



CITY OF HENDERSONVILLE
DOWNTOWN COMMUNITY CHARACTER TEAM +
HPC



City Council Chambers - 160 6th Avenue E (2nd Floor) | Hendersonville NC 28792
Tuesday, March 07, 2023 – 9:00 AM

AGENDA

- 1. CALL TO ORDER**
- 2. APPROVAL OF MINUTES**
 - A. February 2023 Community Character Minutes
- 3. OLD BUSINESS**
 - A. Joint HPC/Community Character Discussion
- 4. ADJOURNMENT**

The City of Hendersonville is committed to providing accessible facilities, programs and services for all people in compliance with the Americans with Disabilities Act (ADA). Should you need assistance or an accommodation for this meeting please contact the City Clerk no later than 24 hours prior to the meeting at 697-3005.



CITY OF HENDERSONVILLE DOWNTOWN ADVISORY BOARD COMMUNITY CHARACTER



City Operations Center - 305 Williams Street - Hendersonville NC 28792
Tuesday, February 07, 2023 – 9:00 AM

MINUTES

1. CALL TO ORDER – in attendance:

Downtown Community Character Team Members: Caroline Gunther, Matthew Hickman, Michele Sparks, Gayle Cinke, Phil Wilmot, Linda DiPaola

Historic Preservation Commission Members: Jim Welter, Ralph Hammond-Green, Cheryl Jones, Jane Branigan, Chris Batista

Staff present: Jamie Carpenter, Alex Hunt, Terrye Jacobs, Dakota Parker

NEW BUSINESS:

1. HPC/Community Character Discussion – The purpose of this meeting was to review joint projects and areas of work that impact both the community character subcommittee of the downtown advisory board and the Historic Preservation Commission:
 - a. Façade Grants – The Downtown Advisory Board and Community Character Subcommittee have had several discussions regarding the intended purpose of façade grants and many requests for financial assistance on deferred maintenance. The overall consensus of the group is that we should consider completely changing the program, what it funds, amount of funds, and mission of the grant program.
 - b. 7th Avenue District Overlay or Designation – There was some discussion on how to have a design overlay in one form or another for 7th Avenue. This would be used to have some ability to manage new construction and substantial design changes. There was discussion on the level of requirements for COA and/or staff approvals.
2. Next Steps: 4 major areas came of this meeting:
 - a. GRANT PROGRAM – HIIP – historic improvement incentive program
 - i. Identifying program needs
 - ii. Identifying locations that need help – what would help them
 - b. DESIGNATION/OVERLAY
 - i. To be reviewed as a part of downtown master plan
 - c. PROMOTION/EXAMPLES
 - i. May – Historic Preservation Month
 - ii. Promotion of Rudi's project and how it was accomplished.
 - iii. Promotion of historic areas (interpretive signs, website information, walking tours, etc)
 - d. BLIGHT / CODE ENFORCEMENT -
 - i. Code Enforcement/Planning Staff will continue to work through the processes of blight and

6. OTHER BUSINESS – We will meet again March 7 at same time.

7. ADJOURNMENT



CITY OF HENDERSONVILLE AGENDA ITEM SUMMARY



SUBMITTER: Jamie Carpenter, Downtown Manager **MEETING DATE:** 03/07/2023

AGENDA SECTION: NEW BUSINESS **DEPARTMENT:** Community Development - Downtown

TITLE OF ITEM: Joint HPC/Community Character Discussion

SUMMARY:

1. Committee Structure & Meetings:
 - a. Conversion to a 'Task Force' or ad hoc project team: Hendersonville Historic Improvement Program Task Force. Either the group together works on one project at a time, OR split up into different groups to accomplish several projects. Projects identified:

NEAR TERM:

- i. Grant Program Changes
 1. Proposed updates attached with comments
 2. What to do with current requests:
 - a. 429 N Main Street (cornice falling – issues)
 - b. 404 7th Avenue E (UNCG Project)
- ii. Promotions
 1. May – Historic Preservation Month

LONGER TERM:

- iii. Designation / Overlay – Downtown Master Plan
- iv. Code Enforcement/Blight - Ongoing process with Code Enforcement Staff

- b. **Community Character Team Workplan** – How to handle the different workplan projects

Friends of Downtown Hendersonville

Façade Grant Guidelines

Historic Preservation Committee

UPDATED – HIIP Historic Improvement Incentive Program**Historic Downtown Hendersonville
Grant Guidelines****■ Introduction – Purpose of the HIIP**

The architectural quality of downtown is important to Hendersonville; it contributes significantly to our economy, our image and our history. The Friends of Downtown Hendersonville and Historic Preservation Commission (HPC) have developed a grant program to provide assistance to property owners in the rehabilitation of historic downtown properties in our Main Street and Seventh Avenue municipal service districts. Hendersonville's HIIP is a grant based incentive intended to encourage and provide financial inducement for the:

- ❖ Rehabilitation of commercial building facades within the Main Street and 7th Avenue Municipal Service Districts.
- ❖ Implementation of appropriate design standards for the rehabilitation of historic properties including the Secretary of the Interior's Standards for Rehabilitation (see Appendix A) and, as appropriate, the Historic Preservation Commission's Main Street Local Historic District Design Guidelines.
- ❖ Preservation of the unique architectural and commercial character of historic downtown Hendersonville.
- ❖ For Consideration by Joint Task Force on HPC/COMM CHAR:
 - Rear Facades
 - do we only want to do exterior?
 - Storefront
 - Incentivize roof work or other critical maintenance to preserve the building and prevent from further deterioration or demolition by neglect –
 - Connect to in-kind resources through UNCG, NC Main Street, NC State Historic Preservation Office
 - Architectural fees, engineering fees, preservation consultant fees to help with Historic Tax Credit Applications 'start up' fees – supporting via grant for technical assistance and professional services

Commented [CJ1]: More than just facades?

Each year the Friends of Downtown Hendersonville and Historic Preservation Commission set aside limited funds for the Façade Improvement Program. Grants will be awarded for eligible projects on a funds-available basis. Those interested in the program can consult with the Downtown Manager determine funding availability. .

■ What is a Façade?

A facade is defined as the exterior walls of a building which are adjacent to or front on a public street. Each storefront of a building can be considered a façade. The rear of a building may also be considered for a façade grant, with priority given to the front of a building.

Friends of Downtown Hendersonville

Façade Grant Guidelines

Historic Preservation Committee

OTHER DEFINITIONS HERE:

Critical Maintenance

Consulting / Professional Services

■ Who is Eligible?

There are two primary districts which are eligible for Façade Grants in downtown Hendersonville, the Main Street Municipal Service District and the Seventh Avenue Municipal Service District. Properties in and around the Main Street Municipal Service District which fall into the Main Street Local Historic District are eligible for additional grant funding through the Historic Preservation Commission. A map of these areas is included at the end of this document and should be referenced to determine if the applicant is eligible for the Façade Grant Program.

- ❖ Any property owner or business tenant in the downtown Hendersonville Main Street or Seventh Avenue Municipal Service Districts and/or the Hendersonville Main Street Local Historic District is eligible.
- ❖ Only buildings whose current or historic use is commercial are eligible for the Façade Grant program.
- ❖ Only one application may be submitted for each façade. A property owner, a building's business tenant or an owner and tenant jointly, may submit a Façade Grant application.
- ❖ If a building has multiple facades, each tenant with a separate entrance may apply. Where a single tenant occupies multiple facades, the tenant is eligible for one application per façade.

Commented [CJ2]: Is this still something we can do?
Should we have HPC events be run through the Friends?

■ What is Eligible?

Please note that the following lists are not intended to be all inclusive. Each project will be reviewed according to the project's location by the Downtown Community Character Team on its individual merits.

Activities **eligible** for a Façade Grant include:

- ❖ Removal of false fronts, metal canopies and other additions that detract from a building's historical and architectural character
- ❖ Safe cleaning of brick or wall surfaces – chemical stripping, scraping and water wash. Power washing is not recommended
- ❖ Exterior painting, including trim and previously painted surfaces
- ❖ Historic reconstruction – storefront, door or window repair or replacement, masonry repointing, etc
- ❖ Approved awning installation
- ❖ Approved exterior lighting
- ❖ Address information – numerals, building name, etc

Activities **not eligible** for a Façade Grant include:

- ❖ Installation or removal of signage
- ❖ Roof and Chimney repair
- ❖ Installation of any type of inappropriate material that interferes with the historic integrity of the building

Commented [CJ3]: Or should we create a grants committee that just meets as needed?

Friends of Downtown Hendersonville

Façade Grant Guidelines

Historic Preservation Committee

- ❖ Sand blasting
- ❖ Removal of historic features
- ❖ Landscaping

■ Funding.

Funding for the Façade Grant Program is provided through the Friends of Downtown Hendersonville. Funds are set aside annually as a result of resources raised through downtown events, including Rhythm & Brews, the Bearfootin' Auction, and Garden Jubilee and the Historic Preservation Commission.

Commented [CJ4]: Need to see what statutes allow

- ❖ Façade Grants will provide 50% of approved project costs.
- ❖ The minimum grant award is \$125; projects with total costs less than \$250 are not eligible for the grant. The maximum award is dependent on building location, see below for additional details.
- ❖ A maximum of up to \$3,000 per façade is available for all buildings located within the Main Street Municipal Service District and the Hendersonville Main Street Local Historic District.
- ❖ A maximum of up to \$2,500 per façade is available for buildings within the Main Street & Seventh Avenue Municipal Service Districts, but outside of the Hendersonville Main Street Local Historic District.
- ❖ A maximum of up to \$500 per façade is available for buildings within the Hendersonville Main Street Local Historic District, but outside the Main Street Municipal Service District.
- ❖ The final award amount is based on documentation of actual labor and material costs.

Commented [CJ5]: Need to review this - what do we want to do?

■ Application Guidelines.

Applications will be reviewed in accordance with the following guidelines.

- ❖ All façade design proposals shall:
 - Meet the applicable zoning and code requirements of the City of Hendersonville.
 - Adhere to the US Secretary of the Interior's Standards for Rehabilitation.
 - Receive Façade Application approval from the appropriate Design Subcommittee prior to beginning work, either Main Street or Seventh Avenue.
 - Include the property owner's signature.
- ❖ Applicants must receive a Certificate of Appropriateness from the Historic Preservation Commission if located within the Hendersonville Main Street Local Historic District prior to beginning work.
- ❖ Projects within the Hendersonville Main Street Local Historic District are required to comply with the district Design Guidelines.
- ❖ A property does not have to be occupied at the time a Façade Grant application is submitted.
- ❖ A building or rental unit may receive more than one grant award for the same façade. However no more than one grant award will be given to the same building or rental unit within one year.
- ❖ Only exterior façade renovations are eligible.

Friends of Downtown Hendersonville

Façade Grant Guidelines

Historic Preservation Committee

■ General Application Review Criteria.

All eligible exterior rehabilitation proposals will be considered for funding, however top priority will be given to projects which:

- ❖ Make highly visible and significant design contributions to historic downtown Hendersonville.
- ❖ Contribute significantly to the program goal of preserving the architectural, historic and commercial character of historic downtown Hendersonville.
- ❖ Comply with the guidelines above in letter and spirit.
- ❖ Take advantage of the design assistance available through the City of Hendersonville's Main Street Program.
- ❖ In the case of multiple applications, deliver the greatest value of work to the individual building and to Main Street overall.

Commented [CJ6]: Further discussion - should we consider critical maintenance - roof repair, etc that preserves historic architecture in addition to design improvements?

■ Application Procedure.

The applicant should seek the assistance of the Downtown Economic Development Director for guidance in completing the following requirements:

- ❖ Submittal of a complete Façade Grant Application which includes the property owner's signature to the Downtown Economic Development Director.
- ❖ The application shall include:
 - "Before" photos (photos of the existing building condition)
 - Proposed Plan (sketch, specifications, color choices, etc.)
 - Two (2) estimates of project costs covering labor and material
 - Detailed written description of proposed project plan
- ❖ If the project is located in the Main Street Local Historic District a Certificate of Appropriateness (COA) application is also required.
- ❖ Applications will be reviewed by Main Street program staff for completeness before being forwarded to the appropriate Design Subcommittee for review.
- ❖ The Design Subcommittee will review the proposed project at their regularly scheduled monthly meeting and decides whether to approve, approve with conditions, or deny the façade grant application.
- ❖ If the project is located in the Main Street Local Historic District, the applicant must receive approval from the Historic Preservation Commission through the COA process before proceeding with work.
- ❖ Within (5) days of the grant decision the Downtown Economic Development Director will notify the applicant of the approval or denial of his/her grant application and of any permits required to complete the project.
 - If the project is approved with conditions, the applicant has 30 days from the date of the notification letter to modify the application.
 - If the project is approved without conditions, a contract form will be included with the notification letter. The applicant must return the contract form to the Downtown Economic Development Director within 30 days of the date of the notification letter. A signed contract must be on file before work can commence.

Friends of Downtown Hendersonville

Façade Grant Guidelines

Historic Preservation Committee

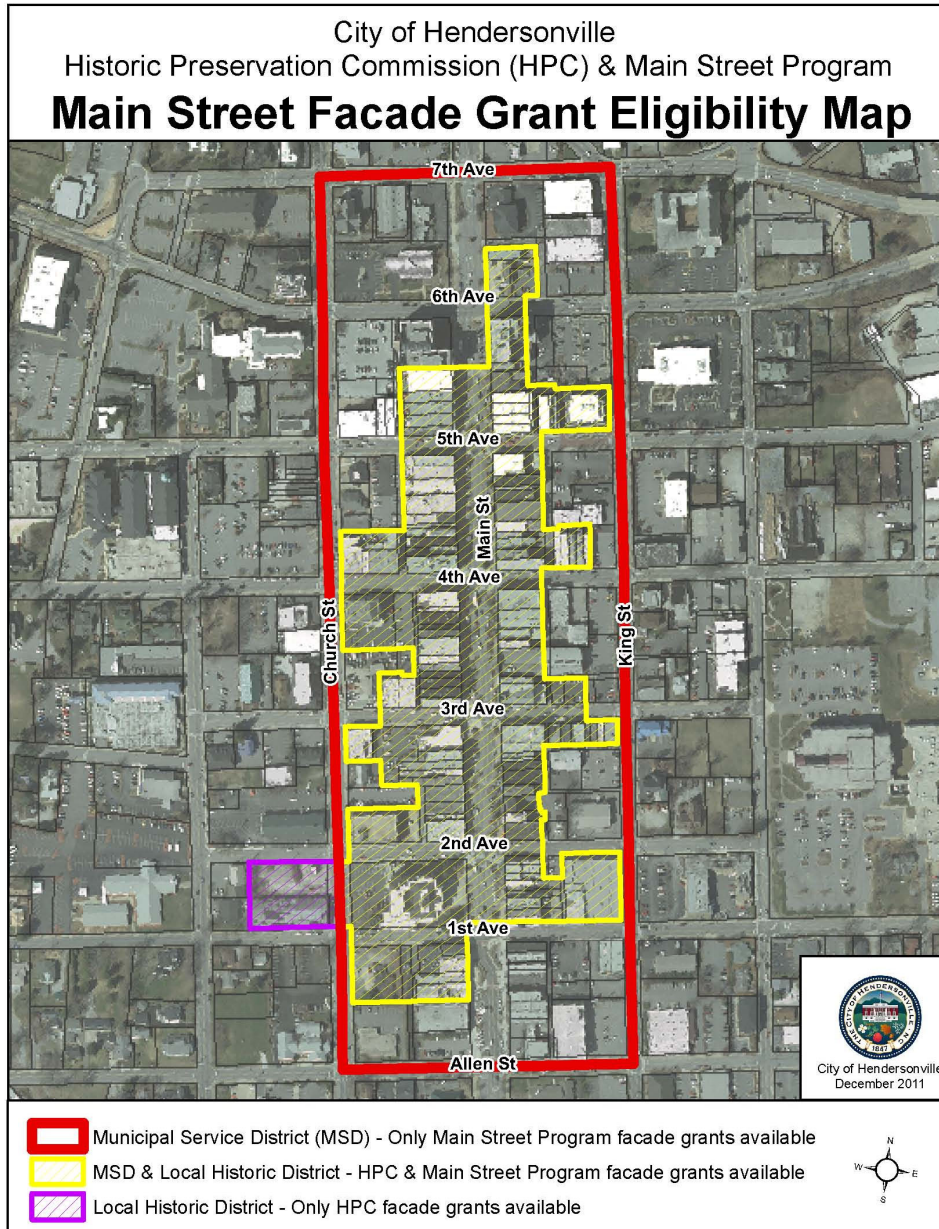
■ Post Approval.

Once a façade grant has been approved and the grant contract is signed, the following guidelines shall be followed to receive the grant award.

- ❖ All work must be completed in a good workmanship manner.
- ❖ All approved work must be completed within six (6) months of a signed Façade Grant contract.
- ❖ If additional time is needed, a written request shall be submitted to the Downtown Economic Development Director providing a compelling reason(s) for the extension. The Director, in consultation with the appropriate Design Sub-Committee Chair may grant a 30 day project extension at their discretion.
- ❖ The applicant is responsible for ensuring that the project is completed in accordance with the approved application, design guidelines provided in this procedure, and the signed contract. The Downtown Development Program reserves the right to deny payment if the completed work is inconsistent with the contents of the original application.
- ❖ Any deviations from the approved application must be submitted to the Downtown Economic Development Director prior to construction. The Director will forward the proposed alterations to the appropriate Design Subcommittee for review at their next scheduled meeting.
- ❖ Once the project has been completed, the applicant will provide proof of project costs and payment along with photos of the completed work to the Downtown Economic Development Director. Failure to submit the required documents within 6 weeks of the project completion date may result in termination of the contract.
- ❖ Façade Grants are paid only when the approved project is completed in accordance with the approved plans and specifications submitted with the application. The Downtown Economic Development Director will conduct a final on-site inspection and sign-off on completed work prior to issuance of a grant award and following the applicant's final project submission.
- ❖ Completed work that differs from the approved application will be disqualified for reimbursement.

All questions can be directed to:
 The Friends of Downtown Hendersonville
 Jamie Carpenter – jcarpenter@hvlnc.gov
 Hendersonville, NC 28792
 Phone: 828-233-9144
www.downtownhendersonville.org

Commented [CJ7]: Add 7th ave map



Friends of Downtown Hendersonville

Façade Grant Guidelines

Historic Preservation Committee

APPENDIX A

THE SECRETARY OF THE INTERIOR'S STANDARDS FOR REHABILITATION

1. A property will be used as it was historically or be given a new use that requires minimal change to its distinctive materials, features, spaces, and spatial relationships.
2. The historic character of a property will be retained and preserved. The removal of distinctive materials or alteration of features, spaces, and spatial relationships that characterize a property will be avoided.
3. Each property will be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or elements from other historic properties, will not be undertaken.
4. Changes to a property that have acquired historic significance in their own right will be retained and preserved.
5. Distinctive materials, features, finishes, and construction techniques or examples of craftsmanship that characterize a property will be preserved.
6. Deteriorated historic features will be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature will match the old in design, color, texture, and, where possible, materials. Replacement of missing features will be substantiated by documentary and physical evidence.
7. Chemical or physical treatments, if appropriate, will be undertaken using the gentlest means possible. Treatments that cause damage to historic materials will not be used.
8. Archeological resources will be protected and preserved in place. If such resources must be disturbed, mitigation measures will be undertaken.
9. New additions, exterior alterations, or related new construction will not destroy historic materials, features, and spatial relationships that characterize the property. The new work shall be differentiated from the old and will be compatible with the historic materials, features, size, scale and proportion, and massing to protect the integrity of the property and its environment.
10. New additions and adjacent or related new construction will be undertaken in a such a manner that, if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

DOWNTOWN REDEVELOPMENT GRANT



**DOWNTOWN
ASHEBORO** *inc.*

For more information contact:
Downtown Asheboro, Inc.
137 South Fayetteville Street
Asheboro, NC 27203
336-610-2628
www.downtownasheboro.com
rebekah@downtownasheboro.com

DOWNTOWN REDEVELOPMENT GRANT

Primary Rule:

All Applications must be pre-approved before any work can begin. Work done prior to approval is not eligible for grants; all work should comply with the Secretary of Interior Standards for Rehabilitation.

Purpose:

The grant program is created to spur economic development in Downtown Asheboro through incentives, focused on historic preservation of the architectural character that his unique to Asheboro.

Eligibility:

1. Owner(s) or tenant(s) of a building located within the Asheboro Downtown Historic District.
2. Owner(s) and tenant(s) may request grants separately, however, any tenant(s) must have the owner's written permission attached to the application.
3. Owner(s) and tenant(s) cannot submit a duplicate applications. Cap amounts listed are for each building no matter who applies.
4. DAI designated committee may judge a property eligible for a second grant if:
 - a. At least 3 years have elapsed since the first grant was awarded and if the structure is in need of further improvement
 - b. The existing business undergoes significant expansion that requires alteration.
 - c. A new business moves in and requires changes in the façade or features i.e. new awning, updated storefront glass etc.

Beginning Guidelines:

1. A specially designated committee will review plans, drawings, and quotes to ensure each project meets the Secretary of Interior Standards for Rehabilitations.
<https://www.nps.gov/tps/standards/rehabilitation/rehab/stand.htm>
2. Rehabilitation of structures should be considered a contemporary solution that respects the architectural integrity of the entire building, retaining those elements that enhance the building.
3. All projects will meet with the code requirements for the City of Asheboro
4. Any renovation proposal is eligible for funding, but top priority will be given to projects that will make highly visible contribution to the commercial district.
5. The grant will not approve or include any requests for business name(s) on awnings.
6. Items funded must be complete within 12 months of the awarded grant date or an extension can be requested as long as construction has begun.

DOWNTOWN REDEVELOPMENT GRANT

Funding is limited and is on a first come, first serve basis. Amounts will be funded at 50 percent of the amount up to the maxes listed below:

- Awnings - \$3,000
- Restoring historic signs or ghost signs. \$4,000
- Repairing cornices \$500
- Painting already painted building - \$3,000
- Repair of plaster - \$1,000
- Exterior door replacement \$1,000
- Storefront glass replacement - \$3,000
- Second story Windows - \$400
- Tuck-pointing or re-pointing or rebuilding of brickwork - \$10,000
- Paint removal from brick surfaces by chemical and water wash methods only \$5,000
- Guttering replacement and addition \$2,000
- Removing false facades and other inappropriate additions such as metal slipcovers \$1,000
- Professional renderings for façades
- Roofs - \$2.50 per square foot of roofing
- Restore original tin ceilings \$1 per square foot
- Preserving original wood floors - \$ 2.00 per square foot
- Handicap accessibility (ADA compliant, ramps, elevator, public restrooms) \$20,000 (must be split over 2 years)
- Alcove tiles, mosaic \$2.00 square foot
- Installation of fire suppression system - \$2 per square foot
- Installation or repair of AC Unit - \$5,000
- Electrical work - \$5,000

Required Document:

1. Completed and signed Downtown Redevelopment Grant Application
2. Narrative of project with future expected commercial use
3. Expected budget for ENTIRE project, not just items requesting funding
4. Existing photos of building, interior and exterior
5. Quotes for any portion of the project requesting funding (entire project MUST meet the National Park Service Secretary of Interior Standards for Rehabilitations)

Common projects that do not meet the Secretary of Interior Standards for Rehabilitation:

Painting unpainted brick, use of vinyl replacement windows, garage storefronts where not a former manufacturing building, etc.

DOWNTOWN REDEVELOPMENT GRANT

Date of Application:

Applicant (please print):

Property Address:

Applicant Mailing Address:

Cell Phone Number:

Please Circle One:

Owner

Tenant

DOWNTOWN REDEVELOPMENT GRANT

If tenant, please list property owners name (written permission for the project must be attached):

Description of project:

Total cost of investment (including items not funded by grant):

The following items need to be included for grant to be reviewed:

- Photos of proposed changes (can be computer generated or drawn), paint swatches/fabric/decorative materials
- Complete signed grant application with current photos of building

Signature of applicant: _____

Date: _____

Community Character				
	1. Coordinate efforts with the Historic Preservation Commission on common goals and consider subcommittee crossover to achieve goals.			
	Meet with HPC/Community Character team to review Façade Grant Guidelnes and update	Comm Character Team / HPC - Jamie & Alex	Feb-23	
	Create a process/workflor for façade grants and COA	Comm Character Team / HPC - Jamie & Alex	Feb-23	
	Determine better connections between subcommittees and HPC	Comm Character Team / HPC - Jamie & Alex	Feb-23	
	Design Standards / Local Historic District status for 7th Aveue	incorporate as part of downtown master plan		
	2. Update avenue signage in Main Street and 7th Ave to improve pedestrian experience			
	Apply for HCTDA Grant for updated pedestrian signs	Jamie	Feb-23	submitted
	Proceed with design and standards (regardless of grant award)	Comm Character Team	Jun-23	
	Include updated signage in CIP Budget	Jamie/City	Jan-23	
	3. Complete + Implement the 7th Avenue Branding Project			
	Narrow consultants and interview	Community Character Team	Feb-22	complete
	Form steering committee for branding meetings	7th Ave Branding Steering Committee	Jul-22	complete
	Present to Council	Jamie / Arnett Muldrow	Dec-22	complete
	Purchase swag/signage to distribute	Jamie	Feb-23	in progress
	Video launch of branding - concept to have someone do voiceover of brand statement in Arnett Muldrow report and different videos of people in 7th Ave	Jerry fitzgerald (volunteer/board member)	Mar-23	in progress
	4. Pursue development opportunities involved with Ecusta Trail			
	(incorporate in Downtown Master Plan process)			
	5. Vacant Window Improvement Program			
	Work with building owners to allow use of windows	Gaye Cinke / Comm Character Team	Spring 2023	
	Design window template	Jamie	Mar-23	
	6. Complete Streetscape			
	Communications and updates with business owners	Linda will help with business updates, engineering dept, Harper construction	all 2023	
	Water lines, connections/tap updates			
	Cost savings on asphalt, etc. Discount by adding onto work			
	Façade improvements during construction			
	Update businesses on status of streetscape	Jamie/Team	early 2023	
	Continue to pursue phase 2 and 3 of streetscape	Engineering dept, downtown dept		Engineering dept submitted several grants "Above the Mud" project

Historic Preservation Commission Workplan – 2022 & 2023

The goal of this DRAFT document is to highlight the work of the Historic Preservation Commission and develop a template for prioritizing both short-term and long-term projects. Items discussed at the Workshop and during meetings have been divided into the following Short and Long-Term Goals:

6 Month Workplan (FY 22-23)	Long-Term Goals (FY 23)
▪ Migration of HPC website (CAC) budgeted	▪ Blythe St. Designation (DC)
▪ Buffalo Soldier Project (DC)	▪ Old Brooklyn, Peacock Town, Black Bottom survey
▪ Banner replacement (CAC)	▪ Building Conditions Survey (DC)
▪ Home Tour 2023 (CAC)	▪ Realtor Training education course (CAC)
▪ Outreach Projects - Real estate offices/schools (CAC)	▪ Blythe St. Designation (DC)
▪	▪ Bridges, cemeteries etc. survey
▪	▪ Design Standards Committee Designation

*DC = Designation Committee / CAC = Community Affairs Committee

Proposed HPC Sub-Committees & General Tasks

- I. Design Review Advisory Committee – Reviews certificates of appropriateness and makes recommendation to Commission. Members cannot also serve on the Commission. (Committee Members: John Horton, Sue Sneeringer)**
- II. Community Affairs Committee – Organizes tours, newsletters and other activities facilitating knowledge and interaction between the Commission and the public. (Committee Members: Jim Welter, Ralph Hammond-Green, Jim Boyd)**
 - a. Creation of community outreach projects and promotional materials**
 - i. Coloring Books**
 - ii. Brochures – Review and update the following brochures:**
 - 1. COA Process**
 - 2. Local Landmarks Information**
 - 3. Tax Credit Information**
 - 4. Walking Tours**
 - iii. Draft new one-page informational handouts**
 - iv. Draft mailing list letters for property owners in historic districts**
 - v. Create rack cards for real estate offices**
 - 1. Goal for 2023 – presentations to real estate offices**
 - b. Migration of HPC Website**
 - i. Contract with VC3**
 - ii. Review and suggest updates to website**
 - iii. Create QR code to HPC website to place on any promotional handouts**
 - iv. Creation of resource page**
 - 1. SHPO**
 - 2. CLG Grants**
 - 3. CDBG Funds**
 - v. Integration of GIS maps for historic districts and local/national designations and landmarks**
 - c. Fundraising Events:**

- i. Home Tours
- ii. Cookie Caper
- d. Banner Replacement
- e. Plaques placement

III. Designation Committee – Reviews potential districts and building for national and/or local designation. (Committee Members: Cheryl Jones, Chris Battista, Crystal Cauley)

- a. Review 7th Avenue as a local historic district designation
 - i. Review Chapter 28 – designation process and procedure
 - ii. Discussion with relevant stakeholders and downtown committees
 - iii. Zoning overlay research
- b. Lenox Station outreach
 - i. Provide landmark designation information and benefits
 - ii. Determine partnership with HPC on historic recognition of structure
 - iii. Possible
- c. Historic Marker Projects
 - i. Buffalo Soldier – Oakdale Cemetery
 - ii. Annual historic marker
 - 1. Opportunity for community to submit a person/structure for historical significance each year
- d. Survey Areas
 - i. Cold Springs
 - ii. Old Brooklyn/Peacock Town
 - iii. Chadwick
 - iv. Blythe St.
 - v. Old Brooklyn, Peacocktown, Black Bottom
 - vi. Bridges, cemeteries survey

IV. Design Guidelines Committee – Looks at the Main Street and Residential Design Guidelines for suggested updates. (TBD)

- a. Develop Artificial Materials list for design guidelines
- b. Building Conditions Survey
 - i. Conversation with NC SHPO regarding consultant