A. CALL TO ORDER
B. DETERMINATION OF QUORUM
C. ELECTION OF OFFICERS
D. APPROVAL OF AGENDA
E. APPROVAL OF MINUTES
   Approval of Minutes from May 12, 2016.
   Output Document (AIR - 0152) - Pdf
F. OLD BUSINESS
G. NEW BUSINESS
   Discussion of Work Plan
   Output Document (AIR - 0153) - Pdf
H. STAFF UPDATES
I. PUBLIC COMMENTS
J. ADJOURNMENT
Item No: AIR - 0152
Agenda Date: 11 Aug 2016

Staff Responsible: Maxx Oliver
Prepared For:

RE:

DESCRIPTION
Approval of Minutes from May 12, 2016.
May 12, 2016  
Waxhaw Historic Preservation Commission Regular Meeting  
Waxhaw Meeting Place  

**Special Meeting**

A. **Call to Order**

Vice-Chair Kellam called the meeting to order at 6:30 p.m.

B. **Roll Call and Determination of Quorum**

A roll call and determination of quorum was made.

Present: Vice-Chair Kellam, Dick Mather, Helena Moore, Art O’Donnell, Staff McCarter, and Recording Secretary Oliver.

Absent: Terry Michaelson, Chair Settle

Others in attendance: Peter Friedrich, Gloria Friedrich

C. **Adoption of Agenda**

Vice-Chair Matthews requested that the Façade Improvement Grant Extension be moved to item number 4 on the agenda.

Art O’Donnell motioned to adopt the agenda as amended. Dick Mather Seconded. The motion passed unanimously.

D. **Approval of Minutes**

Art O’Donnell motioned to adopt the minutes from February 18, 2016. Dick Mather seconded. The motion passed unanimously.

E. **Unfinished Business**

None

F. **New Business**

A. **Request for Façade Improvement Grant Extension**

Peter Friedrich stated that they are restoring the home and the project is large and they have had a few little setbacks but they are currently working on the home. He stated that the anticipated completion date is September 2016.
Staff McCarter suggested extending the grant to June 31st until approval is given by the town manager to make sure the funds are made available in the next budget year.

There was a discussion about the extension and the logistics of moving funds from one budget year to the other.

There was a discussion of how best to craft the motion.

Art O’Donnell motioned to grant the extension to September 30th contingent on approval from the town that funds will be available in budget year 2016-17. Dick Mather seconded. The Motion passed unanimously.

G. Public Comment

Art O’Donnell stated that he was in South Carolina and saw a sign for the Gifford Rosendale school restoration. He stated that he took pictures and would share them with the WHPC.

Dick Mather asked about the Rosenwald school plaque. Staff McCarter stated that it was one of the work items proposed.

Staff McCarter gave an update on the status of the UDO update and stated that the consultants would be in town in June. She encouraged everyone to come out to the open houses.

Helena Moore stated that she went to the Home Tours in Plaza Midwood and asked if it would be possible to do an historic home tour in Waxhaw. There was a discussion about hosting a historic home tour.

H. Adjournment

Vice Chair Matthews motioned to adjourn the meeting at 6:54 p.m. Helena Moore seconded. The motion passed unanimously.

The meeting was adjourned at 6:54 p.m.
Respectfully Submitted,

______________________________
Chair, Terry Settle

______________________________
Recording Secretary, Maxx Oliver
RE:

DESCRIPTION
Discussion of Work Plan
Waxhaw Historic Preservation Commission Work Plan

Goals listed on this work plan, once adopted by the Waxhaw Town Board, are officially assigned to advisory board/committee members for completion. This plan differs from staff work plans which are approved by the Town Manager and are not subject to advisory board/committee input. If a desired goal is not reflected on this plan, advisory boards/committees must seek Town Board approval before proceeding with that goal.

Advisory Board/Committee Name: Waxhaw Historic Preservation Commission

Year: 2016-2017

Guiding Documents Used to Develop Plan (Please List Master Plans and Like Documents That Formed the Basis of Your Goals): Waxhaw Comprehensive Plan & Waxhaw Downtown Vision Plan

<table>
<thead>
<tr>
<th>Goals</th>
<th>Champion(s)</th>
<th>Resource Needs [Financial and otherwise]</th>
<th>Milestones</th>
<th>Anticipated Obstacles</th>
<th>Solution</th>
<th>Progress Made</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Façade Improvement Grants</td>
<td>Art O'Donnell, Helena Moore</td>
<td>$50,300.00</td>
<td>Award $25,000 twice annually in revolving fund</td>
<td>Applicant not completing work due to unforeseen circumstances</td>
<td>NA</td>
<td></td>
</tr>
<tr>
<td>2. Oral History Project</td>
<td>Terry Michaelson, Terry Settle</td>
<td>$100.00</td>
<td>Record 4 oral history videos</td>
<td>Not being able to find people to agree to interview</td>
<td>Go to people’s houses, work on webpage to get the word out</td>
<td></td>
</tr>
<tr>
<td>3. Rosenwald Plaques (2)</td>
<td>Helena Moore, Art O'Donnell</td>
<td>$2,000.00</td>
<td>February 2017 (Black History Month)</td>
<td>Getting property owner’s permission for location</td>
<td>Place in Town right-of-way if necessary</td>
<td></td>
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<tr>
<td>4. Monthly Village News Article</td>
<td>Leslie Kellam, Dick Mather</td>
<td>N/A</td>
<td>6 articles</td>
<td>Finding valuable content</td>
<td>Highlight successful façade grant projects if there is no new activity or info</td>
<td></td>
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</tbody>
</table>
Suggestions for Developing Goals

- Use guiding documents, such as adopted master plans and published strategic goals of the Town Board as a basis.

- Use the Smart Goal approach
  - Is the goal…?
    - Specific
    - Measurable
    - Assignable
    - Realistic
    - Time-Based

- Ask these questions…
  - Are the goals being formed for the greater good?
  - Do the goals advance the Town’s mission, vision and values?
  - Are the goals based upon guiding documents such as master plans, published strategic goals and other guiding elements that will result in moving the Town closer to its goals? If not, why not?
  - Do the goals have the potential to overlap with the goals of other advisory boards/committees or staff? If so, how will that be accounted for?
  - Could the goal be considered a SMART goal?
<p>| Goal 1. Façade Improvement Grant | The Goal of the Façade Improvement Program is economic development through providing grants to encourage investment in repair and maintenance of downtown commercial buildings, and allow for the more expensive upkeep of downtown residences built within the period of historic significance (1888-1941). Upkeep of historical buildings are often more expensive to maintain because of their materials – ex: wood vs. vinyl siding), and preserving the historical buildings helps to preserve our downtown’s character. A workshop is held annually to educate the public about the grants. | Grant Award Funds $50,000.00; workshop on façade grant program – light refreshments and 200 postcards at .40 each $300 | $50,300.00 |
| Goal 2. Oral History Project | The Oral History Project is video recorded stories and information about the past that you get from talking to people about their experiences, families, etc. This program began in 2015 and is intended to be an ongoing endeavor. Currently a videographer is recording our histories at The Meeting Place. | Gas reimbursement for Charlie Succop, Educational Specialist at the Charlotte Museum of History to come record @ $25/trip for 4 trips | $100.00 |
| Goal 3. Rosenwald Plaque(s) | The WHPC would like to provide 1 to 2 historic plaques honoring the Rosenwald School and their impact on Waxhaw history. In 1912, Booker T. Washington approached philanthropist Julius Rosenwald about his concept to build rural schools needed for African American children across the segregated south. Waxhaw once had a Rosenwald School that stood on 2.25 acres and was located on Cureton Road off of Howie Mine Road. The Town of Waxhaw contributed $1,785 towards the school along with the black community and Rosenwald who contributed $900 each. In 1954, the Supreme Court issued the decision to integrate public schools leaving the Rosenwald schools abandoned. Most of these schools have since been torn down and those that exist are rare. | 2 historic plaques at 1,000.00 each based on the cost of the recent plaque for the Duncan McDonald House | $2000.00 |
| Goal 4. Monthly Village News Article | WHPC would like to publish articles in the Village News sharing current preservation projects and other key information to help bring community awareness to the activities and responsibilities of the Historic Preservation Commission. | N/A | N/A |
| Normal Business Item 1. | The state statues charge the historic preservation commission with considering Certificates of Appropriateness. Owners of local landmarks are required to obtain a | Attorney fees for the Town Attorney to | $1,500.00 |</p>
<table>
<thead>
<tr>
<th>Certificates of Appropriateness</th>
<th>Certificate of appropriateness before making significant changes or additions, beginning new construction, or demolishing or relocating a property. The commission’s review of proposed changes ensures that work on a designated landmark is appropriate to the special character of the landmark. The WHPC anticipates more Certificates of Appropriateness requests with increased local landmark designations of properties in Waxhaw. Currently, a landmark designation report has commenced on the Water Tank.</th>
<th>attend meetings where quasi-judicial Certificate of Appropriateness cases are being decided. Fees for required mailing of notices to adjacent properties.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Normal Business Item 2. Training for Members</td>
<td>Training is required to ensure that the commission members are educated on quasi-judicial processes that are required for Certificates of Appropriateness.</td>
<td>NFocus quote for member training $900.00</td>
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<tr>
<td>TOTAL</td>
<td></td>
<td>$54,000.00</td>
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