

## ADOPTED MINUTES OF THE GREENVILLE HISTORIC PRESERVATION COMMISSION

January 26, 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

Kerry Carlin - \*

Myron Caspar – \*

Roger Kammerer – X

Andrew Morehead - \*

Israel Mueller -\*

Justin Edwards - \*

Scott Wells - \*

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

**PLANNING STAFF:** Chantae Gooby, Chief Planner, Les Everett, Assistant Director of Planning and Development Services, Tony Parker, Planner I

**OTHERS PRESENT:** Donald Phillips, Assistant City Attorney; Kelvin Thomas, Communications Specialist

### MINUTES:

**Motion made by Mr. Mueller, seconded by Ms. Wells, to accept the December 22, 2020 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

DOC# 1142592

## **1. Minor Work COA**

2021-04

530 Evans Street

Applicant: Greg Needham for Sheppard Memorial Library

Project: Replace slate roof with like materials

Ms. Gooby gave the commission an update on work being done at the library. Public Works removed the shrubbery and is waiting to be sure all of the causes of water damage are rectified prior to replacement.

## **2. Local Landmark Designation Consideration**

Ms. Gooby presented the Local Landmark Survey and Research Report for the house located at 903 E. Fifth Street. The owners, Sara and Ernest Larkin, are requesting the designation. Ms. Larkin submitted the survey report for the commission to review. The Selection Committee voted to recommend the property be considered for local landmark designation. Staff reviewed the report for completeness of the State Historic Preservation Office (SHPO) checklist. The commission is asked to consider adoption of the report as its own, which is required, and then to forward the report to SHPO for review. SHPO will return comments to staff and then the report will come back to the HPC.

**Motion made by Dr. Morehead, seconded by Ms. Wells, for the HPC to adopt the 903 East Fifth Street Local Landmark Survey as its own and to forward the report to SHPO. Motion passed unanimously.**

### **Public Comment Period**

Refer to page 2 of agenda for public comment guidelines. No Public Comments

### **Committee Reports**

1. Design Review Committee – met on January 7, 2021
2. Publicity Committee – did not meet
3. Selection Committee – did not meet

### **Approved COA/MWCOA Staff Update**

Presentation given.

Mr. Jordan recognized City Council Liaison Monica Daniels and welcomed her to the meeting.

### **Announcements / Other**

There were no announcements.

### **Election of Officers**

City Attorney Donald Phillips read the following statement:

**Pursuant to the Historic Preservation Commission's Rules of Procedure (Section IV. E.), Election of officers and committee appointments shall take place at the first regular meeting in January.**

**Accordingly, Mr. Chairman, your Rules of Procedure require that you elect your Chairman and Vice Chairman at the first regular meeting in January. These positions are for a one-year term. This requires an election for both of these positions at tonight's meeting.**

**The duties of the Chairman are to conduct and preside over the meetings of the Historic Preservation Commission.**

**The Vice-chairman shall serve as acting Chair in the absence of the Chairman, and at such times shall have the same powers and duties as the Chair.**

**The procedure for the election of the Chair are to open up the floor for nominations. Nominations do not require a second.**

**The procedure is the same for the Vice-Chairman.**

**If it appears that there are no additional nominations, the nominations can be closed by declaration of the Chair or by vote of the Commission.**

**If there is more than one nominee, you vote on the nominees in the order nominated. The first nominee to receive a majority vote is elected.**

Mr. Jordan opened the floor for nominations of chair.

Ms. Wells nominated Mr. Jordan.

Seeing no other nominations, Mr. Jordan declared the nominations closed.

**Ms. Wells nominated Mr. Jordan as Chair. Motion passed unanimously.**

Mr. Jordan opened the floor for nominations of vice-chair.

**Dr. Carlin nominated Ms. Pearce as Vice-Chair. Motion passed unanimously.**

**Motion made by Dr. Carlin, seconded by Ms. Wells, to adjourn. Motion passed unanimously.**

Meeting adjourned at 6:22 pm.

**Respectfully submitted,**

**Tony Parker**

**Planner I**