



TOWN OF WAXHAW

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Hours: Monday-Friday 8:00 a.m. to 5:00 p.m.

MAYOR

DAUNE GARDNER

TOWN COMMISSIONERS

MIKE STEWART (Mayor Pro-Tem)

PAUL FITZGERALD

JOHN HUNT

JAMES WARNER

STEVE MAHER

TOWN MANAGER

WARREN WOOD

TOWN CLERK

MELODY SHULER

April 9, 2015

Waxhaw Historic Preservation Commission Regular Meeting Agenda
Town Hall Front Conference Room
6:30PM

Regular Meeting

1. Call to Order
2. Roll Call and Determination of Quorum
3. Approval of Agenda
4. Approval of Minutes from the March 12, 2015 WHPC regular meeting
5. Unfinished Business
 - A. None
6. New Business
 - A. Façade Grant Applications
 - B. Certified Local Government Program
 - C. Recap of Training in Greensboro
7. Public Comment
8. Adjournment

March 12, 2015
Waxhaw Historic Preservation Commission Meeting
Waxhaw Town Hall Conference Room

Regular Meeting

1. Call to Order

Chair Settle called the meeting to order at 6:30 p.m.

2. Roll Call and Determination of Quorum

A roll call and determination of quorum was made.

Present: Chair Settle, Vice-Chair Mather, Terry Michaelson, Karen Wright, Helena Moore, Leslie Kellam, Art O'Donnell, Staff McCarter, Staff Oakley, and Recording Secretary Oliver.

Absent: None

3. Adoption of Agenda

Terry Michaelson motioned to adopt the agenda. Leslie Kellam seconded. The motion passed unanimously.

4. Approval of Minutes from February 12, 2015 WHPC regular Meeting

Terry Michaelson motioned to approve the minutes from February 12, 2015 WHPC regular meeting. Vice-Chair Mather seconded. The motion passed unanimously.

5. Unfinished Business

A. NONE

6. New Business

A. Façade Grant Applications

Staff McCarter stated the WHPC received applications from four separate structures. She stated that the potential new owner of the Mama Lena's building submitted applications for the front and right side facades. Staff McCarter stated that Mr. Coffey submitted an application for front façade of 309 North East Main Street. She stated that the red barn located on South Church Street has submitted an application to replace some siding boards and paint the left side of the structure and that the building located next to it at 101 South Church Street submitted an application to repaint and replace some trim on the front façade.

Staff McCarter stated that Mama Lena's front façade application is exciting because the applicant is proposing to do a historically accurate restoration and that staff has discovered a picture showing the historic look of the façade.

Chair Settle stated that that the picture staff provided was actually a photograph of the Nivens-Price building and not of Mama Lena's.

Chair Settle stated that Ron Zimmerman stopped by her house and dropped off a historical rendering that he created. Terry Michaelson stated that she may have a photo of Mama Lena's at home. Staff McCarter stated that a photo is needed to avoid going through the conditional use permit process for changing the front façade.

Art O'Donnell asked if the WHPC could still approve the façade grant application for Mama Lena's front Façade even if they have to go through the CUP process. Staff McCarter stated that the process would probably take too long and that there would not be enough time after the approval of the CUP to meet the façade grant deadline.

Art O'Donnell asked if the WHPC could take a leap of faith and assume that the buildings looked like the Nivens-Price building and allow them to go ahead with the restoration. Staff McCarter stated that staff would need an actual photo to approve the project at staff level. Terry Michaelson stated that the WHPC would have to find a photo.

There was further discussion about the Mama Lena's building and the block that it is on as well as the buildings that were adjacent to it and torn down.

Staff McCarter stated that the WHPC also received an application for Mama Lena's right side. Terry Michaelson asked if the façade improvement grant covered the cost of signage. Staff McCarter stated that it could but she felt that signage would be given a lower priority.

There was a discussion about the difference between a sign and a mural.

Staff McCarter stated that Mama Lena's submitted an application to do the right side of the building was planning on painting the building a terracotta color and adding light fixtures. Helena Moore asked if the applicant would use historically appropriate light fixtures. Staff McCarter stated that goose neck lights were proposed.

Staff McCarter stated that the applicant is proposing to remove the paint from the brick on the front of Mama Lena's and that it will be done in accordance to historical guidelines but if the brick is deteriorated that it would have to be repainted. Staff McCarter stated that she did include repainting in the quote and it could be added if there was still money available.

Staff McCarter stated that 309 N. East Main Street submitted good pictures and pointed out the window that they would replace. Chair Settle asked if they would replace the siding on the whole house. Staff McCarter stated that she had not asked but that she will. Chair Settle asked

if William Whaley would look at the buildings. Staff McCarter stated that he would but has not at this point.

There was a discussion about 309 North East Main Street and the possibility of matching the siding on the side and rear facades if the applicant submits for the next grant cycle.

There was a discussion about including the cost of labor in Mr. Coffey's quote. Staff McCarter stated that he would not include labor because the work is proposed for his daughter's house.

Staff McCarter stated that application for the red barn on South Church Street is pretty straight forward.

Staff McCarter stated that 101 South Church is proposing to paint the front façade and replace trim as needed.

Helena Moore asked if the potential new owner of Mama Lena's was proposing to remodel the inside of the building as well. Staff McCarter stated that he was planning a full renovation.

Karen Wright asked about expanding the facade improvement grant area to more of the east side. Staff McCarter stated that the Lawrence group recommended an expansion of the boundary in their Downtown Neighborhoods small area plan. Staff McCarter stated that the WHPC discussed expanding the boundary maybe 8 months ago and decided to look into it for the next grant cycle. Karen Wright stated that the east side is one of the oldest areas of town. Art O'Donnell asked about how to expand the boundary. Chair Settle stated that the WHPC would make a recommendation to the Board of Commissioners and that the BOC would make the decision on whether to expand the Façade Improvement Grant boundary.

There was a discussion about the boundary and when to start on the expansion process.

B. Meetings Recaps

Staff McCarter stated that Melody, the Town Clerk, is doing Melody's Recaps, a video recap of the Board of Commissioners meetings and Wendy, the HR Manager, asked if the WHPC wanted do a video recap of their meetings.

There was a discussion of doing video recaps of the meetings and a consensus was reached to have Recording Secretary Oliver do the recaps.

7. Public Comment

Chair Settle reminded everyone that the WHPC were recording the historical walking tour on March 23rd and encouraged anyone that could make it to take part.

Staff McCarter stated that the WHPC was taking part in historic preservation training coming up in Greensboro on March 19th.

8. Adjournment

Terry Michaelson motioned to adjourn the meeting at 7:10 p.m. Vice-Chair seconded. The motion passed unanimously.

The meeting was adjourned at 7:10 p.m.

Respectfully Submitted,

Chair, Terry Settle

Recording Secretary, Maxx Oliver

FAÇADE IMPROVEMENT PROGRAM GRANT APPLICATIONS UPDATE

- **The information in this packet is updates to the information in your Façade Improvement Grant Program binders. Please add this information to your binders and BRING YOUR BINDERS TO THE APRIL 9, 2015 WHPC MEETING for your consideration of the grant awards.**
- Applications were received for 4 structures in the Façade Improvement Grant Boundary, with 5 applications. The WHPC has \$50,000 this year to use on façade improvement grant awards:
 - **Mama Lena's building – 116 W. North Main Street – **These applications have been withdrawn as the potential buyer who applied is no longer purchasing the property****
 - FIP#01-2015 Mama Lena's Front Façade – pressure wash the brick, repair and leave natural (no paint) only repaint if last resort and brick is damaged beyond repair, replace glass front door and repair trim, add new lights and awning
 - FIP# 02-2015 Mama Lena's East Façade – general brick repair and paint with a burgundy color, add signage, replace lighting on side, replace fencing (fencing not eligible for grant funds)
 - FIP# 03-2015 309 N. Main Street (single-family residence) – Remove siding and replace with German siding, replace two doors, replace 1 window, prime and paint, repair chimney – **A price for labor has been included in the quote given by Rufus Coffey that is the same labor cost quoted by Jesse Elleby of \$1,100.00. Mr. Coffey also indicated that eventually he would be doing the whole house and wants to apply next year for grants for the other sides of the house.**
 - FIP# 04-2015 Red Barn Right Side – 103 S. Church Street – replace between 10 – 12 siding boards that are cracked or rotten and re-stain entire side of barn
 - FIP# 05-2015 101 S. Church Street – repair and replace rotted wood, prep and paint front wood trim, door frame and doors using existing (same) color
- You will find a map of the structures for which FIP grant applications have been submitted on the next page along with a cost spreadsheet. The structures are numbered on the façade boundary map so that you can flip to the tab with the corresponding number in the binder for the application.

**2015 Facade Improvement Grant Requests
Summary of Quotes**

FIP #	Name	Highest Quote	50% of Highest Quote	Lowest Quote	50% of Lowest Quote	Grant Award
01-2015	Mamma Lena's Front	0.00	0.00	0.00	0.00	
02-2015	Mamma Lena's Side	0.00	0.00	0.00	0.00	
03-2015	309 N. Main Street Front	12,620.00	6,310.00	5,324.00	2,662.00	
04-2015	Red Barn Side	3,147.00	1,573.50	2,990.00	1,495.00	
05-2015	101 S. Church Street	2,785.00	1,392.50	2,600.00	1,300.00	
Totals		18,552.00	9,276.00	10,914.00	5,457.00	

**Façade Improvement Program Grant Application
Mamma Lena's – Front Façade
116 West North Main Street**

**THIS FAÇADE IMPROVEMENT GRANT APPLICATION WAS WITHDRAWN BY
THE APPLICANT**

OVERVIEW OF THE REQUEST

The applicant, Lester Osborn, the potential buyer, requests a façade improvement grant for the front façade of the building located at 116 W. North Main Street. The proposed work is to pressure wash the brick to remove the paint, repair the brick and leave natural (repaint only if necessary because brick damaged beyond repair). Replace the glass, front door and repair trim. Add new lights and awnings, and signage. Restore the glass sidelights where it has been replaced with wood.

HISTORY

The following history of the property is a summary from the 1991 National Register Inventory.

“The building is associated with Jonas Sanford Plyler who was born in 1862 in York County, South Carolina. He came to Union County in 1878 and became a Waxhaw resident c. 1900 (#79). He "became a successful business man during the early decade of 1900 when Waxhaw was a thriving town and the climate for industry and business was quite favorable." About 1906 he bought the Waxhaw telephone exchange, erected this building, and moved the exchange to the upper floor. He also operated an automobile garage in a building slightly west, and at the rear, of this building. According to local historians, Plyler operated Ford dealership in the first story until c. 1919 when he built a much larger automobile sales show room one block east at North Main and Providence streets (that building burned in 1931). Various physicians' offices were located in the Plyler Building from c. 1930-1950. Since the early 1980s, the building has housed antiques dealers.”

The property is currently in use as a restaurant.

EXISTING ARCHITECTURE

As stated in the 1991 National Register Inventory,

“This handsome, nearly intact one-and-one-half story brick commercial building displays a corbelled pendant cornice, brick quoins, recessed main entrance marked by slender cast iron pilasters ornamented with bullseyes, and single-pane display windows surmounted by blind transoms.”

COMPLIANCE WITH WAXHAW HISTORIC LANDMARK GUIDELINES

The applicant is proposing to replace the 1980's style doors and transom with period appropriate door, transom and install glass sidelights.

Storefronts:

- 1. Preserve and retain important character defining features of storefronts** – large display glass, entry doors and entrance details, cornice work, pilasters and columns, transom windows, and signboards.
- 2. Replace inappropriate treatments** that may have been added and restore the storefront to original configurations.

- Use pictures and physical evidence to document the historic architectural features and details. If you are unable to document the specific building, consider detailing that was found in similar buildings of the period; or, choose a contemporary approach that is compatible with the original configuration and maintains the scale and mass of the contributing features.
- Use materials that are like those found on the original buildings (masonry, wood, etc.).
- Maintain the location of original openings for doors, and display, transom and upper-story windows.

The applicant proposes to pressure wash off the paint and restore the storefront to the underlying brick repainting only if the brick is damaged beyond repair. This is compliant with the Historic Landmark Guidelines for Painting & Cleaning:

- 3. Do not sandblast masonry.** Remove dirt or paint using gentle pressure-washing to avoid damaging the masonry or mortar.
- 4. If a building needs major masonry repair and the masonry cannot be matched, painting may be an acceptable option.** Choose a color that is similar to the original masonry. Use one main color for features like walls and pilasters, and no more than two accent colors for storefront details and trim.

The applicant proposes to change the existing signage. More specific details are needed but he proposed signage appears to meet the Historic Landmark Guidelines for Signage:

- 2. Keep signs simple, easy to read, and in scale with the building and the elements on which it is placed.**
- 6. Attach flush wall and projecting or suspended signs so that they do not obscure or destroy character-defining features of the building. Attach signs so that they do not damage that they do no damage building materials. The sign should be designed to minimize the number of attachments to the building.**

The applicant proposes to add Goose Neck lighting, which is compliant with the Historic Landmark Guidelines for Lighting:

- 2. Choose simple lighting fixtures,** such as goose neck lights, that complement the architecture of the building and are appropriate to the period.

COMPLIANCE WITH UNIFIED DEVELOPMENT ORDINANCE REGULATIONS

The square footage for the sign is not specified. Section 13 of the UDO (Unified Development Ordinance) allows a maximum of 32 sq. ft. is allowed in the MS (Main Street) zoning district.

Replacing the wooden slanted panels next to the door with glass sidelights is an architecturally appropriate restoration. There is photographic evidence that there were previously glass sidelights on the building, so this replacement would not require a Conditional Use Permit. Section 21.6.4.C.2.a *Materials: Special Requirements for the MS Zoning District* of the UDO states;

- 2. Design changes to the façade or alterations to the exterior of an existing building require a Conditional Use Permit in accordance with Article 14 of the UDO with the following exceptions:
 - Any historically appropriate rehabilitation in accordance with the Waxhaw Historic Landmark Guidelines for Commercial Buildings where

photographic evidence has been provided to verify that the rehabilitation will replicate a previous version of the same building wall/facade.

QUOTES

The applicant had two quotes prepared. The following table summarizes the quotes for the front facade. The cost of possible repainting was separated out since the applicant is not sure if this will be necessary as it is dependent on whether the brick underneath the existing paint is in disrepair. The prices without the possible repainting are shown first and then the prices including the possible repainting are shown last.

	Quote 1: Cummings Construction Corporation	Quote 2: Ranger Construction
Front Façade without possible repainting	33,590.00	35,460.00
Front Façade including possible repainting	36,940.00	42,910.00

Submitted By: Lisa McCarter, WHPC Staff Liaison

**Façade Improvement Program Grant Application
Mamma Lena's – Right/East Side Facade
116 West North Main Street**

**THIS FAÇADE IMPROVEMENT GRANT APPLICATION WAS WITHDRAWN BY
THE APPLICANT**

OVERVIEW OF THE REQUEST

The applicant, Lester Osborn, the potential buyer, requests a façade improvement grant for the front façade of the building located at 116 W. North Main Street. The proposed work is for general brick repair and painting with a burgundy color, adding mural type signage, and replacing lighting.

HISTORY

The following history of the property is a summary from the 1991 National Register Inventory.

“The building is associated with Jonas Sanford Plyler who was born in 1862 in York County, South Carolina. He came to Union County in 1878 and became a Waxhaw resident c. 1900 (#79). He "became a successful business man during the early decade of 1900 when Waxhaw was a thriving town and the climate for industry and business was quite favorable." About 1906 he bought the Waxhaw telephone exchange, erected this building, and moved the exchange to the upper floor. He also operated an automobile garage in a building slightly west, and at the rear, of this building. According to local historians, Plyler operated Ford dealership in the first story until c. 1919 when he built a much larger automobile sales show room one block east at North Main and Providence streets (that building burned in 1931). Various physicians' offices were located in the Plyler Building from c. 1930-1950. Since the early 1980s, the building has housed antiques dealers.”

The property is currently in use as a restaurant.

EXISTING ARCHITECTURE

As stated in the 1991 National Register Inventory,

“This handsome, nearly intact one-and-one-half story brick commercial building displays a corbelled pendant cornice, brick quoins, recessed main entrance marked by slender cast iron pilasters ornamented with bullseyes, and single-pane display windows surmounted by blind transoms.”

COMPLIANCE WITH WAXHAW HISTORIC LANDMARK GUIDELINES

The applicant proposes to change the existing signage. More specific details are needed but he proposed signage appears to meet the Historic Landmark Guidelines for Signage:

- 2. Keep signs simple, easy to read, and in scale with the building and the elements on which it is placed.**

The applicant proposes to replace Goose Neck lighting, which is compliant with the Historic Landmark Guidelines for Lighting:

- 2. Choose simple lighting fixtures,** such as goose neck lights, that complement the architecture of the building and are appropriate to the period.

COMPLIANCE WITH UNIFIED DEVELOPMENT ORDINANCE REGULATIONS

The square footage for the sign is not specified. Section 13 of the UDO (Unified Development Ordinance) allows a maximum of 32 sq. ft. is allowed in the MS (Main Street) zoning district.

QUOTES

The applicant had two quotes prepared. The following table summarizes the quotes for the side facade. The costs related to fencing and dumpster do not qualify for grant funding and have not been included in the prices below.

	Quote 1: Cummins Construction Corporation	Quote 2: Ranger Construction
Side Façade	12,800.00	19,350.00

Submitted By: Lisa McCarter, WHPC Staff Liaison

**Façade Improvement Program Grant Application
Single-Family Residential Dwelling
309 North Main Street**

OVERVIEW OF THE REQUEST

The applicant, Stephanie Davis, requests a façade improvement grant for the front (street) side of her residential single-family home to aid in installing German siding and repainting, replacing one wood window, 2 wood doors and the chimney.

HISTORY

According to the Union County GIS Mapping System the home was constructed in 1989. However, the property is located within the Façade Improvement Program Boundary.

EXISTING ARCHITECTURE

This single-family residential home is a one story ranch style home. It is not included in the 1991 National Register Inventory.

COMPLIANCE WITH WAXHAW HISTORIC LANDMARK GUIDELINES

The applicant is proposing to replace a wooden window with a new wooden window which is compliant with the Historic Landmark Guidelines. The Historic Landmark Guidelines for porches, Windows and Doors state:

3. If materials must be replaced, **replace with materials that are of like kind with the same detailing**. ... Match to the existing material; if it cannot be matched, look for similar detailing.

The applicant is proposing to replace the Masonite siding with German Siding. Masonite siding is no longer available and is not an historic building material. The Historic Landmark Guidelines state:

1. Retain original exterior wall cladding and foundation materials such as specialty wood siding and masonry. Typically, these materials contain design features that contribute to the overall character of a building.

Although the German siding is a different material than Masonite, the Masonite does not contribute to the character of the home.

QUOTES

The applicant provided 2 quotes for the front side of the home, for replacing siding, one window, 2 doors and a chimney. The quote for Rufus Coffey doesn't include labor because he is the applicant's father. Mr. Coffey said that both quotes should only include the one 28 by 39 window because the other windows are still good, so they have been removed from Mr. Elleby's quote. Mr. Coffey also asked to add 200.00 for paint on Mr. Elleby's quote, which had initially not accounted for paint. The following are the costs for the different quotes. **This is a revised quote for Rufus Coffey who said he would like to include labor in his quote that is the same price for labor quoted by Jesse Elleby (\$1,100.00).**

	Quote 1: Jesse Elleby	Quote 2: Rufus Coffey
Front Façade	12,620.00	4,224.00– \$5,324.00

Submitted By: Lisa McCarter, WHPC Staff Liaison

Rufus Coffey
3710 Hood Road
Waxhaw NC 28173

Estimate for the front

309 North Main Street
Waxhaw NC 28173

This estimate for the front of 309 N. Main Street home includes removing siding and replace with wood German siding, replace 2 doors (front & side), 36X81, replace 1 window 28X39, (5-gal prima, & 10-gal paint) and repair Chimney.

Remove Siding	\$ 739.00
Replace with German Siding	\$1,560.00
Replace 2 doors(Front & Side) 36X81	\$ 750.00
1 Window 28X39	\$ 150.00
10-gal Paint 5-gal Prima	\$ 200.00
Repair Chimney	\$ 825.00
Labor	\$ 1,100.00
Total	\$4,224.00
	\$5,324.00



NORTH CAROLINA DEPARTMENT OF CULTURAL RESOURCES
DIVISION OF HISTORICAL RESOURCES
STATE HISTORIC PRESERVATION OFFICE

THE CERTIFIED LOCAL GOVERNMENT PROGRAM IN NORTH CAROLINA

Congress established a historic preservation program for the United States with the passage of the National Historic Preservation Act in 1966. The Act provided for the identification, evaluation, and protection of historic properties – buildings, structures, sites, neighborhoods, and other places of importance in the historical and cultural life of the nation. It established a nationwide program of financial and technical assistance to preserve these historic places. The program operated as a decentralized partnership between the federal government and the states, giving the states primary responsibility for implementation.

In 1980, Congress amended the Act to enable local governments to participate directly in this program by becoming “Certified Local Governments” or “CLGs.” A local government may become a CLG by adopting a preservation ordinance, establishing a historic preservation commission, implementing a local preservation program that meets federal and state standards, and applying for certification to the State Historic Preservation Officer. Many North Carolina counties, towns, and cities are now certified.

BASIC RESPONSIBILITIES

In North Carolina, local governments that qualify for certification in the national historic preservation program must have an active and legally adequate historic preservation commission and must meet the federal requirements for certification. The Historic Preservation Act, as amended, states that a local government must

- Enforce appropriate state or local legislation for the designation and protection of historic properties;
- Establish, pursuant to the requirements of NCGS §160A-400.1 to 400.15, an adequate and qualified historic preservation review commission of at least 5 members;
- Maintain a system for the survey and inventory of historic properties compatible with the statewide survey;
- Provide for adequate public participation in the local historic preservation program, including the process of recommending properties to the National Register of Historic Places; and
- Satisfactorily perform responsibilities delegated to it under the Act.

BENEFITS

Local governments and preservation commissions benefit from being CLGs in the following ways:

- Grants. The North Carolina State Historic Preservation Office must reserve for CLGs at least ten percent of the money it receives from the federal Historic Preservation Fund. Each CLG in the state is eligible to compete to receive a portion of that money as a matching grant for eligible survey, planning, pre-development, or development activities. This has been a significant benefit for CLGs in recent years as general grant funding from both federal and state sources has declined. In addition, only CLGs are generally able to direct federal Historic Preservation Fund

grant money toward projects relating to physical restoration and stabilization.

- Comments on National Register Nominations. CLGs review all new nominations to the National Register of Historic Places for properties and districts within their boundaries. Consequently, CLGs share their local expertise with state and federal preservationists and gain a say in state and federal recognition of historic resources in their areas.
- Education. CLGs are encouraged to expand the expertise of their commission members and must provide for their continuing education. The community benefits from the increased expertise and knowledge of preservationists at the local level. The commission benefits from becoming more effective in carrying out its activities and in gaining support for preservation in the community.

BECOMING A CLG

In North Carolina, many municipalities and counties have preservation programs. Most communities with historic preservation, historic district, or historic landmarks ordinances containing the provisions of the state enabling legislation* are eligible for certification in the CLG program.

Before applying for participation in the CLG Program, a local government shall

1. Enact and enforce a preservation ordinance based on the N.C. enabling legislation
2. Appoint a qualified historic preservation commission
3. Assign a member of the local government staff to coordinate historic preservation activities
4. Be actively engaged in historic preservation activities, including the designation of historic districts and/or landmarks

A local government seeking CLG status should complete an application and with it submit the following documents to the Preservation Commissions Coordinator of the State Historic Preservation Office *for preliminary review*:

- Evidence that a comprehensive inventory of the area's cultural resources has been or will be conducted.
- Information regarding the area's locally designated historic districts and/or historic landmarks.
- A current copy of the ordinance creating the preservation commission.
- A current copy of the commission's rules of procedure.
- A current copy of the design guidelines used by the commission.
- A completed resume form for each member of the commission.
- A description of the commission's past and current activities.

The Coordinator will advise the potential applicant if revisions to these documents are necessary before submitting a formal CLG application.

GRANT ELIGIBILITY

After a local government achieves CLG status, it is eligible to apply for the grant funds earmarked for CLGs in the next annual grant cycle (October 1 – January 31). Completed grant applications are due around the end of January and awards are made in the spring. Projects must be completed within one year. Grants have a

* General Statutes 160A-400.1 through 160A-400.15: <http://www.hpo.ncdcr.gov/160A.htm>

40 percent local matching requirement and are awarded on a competitive basis. Funds may be used for activities such as

- architectural or archaeological surveys;
- National Register nominations;
- preservation planning;
- design guidelines;
- architectural plans or feasibility studies; and,
- in a limited number of cases, physical restoration and stabilization.

THE APPLICATION PROCESS

Local governments seeking to become certified may obtain application materials from

Preservation Commissions Coordinator
State Historic Preservation Office
4617 Mail Service Center
Raleigh, N.C. 27699-4617
<http://www.hpo.ncdcr.gov/>

The steps of the application process are as follows:

1. Within 45 days of receipt of a completed application, the State Historic Preservation Officer (SHPO) will respond to the applicant's designated staff with comments on the application.
2. The SHPO response letter will contain three copies of a "Certification Agreement" (hereafter "Agreement") specifying the duties to be delegated to the local government. All three copies of the Agreement must be signed and returned to the Preservation Commissions Coordinator.
3. Having determined that a CLG application meets all the requirements in the state procedures and after receiving three signed copies of the Agreement, the SHPO will forward to the National Park Service (NPS), U.S. Department of the Interior, a recommendation for certification of the local government and a request for NPS concurrence. When the Park Service concurs with the SHPO recommendation, it will notify the SHPO in writing and send a copy of that letter to the CLG. The local government is considered certified as of the date of the Park Service letter.
4. If the request for concurrence cannot be affirmed as submitted, the Park Service will notify the SHPO within 15 working days of receipt of the request. The SHPO will work with the local government to address the NPS concerns.
5. If the local government's request for certification is disapproved by the SHPO, the local government may appeal the decision to

Certified Local Government Program National Coordinator
State, Tribal, Local Plans and Grants Division, National Park Service
1201 Eye St NW (2256)
Washington DC 20005

For more information, please contact the Preservation Commissions Coordinator at (919) 807-6575.



NORTH CAROLINA DEPARTMENT OF CULTURAL RESOURCES
DIVISION OF HISTORICAL RESOURCES
STATE HISTORIC PRESERVATION OFFICE

CERTIFIED LOCAL GOVERNMENT APPLICATION

Instructions

This application is to be submitted to the State Historic Preservation Office by local governments seeking certification pursuant to the National Historic Preservation Act Amendments of 1980 (P.L. 96-515) and *Guidelines for North Carolina's Certified Local Government Program*. A copy of the *Guidelines* is included with this application packet. Please read these instructions carefully and assemble all of the required materials before submitting your application. Incomplete applications cannot be reviewed. If you have any questions concerning the application or the application process, please call Laurie Mitchell, Local Commissions Coordinator, at (919) 807-6575.

Each completed application must include the following elements:

1. Applicant information sheet (enclosed).
2. Assurance form signed by chief local elected official of each local government seeking certification (enclosed). If more than one local government is seeking certification by virtue of participation in a joint preservation commission, the application must contain assurance forms signed by the chief elected official of each local government seeking certification.
3. A copy of the local preservation ordinance.
4. A copy of the rules of procedure adopted by the historic preservation commission.
5. A copy of the design guidelines adopted by the historic preservation commission.
6. A current list and accompanying maps of locally designated historic districts and/or landmarks (individual properties) and dates of designation. If the local government has not designated any districts or landmarks, please indicate on a separate sheet. Discuss other public measures that have been taken to identify, protect, and promote the preservation of historic districts and properties. Discuss the local government's plan and schedule for designation of district(s) and/or landmarks.
7. Completed resume forms for each member of the historic preservation commission (one form enclosed; duplicate as needed).
8. Evidence that the local government has sought professionals in preservation-related fields to serve as members of the commission.



NORTH CAROLINA DEPARTMENT OF CULTURAL RESOURCES
DIVISION OF HISTORICAL RESOURCES
STATE HISTORIC PRESERVATION OFFICE

Applicant Information Sheet

1. Name of Local Government _____

Check here if the preservation commission serves more than one local government through a joint ordinance or interlocal agreement. List on a separate sheet the names of all the local governments that wish to be certified under this application.

2. Name of Preservation Commission _____

3. Contact information for the local government staff member responsible for operations of the preservation commission(s) and for meeting the requirements for certification:

Name: _____ Title: _____

Mailing Address: _____

City: _____ ZIP: _____

Telephone: _____ Fax: _____

E-mail: _____

4. Is the local government seeking expanded responsibility for any of the following functions?

- Preparation of National Register nominations
- Review of Tax Act certification applications
- Environmental review pursuant to Section 106 of the National Historic Preservation Act
- Not seeking expanded responsibility

5. **Attach** a current list and maps of all locally designated (by local ordinance) historic districts and landmarks and dates of designation.

If the local government has not designated any historic districts or landmarks, please discuss on a separate sheet what measures it has taken to identify, protect, and promote the preservation of historic districts or individual properties and its plan and schedule for eventual designation of historic districts and/or landmarks.

6. Is there another preservation commission (other than the one named in Item 2) within your jurisdiction?

YES NO

If YES, name of other commission:

(NOTE: Only one preservation commission per local jurisdiction may be designated for Certified Local Government Activities. Please refer to the *Guidelines for North Carolina's Certified Local Government Program*.)

If YES, has the commission named in Item 2 consulted the other commission about the sharing of CLG responsibilities? YES NO



NORTH CAROLINA DEPARTMENT OF CULTURAL RESOURCES
DIVISION OF HISTORICAL RESOURCES
STATE HISTORIC PRESERVATION OFFICE

Assurance Form

I, _____, am the chief elected official of
name and title of chief elected official
the _____ of _____. I hereby
city/town/county *name of city, town, or county*
certify that the _____ of _____
city/town/county *name of city, town, or county*
will fulfill all the standards of designation as a "Certified Local Government" contained in the National
Historic Preservation Act Amendments of 1980 (P.L. 96-515) and in the *Guidelines for North Carolina's
Certified Local Government Program.*

I further state that _____,
name and title of designated staff member
a paid member of the _____ staff, or a staff member of
city's, town's, or county's
_____,
city, county, regional agency, or other agency
which provides services to the _____ under the terms of a contract
city/town/county
or other agreement, will be responsible for the _____ meeting
city's, town's, or county's
the requirements of the certification agreement to be signed by the _____
city/town/county
and the Division of Historical Resources, North Carolina Department of Cultural Resources. I affix my
signature on this the _____ of _____, _____ year.
day *month* *year*

signature of chief elected official



NORTH CAROLINA DEPARTMENT OF CULTURAL RESOURCES
DIVISION OF HISTORICAL RESOURCES
STATE HISTORIC PRESERVATION OFFICE

Resume Form for Members of the Historic Preservation Commission

(Please complete for each member)

Name: _____

Mailing Address: _____

City: _____ ZIP: _____

Telephone: _____ Fax: _____

E-mail: _____

Date Appointed: _____ Term Expires: _____

Commission Officer? NO YES (PLEASE SPECIFY: _____)

Personal residence located within the city or town limits or within extraterritorial jurisdiction (ETJ)

Personal residence located in unincorporated county territory

(NOTE: All members of city or town commissions must reside within that municipality's jurisdiction. Members of joint city-county commissions must meet the residency requirements of the ordinance establishing the commission.)

Committee assignments (if any): _____

Occupation: _____

All members of the commission must have demonstrated interest in or knowledge of historic preservation.

Please list your personal, professional, or organizational activities related to historic preservation. These may include the following: (1) restoring or rehabilitating an older house or place of business; (2) involvement in community preservation organizations, historical societies, appearance commissions, planning boards, arts councils, downtown revitalization committees, or other groups promoting historic preservation; (3) work as a professional architect, historian, architectural historian, archaeologist, anthropologist, landscape architect, planner, conservationist, curator, or folklorist; or (4) other activities that you believe are related to historic preservation.

Please describe your education (**especially** if you have degrees in preservation-related fields such as those listed in (3), above), skills, training, and/or experience that may be advantageous to your work on the preservation commission.



NORTH CAROLINA DEPARTMENT OF CULTURAL RESOURCES
DIVISION OF HISTORICAL RESOURCES
STATE HISTORIC PRESERVATION OFFICE

Have you attended any classes, workshops, or seminars on historic preservation, history, architecture, or archaeology during the last two years? If so, please list them.

What topics for workshops would most interest you or be most helpful to your work as a commission member?
