



- A. Call to Order
- B. Roll Call
- C. Adoption of Agenda
- D. Approval of Minutes

Historic Preservation Commission - Commission Meeting - Jan 10, 2018 6:30 PM

- E. Review of Certificate of Appropriateness Hearing Procedure
Francis Rasberry, Attorney for the HPC
- F. Case Hearings

PROCEDURE FOR THE HEARING

In general, the procedure for hearing this case is as follows:

- *All testimony before the board must be "sworn" testimony. The chair will allow time before each hearing for all speakers who want to speak during that hearing to be administered an oath by the clerk.*
- *Applicants and those opposed to the application may elect to be represented by legal counsel. Applicants that are corporate entities must be represented by an attorney.*
- *A staff representative will introduce the case.*
- *The applicant's attorney is called on to present the argument and evidence in support of the application, followed by others who wish to speak in support of the application.*
- *Persons opposed to the application are invited to speak.*
- *Town staff will present any testimony they wish to add.*
- *Both sides are permitted to cross-examine speakers.*
- *The board enters the deliberative phase of the hearing and may make comments or ask questions.*
- *The Chair closes the public comment portion of the hearing. The board may ask clarification questions of the staff, the applicant or others who have testified but cannot receive new evidence without reopening the public comment period. Additional cross-examination and rebuttals may be made only on new evidence presented.*
- *The board may render a decision or recess the case to a publicly stated date, time and location.*

- Please review Policy Statement 167, “Quasi-Judicial Hearing Procedural Guidelines,” for a more complete guide to the procedure for hearing this case.

RULES FOR PUBLIC HEARING SPEAKERS

- All speakers must be sworn in prior to the beginning of the hearing.
- All speakers should speak from the podium next to the board clerk.
- The applicant should present argument and evidence as concisely and efficiently as possible.
- Speakers should avoid inflammatory, irrelevant or repetitious testimony. Groups are encouraged to select a spokesperson to speak about general matters for the group.
- Speakers may introduce exhibits only to support their testimony at the hearing. Letters from individuals who do not appear at the hearing and petitions are considered unsworn testimony or hearsay, and cannot be considered by the board.
- All speakers should ensure their testimony (i) is relevant, (ii) consists of statements and facts about which the speaker can personally testify, and not the statements or words of others who are not testifying, and (iii) is not speculative opinions or generalized objections without supporting facts.
- To make sure that your testimony is “competent” under the law and to best assist the Historic Preservation Commission in making its decision in accordance with the law, please identify the specific design guideline you are addressing as you testify and try to limit your testimony to specifically addressing that criteria and whether or not the proposed changes are congruous with the special character of the landmark.
- In order to grant the COA, the Commission must find that the application is generally compatible with the standards contained in the principles and guidelines adopted by the HPC for review of changes, and that the proposed changes are congruous with the special character of the landmark.

NEW CASE(S)

CASE #:	18-COA-01
LOCATION:	Vicinity map
LANDMARK:	Sams-Jones House, 324 S. Academy Street, Cary, NC
OWNER:	Town of Cary
REQUEST:	The Town of Cary requests a Certificate of Appropriateness for demolition of the exterior handicapped ramp and replacement with an ADA-compliant lift; renovation of the rear porch for new ADA bathrooms; and a rear addition of approximately 195 square feet.

G. Old Business

- H. **New Business**
- I. **Staff Liaison Report**
Anna Readling, Staff Liaison
- J. **Town Council Liaison Report**
Ed Yerha, Council Liaison
- K. **Chair's Report**
Brent Miller, Chair
- L. **Adjournment**

Please contact Anna Readling, Senior Planner, at anna.readling@townofcary.org or at (919)469-4084 with any questions regarding this agenda.

The Town of Cary is committed to providing all citizens with the opportunity to participate fully in the public meeting process. Any person with a disability who needs an auxiliary aid or service in order to participate in any meeting may contact the Town Clerk at least 48 hours prior to the meeting. The email address is virginia.johnson@townofcary.org; the phone number is (919) 469-4011; the TDD number is (919) 469-4012.