

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