



# MEMORANDUM

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**TO:** Mayor and Members of the City Council

**FROM:** Ralph Clark, Interim City Manager  
Kellen Long, Community Development Director

**DATE:** February 25, 2022

**REF:** Consideration –Historic Preservation Re-appointment

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***BACKGROUND:***

The Elizabeth City Historic Preservation Commission seeks to promote, enhance and preserve the character of the Local Historic Districts. The primary responsibility of the Commission is to consider Certificate of Appropriateness applications in accordance with the City's Local Landmark and Design Standards. Currently, the City's Historic Preservation Commission has total of seven (7) members. As stated in Chapter 3, section 7.2 (C) of the Unified Development Ordinance;

**3-7.3 Appointment and Terms of the Historic Preservation Commission**

(C) A majority of the Commission members shall meet the following criteria: (i) be an owner, have a lease, hold interest, or reside in the Historic Districts so designated at the time of appointment and (ii) have a demonstrated special interest, experience or education in history, architecture, archaeology, or related fields. Appointment shall be made to reflect the mix of downtown and residential interests. If a member so designated under (i) loses his/her designated status, the member's term shall be automatically terminated.

***ANALYSIS:***

It has come to staff's attention that Mrs. Blair Jackson's first term on the City's Historic Preservation Commission has expired. Mrs. Jackson has served a total of three consecutive years on the Elizabeth City Historic Preservation Commission. Mrs. Jackson is eligible for reappointment for a second term and has submitted an application for consideration of re-appointment.

Mrs. Jackson owns four historic properties in the City's downtown area and has been involved in the historic renovations of all four properties. It would be staff's recommendation to re-appoint Mrs. Jackson to Elizabeth City's Historic Preservation Commission because of her working knowledge of historic commercial properties in our downtown area and from the experience she has gained from her first term on the City's Historic Preservation Commission.

***STAFF RECOMMENDATION:***

By motion and ROLL CALL VOTE, re-appoint Blair Jackson to the Historic Preservation Commission for a second three-year term.



**CITY OF ELIZABETH CITY**  
**Application for Board, Committee or Commission Appointment**

**PLEASE NOTE:** This application is a public record under North Carolina law and will be shared with third parties upon request and without notice. If there is any information you do not want released to the public, please do not include it.

Is this application for appointment \_\_\_\_\_ or reappointment? ✓

**PLEASE TYPE OR PRINT CLEARLY:**

**1. Personal Information:**

Name: Blair F. Jackson  
Mailing Address: 1523 Rivershore Rd Email: blairjackson@yahoo.com  
City and State Elizabeth City, NC Zip Code 27909  
Telephone: Home: \_\_\_\_\_ Cell: 252-339-1333 Business: \_\_\_\_\_  
\*Sex: F \*Race: W \*Age: 71  
*\*This information is requested for the sole purpose of assuring that a cross-section of individuals is appointed to serve our community.*  
Employed By: retired public schools Current Position: HPC

**2. Where do you reside?**

In Elizabeth City's City Limits? ✓ If so, which Ward? 1st  
In Elizabeth City's Extraterritorial Jurisdiction (ETJ)? \_\_\_\_\_  
In Pasquotank County outside Elizabeth City's ETJ? \_\_\_\_\_

**3. Are you currently serving on another board, committee or commission appointed by the City of Elizabeth City? If so, please identify:**

NO

**PLEASE NOTE:** No resident of the City of Elizabeth City may serve in more than two appointed positions at one time in City of Elizabeth City government, unless exempted by nature of the position he or she may hold in governmental service.

**4. If you previously served on a City board, committee or commission, did you fulfill your term to completion?** yes

5. Please indicate by number your order of preference in serving on the following boards, committees or commissions:

\_\_\_\_\_ Alcoholic Beverage Control Board  
\_\_\_\_\_ EC/PC Airport Authority  
\_\_\_\_\_ Board of Adjustment  
\_\_\_\_\_ Community Relations Commission  
\_\_\_\_\_ Elizabeth City Housing Authority  
1 \_\_\_\_\_ Historic Preservation Commission  
\_\_\_\_\_ Central Communication Advisory  
\_\_\_\_\_ Joint Animal Control Board

\_\_\_\_\_ Planning Commission  
\_\_\_\_\_ Personnel Appeals Committee  
\_\_\_\_\_ Parks and Recreation Advisory Board  
\_\_\_\_\_ Senior Citizen Advisory Committee  
\_\_\_\_\_ Storm Water Advisory Board  
\_\_\_\_\_ Tourism Development Authority  
\_\_\_\_\_ Urban Forestry Commission

6. List below any experience or qualifications you have that are relevant to the board/committee/commission for which you are applying. (Use additional sheet, if necessary.)

served 3 yrs on this board  
property owner & developer in downtown EC  
involved in historic renovation in 4 properties downtown

**Applicant Statement:**

I understand that I am applying for appointment to a board, committee or commission for the City of Elizabeth City; that I will be required to take an oath of office to uphold the constitutions of the United States and North Carolina and the laws of the same, if appointed; that I will be required to meet the attendance and training requirements of the City if I am appointed, and may be removed from office for failure to meet attendance requirements; that for members of those boards, commissions or committees established by the City Council as requiring annual disclosure, completion of the City's General Disclosure Form, required by Section 2-114 of the City's Code of Ethics Conflict of Interest Ordinance shall be completed by February 1 of each year; and that my application will remain on file for consideration for a period of three (3) years, after which time I will need to file a new application. I agree to comply at all times with all requirements of the office for which I am applying.

By my signature below, I hereby certify that all the information contained herein is true to the best of my knowledge and belief.

Date: 2/15/2022 Signature: Beau J. Jackson

**PLEASE SUBMIT THIS APPLICATION TO:**

City Clerk's Office  
P. O. Box 347  
Elizabeth City, NC 27909  
Fax: (252) 337-6956  
Phone: (252) 337-6955  
Email: [vwhite@cityofec.com](mailto:vwhite@cityofec.com)

**OFFICE USE ONLY**

Residence:  
\_\_\_\_\_ Inside  
\_\_\_\_\_ ETJ  
\_\_\_\_\_ County  
Appointed: \_\_\_\_\_  
Term: \_\_\_\_\_  
Date: \_\_\_\_\_