

Historic Resources Commission Workplan 2019 - 2023

On October 10, 2018, the Historic Resources Commission (HRC) members came together at their annual all-day training to develop a strategic plan to preserve the historic character of Graham. During this visioning session HRC members identified goals and strategies in four distinct areas 1) Regulation 2) Identification & Designation 3) Education & Outreach 4) Restoration. This workplan is designed to guide the future efforts of the HRC and help the group fulfill its mission. This document will be revised on an annual basis at the HRC's annual training to update any progress that has been made. In addition, revisiting this document will provide Commission members an opportunity to reflect on their past work as well as identify other opportunities for future historic preservation projects. Included within this document is a suggested timeline and training calendar to be used as a quick point of reference.

Regulation

As a preservation commission recognized by the State this body is responsible for:

“Preparing and publishing guidelines and criteria for the review of Certificates of Appropriateness (COA) for all designated historic districts and historic landmarks. In addition, the HRC establishes criteria, procedures, and guidelines by which designated staff may review and approve COA's for minor works.”

The HRC has developed the following goals and strategies to achieve their objectives with regard to regulation set by the Commission.

Goals:

1) Revise HRC Bylaws

- a. Include member training requirements
- b. Include updated procedures Quasi-Judicial and info on Ex-parte Communications

2) Update HRC Design Guidelines

- a. Update HRC Design Guidelines
 - i. Budget request to City Council for 40% local match (*Apr. 2020*)
 - ii. Apply for CLG Grant (*2020*)
 - iii. RFP for Firm Selection (*2021*)
 - iv. Present NEW HRC Design Guidelines to CC (*2020*)

3) Streamline COA Process

Identification & Designation

As a preservation commission recognized by the State this body is responsible for:

“Providing an inventory of properties of historical, prehistorical, architectural, and/or cultural significance; As well as recommending to the governing board areas to be designated by ordinance as "Historic Districts"; and individual structures, buildings, sites, areas, or objects to be designated by ordinance as "Landmarks"; (NC GS 160A-400.8)”

The HRC has developed the following goals and strategies to achieve their objectives with regard to identifying and designating historic properties.

Goals:

4) Conduct a Property Inventory of Graham

- a. Become a CLG (*Application submitted awaiting approval*)
- b. Conduct a Historic Property Inventory
 - i. Budget request to City Council for 40% local match
 - ii. Apply for CLG Grant
 - iii. RFP for Firm Selection (*2020*)
 - iv. Present Inventory to CC (*2020*)

5) Designate a NEW Historic District

- a. Define N. Main St. Historic District Boundaries (*2022*)
- b. Identify Architectural Features for Preservation (*2022*)
- c. Send Public Notice to Property Owners (*2022*)
- d. Submit Recommendation to CC (*2022*)

6) Identify a Landmark

- a. Create a Landmark Subcommittee to Research Properties (*2020*)
- b. Feedback from NC SHPO (*2021*)
- c. Landmark Recommendation to CC (*2021*)

Education & Outreach

As a preservation commission recognized by the State this body is responsible for:

“Conducting an educational program with respect to historic properties and districts within its jurisdiction; (NC GS 160A-400.8)”

The HRC has developed the following goals and strategies to achieve their objectives with regard to education and outreach to the community about historic preservation.

Goals:

7) Training for HRC Members

- a. Attend a historical tour in another community
- b. Quarterly webinars (*topics selected at beginning of year*)
- c. Quarterly presentations (*topics selected at beginning of year*)
- d. All members **MUST** attend one NC SHPO Annually (*required for CLG Status*)
- e. Attend a HRC meeting in another community
- f. Annual all-day HRC training with guest speakers

8) Public Outreach

- a. Bi-Annual HRC Mixers
- b. Participate in Downtown Small Area Plan
- c. Partner with Historic Museum Board to create an “Architecture of Graham” exhibit (*2020*)
- d. Attend an architectural walking tour
- e. Organize an architectural walking tour (*2020*)
- f. Host a HRC volunteer Open House
- g. City Council Update Presentation
- h. Host a window restoration workshop (*2020*)
- i. Publish NEW HRC Design Guidelines (*2020*)

9) Publish Educational Materials

- a. Develop user-friendly guide for HRC Design Guidelines
- b. Revise COA Application
- c. Develop a Welcome to Downtown Historic District letter
- d. Bi-annual HRC segment in City Newsletter

Restoration

As a preservation commission recognized by the State this body is responsible for:

“Support the restoration of historic properties.”

The HRC has developed the following goals and strategies to achieve their objectives with regard to restoring historic properties.

Goals:

10) Administer Façade Grant

- a. Select Façade Grant Recipients
- b. Revisit Façade Funding Guidelines

HRC Workplan 2019

Goal/Strategy:	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
1A. Member training requirements	●—●											
1B. Update Quasi-Judicial procedures			●—●									
3. Streamline COA Procedure					●—●							
4Bi. CC Budget Request			●—●									
4Bii. CLG Grant Application										●—●		
7A. Attend historical tours				●					●			
7D. NC SHPO Trainings	●—●											
8A. HRC Mixers		●—●							●—●			
8C. HRC Open House				●—●								
8D. CC Update			●									
9A. User-friendly design guidelines								●—●				
9B. Revise COA Application						●—●						
9C. HRC Welcome Letter		●—●										
9D. Newsletter Articles			●							●		
10A. Admin Façade Grant									●			
10B. Revisit Façade Grant Guidelines			●—●									

HRC Meeting Training Schedule

January – Quasi-Judicial Procedure (*Webinar*)

February – Architectural Styles & Distinctive Features (*Presentation*)

March – UNC Historic Preservation Commissions (*Webinar*)

April – Attend Historical Tour

May – Historic Preservation Techniques (*Presentation*)

June – This Old House Charleston (*Webinar*)

August – Attend other HRC Meeting

September – Secretary of Interior Standards (*Presentation*)

October – Substitute Materials (*Webinar*)

October – HRC Annual Member Training

November – Historic Preservation Resources (*Presentation*)

November – Attend Preservation Burlington Historical Tour

+ Attend 1 NC SHPO Training