

### ***Work on the Commission***

The Elm City Historic District Preservation Commission helps in overseeing local preservation efforts within the Elm City Municipal Historic District. Scheduled meetings for the Commission are the third Monday of each month at 7:00 PM in the Town Hall Board of Commissioners Meeting Room, unless cancelled by the Historic District Preservation Commission Chairperson.

The Elm City Historic Preservation Commission made up of local citizens was established by the Elm City Board of Commissioners to provide assistance to the property owner within the Elm City Municipal Historic District in making exterior improvements to their properties that meet the requirements of Elm City Municipal Historic District Ordinance. This ordinance establishes procedures and standards that help ensure that all exterior changes to properties are accomplished within the intent and the character of the historic district. These procedures allow for the Elm City Historic Preservation Commission to review and approve plans before work is begun.

The procedures and standards within the ordinance do not require property owners to make changes to their properties, and they do not apply to interior alterations or routine maintenance that does not impact exterior appearance. However, any exterior alterations, new construction, demolition, significant landscape changes, repairs or moving of buildings fall under the review and approval procedures and authority of the commission.

In the case of demolition the Unified Development Ordinance allows the Historic Preservation Commission to delay up to one (1) year such demolition, during which time alternatives to demolition can be explored.

### ***Design Review Sub-Committee***

An important purpose of the Historic Preservation Commission is to assist and consult with property owners about proposed changes to properties in the historic district. In the early planning stages of a project, property owners are urged to consult with the Historic Preservation Commission members, especially the Design Review Sub-committee members, with any questions or concerns.

The Design Review sub-committee appointed by the Historic Preservation Commission Chairman as set forth in the Rules of Procedures for the Historic Preservation Commission can assist property owners without any costs to them by interpreting the design guidelines, suggesting solutions to problems, and explaining the review process. Furthermore, where possible and appropriate, on-site consultations and technical assistance in solving related problems without costs can be provided. However, expert consultation beyond the Historic Preservation Commission services may be required and property owners shall be responsible for any costs associated with such consultation.

### ***Commission Members***

Current members of the Elm City Historic Preservation Commission are listed below along with their contact information:

**Cindy Harris (252) 266-3993**

*Chairperson of the Commission and member of the Design Review Sub-committee*

**Larry Brantley (252) 289-7519**

*Vice Chairperson*

**Rev. Gene Wells (252) 245-5133**

*Member of the Design Review Sub-committee*

**Deryl Cobb (252) 245- 7077**