assistant Director of Planning and Development Services

**MINUTES:**

**Motion made by Mr. Mueller, seconded by Dr. Carlin, to accept the April 27, 2021 minutes. Motion passed unanimously.**

City Attorney Donald Phillips read the following statement:

**Pursuant to North Carolina General Statute 160A-388 and Section 4, H. of the Historic Preservation Commission’s Rules of Procedure:**

**H. Conflict of Interest. No member of the Historic Preservation Commission shall participate in either the discussion or vote on any certificate of appropriateness in any manner that would violate the affected persons’ constitutional right to a fair and impartial decision maker. Prohibited conflicts include but are not limited to a member having a fixed opinion prior to hearing the matter and not willing to consider changing his or her mind; undisclosed ex parte communications with the person before the Commission, any witnesses, staff or other Commission members; a close familial, business or other associational relationship with the affected person; or a financial interest in the outcome of the matter before the board. On any other matter before the Commission where such decision by the Commission shall be in an advisory capacity only, no member shall participate in the discussion or vote on such advisory matters where the outcome on the matter being considered is reasonably likely to have a direct, substantial, and readily identifiable financial impact on the member. Decisions on either a request for recusal by a member or objections by a person appearing before the board shall be decided by a simple majority vote. A member so disqualified will not be counted or included in the count to determine the appropriate voting majority for the issue before the Commission and will not negate a quorum of the Commission.**

**If a Commission member has had an ex parte communication that needs to be disclosed at this time.**

**As a reminder, as members of the Commission conversations among yourselves during the discussion periods of this meeting and your committee meetings are NOT ex parte communications.**

**New Business**

## 1. Minor Work COAs

2021-0019: 1001 E. Fifth Street

Applicant: Ricky Hill for East Carolina University

Project: Repair and replace woodrot; repaint same color

2021-0020: 805 Johnston Street

Applicant: Michael Moore / DesignCo

Project: Repair and replace woodrot; repaint same color, and repair internal gutter system

2021-0021: 605 E. Fifth Street

Applicant: Ricky Hill for East Carolina University

Project: Repair and replace woodrot; repaint same color

2021-022: 601 E. Fifth Street

Applicant: Ricky Hill for East Carolina University

Project: Add storm door at front entrance

2021-0023 407 S. Jarvis Street

Applicant: Rob O'Conner

Project: Replace shingles with like color

2021-0024 405 S. Jarvis Street

Applicant: Rob O'Conner

Project: Replace shingles with like color

2021-0025 400 S. Holly Street

Applicant: Rob O'Conner

Project: Replace shingles with like color

## 2. Consideration of a Resolution Requesting Funding for the Potential Designation of Five City-Owned Properties as Local Landmarks

Tony Parker presented for staff. He stated that staff drafted the resolution to request funding for the potential designation of five city-owned properties as local landmarks. These properties include Guy Smith Stadium, Fire/Rescue Drill Tower, Cherry Hill Cemetery, Brownhill Cemetery, and Elm St. Park. If the Commission passes the resolution, the resolution will be sent to City Council.

**Motion made by Ms. Wells, seconded by Mr. Morehead, to approve the resolution. Motion passed unanimously.**

### **Public Comment Period**

Refer to page 5 of agenda for public comment guidelines. No Public Comments

### **Committee Reports**

1. Design Review Committee – Did not meet
2. Publicity Committee – Met on May 20, 2021
3. Selection Committee – Met on May 20, 2021

### **Announcements / Other**

No announcements.

**Motion made by Dr. Carlin, seconded by Mr. Mueller, to adjourn. Motion passed unanimously.**

Meeting adjourned at 6:15 p.m.

**Respectfully submitted,**

**Tony Parker**

**Planner I**

## **V. New Business**

### **1. Major Work COA**

**COA 2021-0028: 807 E. 3<sup>rd</sup> Street**

<b>Request:</b>	The applicant requests to demolish a non-contributing accessory building (garage)
<b>Applicant:</b>	Nick Crabtree
<b>Location:</b>	807 E. 3rd Street
<b>Parcel Number:</b>	25181
<b>Historic Status:</b>	Non-contributing garage
<b>Attachments:</b>	<ol style="list-style-type: none"> <li>1. Site Photos</li> <li>2. Supplemental Materials</li> <li>3. Location map of property</li> </ol>

The Commission should consider this request based upon general conformance with the *Design Guidelines*.

**Description:** Erected c. 1935, this two-storied brick American Foursquare house has a hip-roof and wrap around hip-roof porch. The garage in question is not listed in the College View Historic District Architectural Survey. The date of construction is not known.

**Project Analysis:** Located in the northeast corner of the property, the garage has sustained damage through the years. The building is severely out of plumb and the cinderblock wall in the rear of the building has cracked and separated from the structure.

From the *Design Guidelines* (shortened to include only those that apply):

<u>Chapter</u>	<u>Title</u>	<u>Pages</u>
2	Garages and Outbuildings	45 – 46

Early garages were typically single-bay structures located in the rear yard at the end of the driveway. A number of later garages and sheds also exist in the historic district. These were generally considered to be noncontributing to the architectural significance of the district when it was nominated to the National Register. Changes or demolition of late twentieth-century outbuildings may be permissible; however each case must be evaluated for its impact on the character of the property and district.

1. Work with the Historic Preservation Commission to seek alternatives to demolition. Alternatives may include:
  - Restoration through state and federal tax incentives if individually listed on the National Register of Historic Places, or a contributing property in a National Register District.
  - Sale to an entity that is willing to restore it.
  - Relocation.
2. If alternatives have been exhausted, follow these guidelines for demolition:
  - Make a permanent record of a significant structure before demolition. The record shall consist of digital photographs and other documents, such as drawings, that describe the architectural character and the special features of the building. The commission determines on a case-by-case basis the precise documentation of a specific building that is required and the person who is responsible for producing that documentation. The documentation must be submitted for review by the commission before the demolition. The record is retained by the City of Greenville.
  - Work with the commission to identify salvageable materials and potential buyers or recipients of salvaged materials. The removal of all salvageable building materials before demolition is encouraged, and may be required depending on the significance of the building.
  - Clear the structure quickly and thoroughly.
  - Submit a site plan illustrating proposed landscaping and any other site development to be completed after demolition.

**Staff Findings:**

The structure is non-contributing and is not listed in the College View Historic District Architectural Survey. The building is out of plumb and has large cracks and protruding cinder blocks in the walls.

**Design Review:**

The DRC met on site with the applicant, Nick. The members they would recommend the building be demolished. At its subsequent meeting there was a split vote, one for removal, and one for denial of removal. The third member was absent.

DESIGN REVIEW COMMITTEE MEETING

DATE: June 29, 2021 (site Visit)

COA APPLICATION: 2021-0028 - 807 E. 3<sup>rd</sup> Street

MEMBERS PRESENT: Myron Caspar

Jeremy Jordan

Candace Pearce

STAFF PRESENT: Tony Parker

EXPLANATION OF WORK: The DRC met with the applicant, Nick Crabtree, on site at 807 E. 3<sup>rd</sup> Street. Mr. Crabtree would like to demolish an accessory structure (garage) that is severely damaged and a safety hazard, and is not an original building nor does it contribute to the building and grounds.

RECOMMENDATION:  APPROVED

DENIED

REFER TO SHPO

NOTES: The members of DRC stated to the property owner that they would recommend the accessory structure be removed. A formal vote was not taken.

DESIGN REVIEW COMMITTEE MEETING

DATE: July 16, 2021

COA APPLICATION: 2021-0028 - 807 E. 3<sup>rd</sup> Street

MEMBERS PRESENT: Myron Caspar

Candace Pearce

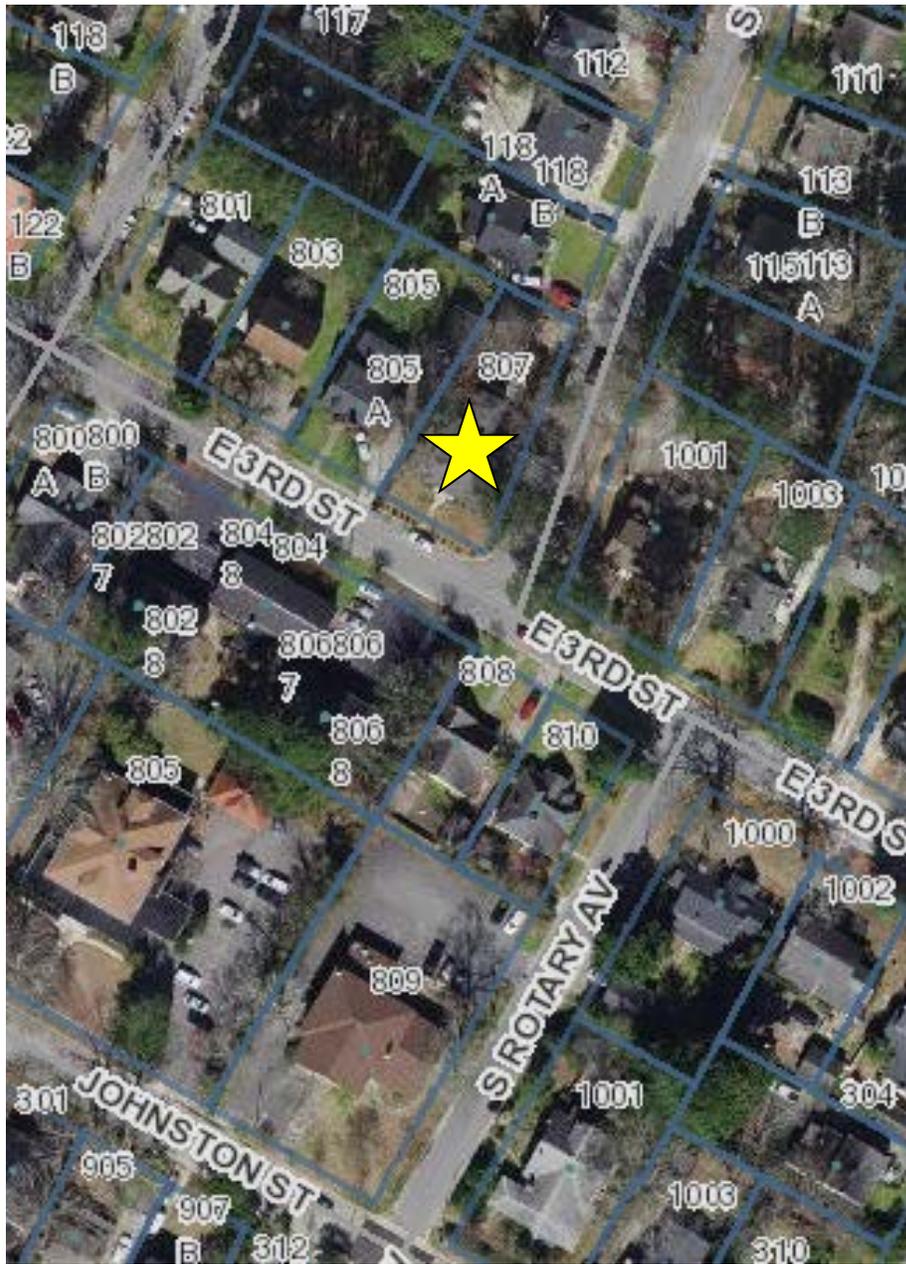
MEMBER ABSENT: Jeremy Jordan

STAFF PRESENT: Tony Parker

EXPLANATION OF WORK: Myron Caspar and Candace Pearce met to discuss the demolition of an accessory structure (garage) at 807 E. 3<sup>rd</sup> Street.

RECOMMENDATION: There was a split vote. Ms. Pearce vote for allowing the demolition to take place, Dr. Caspar voted against. Mr. Jordan was absent.

NOTE: Ms. Pearce said that the building was structurally unsound and should be removed. Dr. Caspar stated the building may be of historic value and should be researched more before a decision is made.



**807 East 3rd Street  
Location Map**



**807 East 3rd Street  
(Main house facing East 3<sup>rd</sup> Street)**



**807 East 3rd Street  
(Garage - front facing South Rotary Avenue)**



**807 East 3rd Street  
(North side of the garage)**



**807 East 3rd Street  
(South side of the garage)**



**807 East 3rd Street  
(Garage - detail of cracked cinderblock)**



**807 East 3rd Street  
(Back of the garage)**

## **V. New Business**

### **2. Minor Works**



**2021-26 601 E. Fifth Street**

**Remove diseased and damaged Pecan Tree,  
replace with large canopy tree**



**2021-0027 200 S. Eastern Street**

**Paint with approved colors**



**2021-0029 1001 Johnston Street**

**Repaint with like colors**

## **V. New Business**

### **3. Discussion of HPC Budget and Enhanced Enforcement**

## **V. New Business**

### **4. Discussion of topics for a workshop**

## **V. New Business**

### **4. Discussion of Certified Local Government (CLG) Training and Due Dates**

## **VI. Public comments**

## **VII. Committee reports**

## VIII . Approved COA/MWCOA Staff update

2021-16	503 E. 4th St	Minor Work	Incomplete - Repair / replace wood rot, windows, front columns, brick foundation, re-paint like color
2021-17	215 S. Library	Minor Work	Incomplete - Replace dilapidated fence in-kind and style and paint front door white
2021-18	601 / 605 E. 5th Street	Major Work	Complete - Add new driveway and three parking spaces; improve back entrance (ADA); connect existing driveway with 605; replace landscaping with native plants. 605 - remove planter wall and replace bamboo with native plants
2021-19	1001 E. 5th Street	Minor Work	Complete - Replace and repaint in-kind woodrot
2021-20	805 Johnson Street	Minor Work	Incomplete - Internal gutter system repair, wood rot repaired and repainted in-kind
2021-21	605 E 5th St	Minor Work	Incomplete - Repair and repaint woodrot with like materials and colors (siding and trim around sidelight windows)
2021-22	601 E 5th Street	Minor Work	Complete - Replace missing storm door - front entrance
2021-23	407 S Jarvis Street	Minor Work	Complete - Replace roof with like color and shingles
2021-24	405 S Jarvis Street	Minor Work	Complete - Replace roof with like color and shingles
2021-25	400 S Holly Street	Minor Work	Complete - Replace roof with like color and shingles
2021-26	601 E 5th Street	Minor Work	Incomplete - Remove severely damaged front tree
2021-27	200 S EASTERN ST	Minor Work	Incomplete - Repaint with approved colors
2021-28	807 E 3rd Street	Major Work	Status Pending - Removal of accessory structure (garage)
2021-29	1001 Johnston St.	Minor Work	Incomplete - Repaint with like colors



**2021-18 601 / 605 E. 5<sup>th</sup> Street**

**Replace landscaping with native plants, remove planter wall and  
replace bamboo with native plants**



**2021-18 601 / 605 E 5<sup>th</sup> Street**

**New driveway and three parking spaces, ADA back entrance,  
landscaped with native plants**



**2021-18 601 / 605 E 5<sup>th</sup> Street**

**New driveway at 601 connected with existing  
driveway at 605**



**2021-22 601 E. 5<sup>th</sup> Street**

**Replace missing storm door, front entrance**



**2021-23 407 S. Jarvis Street**  
**Replace roof with like shingles**



**2021-24 405 S. Jarvis Street**  
**Replace roof with like shingles**



**2021-25 400 S. Holly Street**  
**Replace roof with like shingles**