



# 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 Commission 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.

The Historic Preservation Commission members shall serve staggered terms of three years for each term. The normal tenure shall be two consecutive terms. However, if the City Council finds that unusual or exceptional circumstances exist, additional terms may be authorized.

***ANALYSIS:***

It has come to staff's attention that Mr. Rick Boyd's first term for his latest tenure with the City's Historic Preservation Commission has expired. Mr. Boyd has served a total of 18 non-consecutive years during this past terms on the Elizabeth City Historic

Preservation Commission, with the last two (2) years serving as Chairman for the Commission. Mr. Boyd is eligible for reappointment for a second term in this tenure and has submitted an application for consideration of re-appointment. Based on the application submitted, it would be staff's recommendation to re-appoint Mr. Boyd to Elizabeth City's Historic Preservation Commission because of his experience in reconstruction of historic structures and materials and also the knowledge and experience Mr. Boyd has gained serving on the City's Historic Preservation Commission in the past.

***STAFF RECOMMENDATION:***

By motion and ROLL CALL VOTE, appoint Rick Boyd to the Historic Preservation Commission for second three-year term.



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

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: Richard J Boyd  
Home Address: 313 West Main ST Email: ricksters98@gmail.com  
City and State: Elizabeth City NC Zip Code: 27909  
Phone: 252-340-1106  
\*Sex: M \*Race: W \*Age: 66

Employed By: Self Current Position: OWNER

In Elizabeth City's City Limits? yes If so, which Ward? 1

In Elizabeth City's Extrajurisdictional Jurisdiction (EJJ): \_\_\_\_\_

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:

HPC

**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 finish your term to completion? yes



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

- |   |       |
|---|-------|
| <input type="checkbox"/> _____            | _____ |
| <input type="checkbox"/> _____            | _____ |
| <input type="checkbox"/> _____            | _____ |
| <input type="checkbox"/> _____            | _____ |
| <input checked="" type="checkbox"/> _____ | _____ |
| <input type="checkbox"/> _____            | _____ |
| <input type="checkbox"/> _____            | _____ |

board/committee/commission for which you are applying. (Use additional sheet, if necessary.)

Currently serving on The HPC, 18 years  
 Repairing Historic homes

**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: 16 Feb 22 Signature: [Handwritten Signature]

**City Clerk's Office**  
 P. O. Box 347  
 Elizabeth City, NC 27802  
 Fax: (252) 337-6956  
 Phone: (252) 337-6955  
 Email: vwhite@cityofec.com

<b>OFFICE USE ONLY</b>	
Residence:	_____ inside
	_____ County
Appointed:	_____
Term:	_____
Date:	_____