

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

February 25, 2014

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:**

RYAN WEBB, CHAIR  
KERRY CARLIN  
SARA LARKIN  
WILLIAM GEE

JEREMY JORDAN  
ROGER KAMMERER  
DAVID HURSH

**STAFF MEMBERS PRESENT:** SETH LAUGHLIN, PLANNER II; THOMAS WEITNAUER, CHIEF PLANNER; PATRICK HOUSE, GIS TECHNICIAN; BETTY MOSELEY, STAFF SUPPORT SPECIALIST.

**OTHERS PRESENT:** BILL LITTLE, ASSISTANT CITY ATTORNEY; JONATHAN EDWARDS, COMMUNICATIONS TECHNICIAN.

**ADDITIONS/DELETIONS TO AGENDA**

Mr. Kammerer made a motion to approve the agenda as written, Ms. Larkin seconded the motion and it passed unanimously.

**APPROVAL OF MINUTES**

Mr. Jordan made a motion to approve the minutes, Ms. Larkin seconded the motion and it passed unanimously.

**OLD BUSINESS**

**Final reading of Updated Design Guidelines**

Mr. Laughlin, Planner II, stated that as of staff point of view it is almost a perfect document with the exception of potential commercial projects. He stated the guidelines are strictly written for residential context. He stated the following should be added:

1. **Chapter 3, page 75: New Construction**

**Section intro:** "The following guidelines are applicable primarily to residential structures located in predominately residential districts. For projects related to commercial structures, and/or structures located in predominantly commercial districts, allowances may be given to compatibility with the massing, size, scale, and architectural features of the surrounding structures/district."

2. **Chapter 3, page 77: Additions**

**Section intro:** "The following guidelines are applicable primarily to

residential structures located in predominately residential districts. For projects related to commercial structures, and/or structures located in predominantly commercial districts, may exceed the height limits listed below.

**Guideline #8.** “The foundation height and the eave lines of additions to residential structures must generally align with those of the historic building.”

**Guidelines #10.** “Additions to residential structures must not be taller than the original building. Additions to commercial structures and/or structures located in predominantly commercial districts may exceed this height limit.

He stated that a vote to approve the proposed amended language tonight will make the update to the Design Guidelines (in its entirety) effective after the signing of the minutes from tonight’s meeting at the next meeting which would be March 25, 2014. He stated that if there are no further comments, this is where staff would make the final changes.

Chairman Webb asked about the section regarding the fence.

Mr. Laughlin stated he saw in the guidelines that fences in the front or side yards generally shall not exceed three feet. He stated that gives the commission some allowances for special circumstances.

Chairman Webb asked what do allowances mean and if it was like a variance.

Mr. Laughlin stated that HPC can view every COA under its own merits without any reference to previous approvals or denials. If the Commission feels that an application is appropriate, then you deviate from the Design Guidelines without having to go through an additional process because of this language unless the language is explicit.

Chairman Webb stated that Jeremy Jordan found the language for the fences on page 89 number 11. He stated that the language says special exceptions may be considered for institutional properties.

Mr. Laughlin stated that language is not in his copy and that it might have been removed.

Chairman Webb asked to have most recent copies sent to Commission members.

Mr. Jordan stated that if the language for fences was removed, then it was good since they had discussed previously about having it removed. He asked what it said in Mr. Laughlin’s copy.

Mr. Laughlin stated that it only states front and side fences generally should not exceed three feet in height.

Chairman Webb stated that it would be good if everyone had the most recent copy before they vote and to include the changes Mr. Laughlin mentioned.

Mr. Jordan asked if it would delay everything or would it still be effective by the next meeting.

Mr. Laughlin stated it then would be effective at the April meeting.

Attorney Little asked if he was asking to move to continue final approval.

Mr. Jordan stated that according to Mr. Laughlin, it is already gone.

Attorney Little stated that if you vote to approve them as written now, then they would come effective when the minutes are signed for this month. He stated if they are not ready to approve tonight, then you could move to continue it to next month.

Chairman Webb stated that he wants to make sure he is reading the most recent copy.

Attorney Little stated that it might be easier to continue until next month to make sure everyone is on the same page.

Chairman Webb asked Attorney Little if he was okay with the Design Guidelines.

Attorney Little state that yes he and Seth have reviewed all the issues and the language is clear.

Mr. Hursh asked Chairman Webb about the “generally” wording regarding the fence and if it is something to look into further.

Chairman Webb stated that the question he had was regarding the information that was brought tonight regarding the language changes that addressed commercial structures.

Mr. Laughlin stated that it was written in for the possibility of exceptions but that the Commission would have the power to make the decision with each individual application. He stated that the goal is that fences need to be three feet in height unless there are special circumstances that the Board wanted to consider.

Mr. Hursh stated he is okay with the language and that it is not too vague.

Chairman Webb stated the word he was asking for clarification was “allowances”. It is the same as “generally”.

Mr. Laughlin stated that it gives the Commission leeway to make decisions.

Mr. Jordan made a motion to continue until next meeting when all members have a recent copy of the Design Guidelines, seconded by Mr. Hursh and the motion was passed unanimously.

## **NEW BUSINESS**

### **COA: 14-01 Addition to home located at 405 S. Rotary Avenue**

Mr. Laughlin delineated the area on the map. The property is in the first block off of Fifth Street within the College View District. This home is currently undergoing extensive improvements including former vinyl siding removal, roof, exposed rafters, repairs to original wood siding and eventual repainting; all permitted under a Minor Works COA issued on January 2, 2014. He stated the current enclosed area at the back is to be returned to its original purpose as a screened porch and add a small room addition at rear next to porch. Findings of Fact:

- The applicant proposed restoration of an existing rear porch (formerly converted to a bathroom) and to construct a room addition adjacent to the rear porch for the property located at 405 S. Rotary Ave.
- The application, which is adopted and incorporated into the findings of fact, is to be compliant with HPC Design Guidelines.
- Notice was placed in the Daily Reflector on February 10<sup>th</sup> and 17<sup>th</sup>, 2014.
- Adjacent property owner and applicant notifications were mailed on February 14<sup>th</sup>, 2014.

The applicable portions of the Design Guidelines:

### **Considerations**

<b><u>Chapter</u></b>	<b><u>Title</u></b>	<b><u>Pages</u></b>
3	New Construction: Additions	46-47

1. Construct additions with least possible loss of historic fabric and ensure that character-defining features are not obscured, damaged, or destroyed.
2. Limit the size and the scale of additions so that they do not visually overpower historic buildings.
3. Locate additions as inconspicuously as possible, on the rear or least character-defining elevation of historic buildings.
4. Differentiated addition design from that of the historic building. Closely duplicating the form, the material, the style, and the detail of the historic building is not appropriate so that the integrity of the original building is not lost or compromised.

5. Design addition that is compatible with the historic building in mass, materials, color, and proportion and spacing of windows and doors. Either reference building's historic design motifs or introduce a compatible contemporary design
6. For the predominant material of the addition, select a historic material that is compatible with the materials of the original building. Contemporary substitute materials, such as synthetic siding, are not acceptable.
7. Design a roof form compatible with the historic building and consistent with contributing roof forms in the historic district.
8. Make foundation height and the eave lines of additions align with those of the historic building.
9. Make additions removable without damaging the historic building.
10. Construct an addition that is no taller than the original building.

Staff recommends that the Historic Preservation Commission approve 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, subsequent meetings and discussions.

No one spoke (in favor or opposition) of this request.

Mr. Jordan made a motion to approve the Findings of Facts, seconded by Mr. Hursh and the motion passed unanimously.

Ms. Larkin made a motion to approve the COA, seconded by Mr. Carlin and the motion passed unanimously.

### **ESRI-Story Maps: Draft of Local Landmarks Map**

Patrick House, GIS Technician spoke about ESRI-Story Maps. He stated it is an interactive web map viewable on any smart phone, tablet or pc. He stated it can be shared via social media and emails. He provided a demo of the program based on the Local Landmarks and National Registered Properties in Greenville, NC. The demo provides information on the historic properties in Greenville and is linked to the City of Greenville's website. He stated that this replaces paper maps.

Mr. Laughlin stated that more videos can be added to the Story Map link. He stated that there is a 99 photograph limit so all properties would not be listed. He stated that it was an excellent updated resource that moves us away from paper maps.

Chairman Webb stated in the past there was discussion of a historic walking tour. He stated the Story Map would make it easier to accomplish this.

Mr. House stated that the Story Maps is posted to the City of Greenville's web service.

Chairman Webb stated the possibility of purchasing a web domain using this service to provide information for a walking tour. He stated that the information needs to get to the public easier than searching for the Historic Preservation Commission page on the City's website. He suggested that a press release be done when the Story Maps is completely ready.

Mr. Jordan asked if the Story Maps was available online now.

Mr. House stated yes it is live. He said he can make changes as needed.

### **Staff Report: Minor Works COA's**

Staff reported three Certificates of Appropriateness issued:

- (1) 209 S. Eastern St – mechanical change-out, no exterior changes.
- (2) 402 S. Student St. – furnace replacement.
- (3) 405 S. Harding St. – removal of vinyl siding/trim, repair to original wood beneath, electrical service change-out.

### **PUBLIC COMMENT PERIOD**

No one spoke (no one present) for public comment.

### **COMMITTEE REPORTS**

The Design Review Committee met before tonight's HPC meeting. The information will be available at the next meeting.

The Publicity and Selection Committees did not meet.

### **ANNOUNCEMENTS**

#### **Preservation Awards for 2014**

Mr. Laughlin stated HPC Awards are presented every two years in May, Preservation Month. The last one was May 2012. He stated there are 4 total awards:

- Sallie Southall Cotten Award for Community Activism
- Robert Lee Humber for Preservation Leadership
- Architectural Award for Restoration Excellence
- Stewardship Award for Preservation Commitment

He stated that it is a good idea to start thinking about nominees for these awards. He stated that we are not obligated to put out awards if there are not adequate

nominations.

### **Resume Local Landmark Property Selections**

Mr. Laughlin stated that it is time to resume the selection of Local Landmark Properties. He stated the Wiley-Cobb House was adopted as a local landmark in December 2013 and it was a good idea to keep up the momentum.

### **Promote Spring 2014 Cycle of Historic Preservation Pilot Loan Program**

Mr. Laughlin stated that mailings will go out in March 2014 and applications will be due in May 2014. He stated that there are funds available for at least 7 loans.

Mr. Hursh asked if there were additional guidelines or criteria for suggesting names for the Preservation Awards.

Chairman Webb stated that it's generally based on nominations that are categorized into groups that fit each award. He stated that in the past people and/or projects have been nominated for more than one award.

Mr. Laughlin stated he believed that was correct. He stated the main reason is to recognize people who have worked hard in the community to preserve and restore properties.

Mr. Hursh asked that the people that are suggested need to be within the concept of the award.

Mr. Laughlin stated yes.

**With there being no further discussion, Mr. Jordan made the motion to adjourn, Mr. Carlin seconded it and it passed unanimously. The meeting adjourned at 7:29 p.m.**

Respectfully Submitted,

Seth Laughlin, Planner II