

AGENDA

HISTORIC PRESERVATION COMMISSION
TOWN OF WAYNESVILLE
TOWN HALL
FEBRUARY 6, 2013
WEDNESDAY, 2:00 PM

Call to order:

1. Approval of Minutes:

Regular meeting, December 5, 2012

Reconvened meeting, December 10, 2012

(January's meeting was cancelled)

2. Waynesville Design Guidelines –

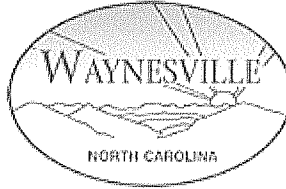
(Three attachments C, D and E, for your review prior to the meeting)

Presentation by Mr. Philip Thomason of Thomason & Associates

3. Other Business

4. Adjourn

*The next meeting of the Historic Preservation Commission will be
Wednesday, March 6, 2013*



REGULAR MEETING
HISTORIC PRESERVATION COMMISSION
TOWN OF WAYNESVILLE
TOWN HALL
DECEMBER 5, 2012
WEDNESDAY, 2 P.M.

In attendance: Chairman Nikki Owens, Vice-Chairman Bette Sprecher, Henry Foy, Shawn Leatherwood, Sandra Owen, Ann Melton and Peter Sterling. Also in attendance: Town Planner Paul Benson and Secretary Ginny Boyer

Minutes of the November 7, 2012 regular meeting

Vice-chairman Bette Sprecher made a motion to accept the minutes of the November 7, 2012 meeting as presented; this was seconded by Shawn Leatherwood. All were in favor.

Update on status of historic landmark designations: 28 Walnut Street (Dr. Samuel Stringfield House) and 52 Walnut Street (Dr. Thomas Stringfield House)—Paul Benson

Town Planner Paul Benson announced the Board of Aldermen, at their regular meeting on December 11, 2012, will address the consideration to designate both 28 and 52 Walnut Street, the Stringfield houses, as local historic landmarks. A public hearing will be held as part of the meeting. If designated, the motions of the Historic Preservation Commission to approve the designations will be included in two separate town ordinances. The Town of Waynesville is poised to get two new landmark properties if all goes well.

Update on Waynesville Design Guidelines –interview session

The Historic Preservation Fund (HPF) grant for the Waynesville Design Guidelines was selected for funding with a grant award amount of \$10,000. The HPF is a federal program administered by the National Park Service, United States Department of the Interior. By November, 2012 three proposals were received for the design guidelines project, and after review, two of those who submitted proposals were asked to present them at a regular meeting of the Historic Preservation Commission. Due to federal guidelines for spending FY 2012 HPF funds, all project activities must be satisfactorily completed and approved final products must be submitted to the HPO by August 16, 2013, with no option to extend.

Two presentation/interview sessions were part of the regular meeting: First Mr. Philip Thomason of Thomason & Associates of Nashville, TN and Ms. Heather Wagner of HMW Preservation of Durham, NC.

After the two presentations and some discussion, Bette Sprecher made a motion to hire Thomason & Associates to create Waynesville's Design Guidelines; Shawn Leatherwood seconded. Ann Melton and Sandra Owen were in favor, while Peter Sterling and Henry Foy voted against. There was one abstention, Chairman Nikki Owens. Members then further discussed Mr. Thomason and Ms. Wagner in terms of their availability, preparedness, experience, and how the citizens of Waynesville will receive them, the depth of consideration they will give to Waynesville's unique properties and the level of effort they will be willing to put forth.

Members agreed to recess the meeting until Monday, December 10 at 4 p.m. so the matter could be further discussed and a choice made at that time. Planning Director Benson mentioned the issue of time—the project, according to the grant, must be completed by July 2013.

Special recognition for Commission members Peter Sterling, Ann Melton and Henry Foy

Commission members congratulated Commission members Peter Sterling, Ann Melton and Henry Foy for their recent awards and thanked them for their contributions to the Town of Waynesville. *At the North Carolina Society of Historians annual awards banquet on October 20, 2012 in Mooresville, Peter Sterling received the Paul Jehu Barringer Jr. and Sr. Award of Excellence for Haywood Snapshot Project. Ann Melton and Henry Foy received the Willie Parker Peace History Book Award for Views from the Past—Main Street Waynesville, 1896-1931. Other books by Ann Melton that were recognized and received the Willie Parker Peace History Book Award include: The Early History of Love Lane, The Love Family of Haywood County, The Early History of Woolsey Heights, Millionaire's Row and the Early History of Frog Level.*

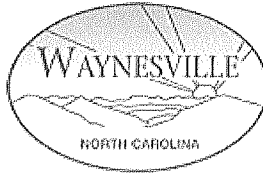
Other Business

Waynesville's Annual Employee Appreciation Luncheon is scheduled for Friday, December 14 from 11:30 a.m.-1:30 p.m. Vice-chairman Sprecher felt it would be important for commission members to sit together and, when recognized, stand together as a group.

The meeting was recessed to be reconvened on Monday, December 10 at 4 p.m.

Ginny Boyer, Secretary

Nikki Owens, Chairman



RECONVENED MEETING (to conclude business of regular meeting December 5)
HISTORIC PRESERVATION COMMISSION
TOWN OF WAYNESVILLE
TOWN HALL
DECEMBER 10, 2012
MONDAY, 4:00 P.M.

Waynesville's Historic Preservation Commission held a reconvened meeting on Monday, December 10, 2012. Members present: Chairman Nikki Owens, Shawn Leatherwood, Ann Melton, and Sandra Owen. Also present: Town Planner Paul Benson. Members absent: Peter Sterling, Henry Foy and Vice-Chairman Bette Sprecher. Chairman Owens called the meeting to order at 4:00.

Waynesville Design Guidelines—outcome of interview sessions

At the regular meeting of December 5th, commissioners decided to recess the meeting until a later date to further consider which consultant, Philip Thomason of Thomason & Associates or Heather Wagner of HMW Preservation, to utilize for the Historic Guidelines Project. Planning Director Paul Benson was later contacted by Heather Wagner of HMW Preservation who chose to remove her group for consideration.

Ann Melton made a motion the Historic Preservation Commission approve Philip Thomason of Thomason & Associates of Nashville, Tennessee as the consultant for the Historic Guidelines project. The motion was seconded by Shawn Leatherwood. The motion carried unanimously (4-0).

Adjournment

There being no further business the meeting adjourned at 4:05 p.m.

Paul Benson, Acting Secretary

Nikki Haynes Owens, Chairman

ATTACHMENT C

Scope of Work

Waynesville Design Guidelines

The consultant will prepare design guidelines for Waynesville's locally-designated landmarks and for potential future local commercial and residential district designations. The guidelines will describe the character of current landmarks and potential future districts, and will address alterations, new construction, public spaces, demolition, and use of alternative building materials.

The process will include two public meetings hosted by HPC and conducted by the consultant, with assistance from HPO staff. This outreach is intended to educate property owners and residents about the preservation of historic resources, the purpose of local landmark designation, and the use of design guidelines. The public meetings must provide the community with the opportunity to be stakeholders in the design guideline process. It is essential that guidelines be drafted in cooperation with citizens and that the process is responsive to community questions and concerns.

The consultant will prepare design guidelines in accordance with the project proposal submitted to the Town of Waynesville in October, 2012. Document preparation will include review of existing documentation related to local landmarks and potential landmark districts, recordation of general overall design characteristics of buildings and streetscapes, exploration of positive and negative local design characteristics, and an outline of basic physical and material building and streetscape problems related to landmarks and potential local districts. This material will be analyzed and organized into illustrated design guidelines that address building rehabilitation, site and setting, new construction, and demolition and relocation. The guidelines will contain a minimum of 100 high quality photographs and drawings that illustrate various design principles.

A draft document will be submitted for review and comment by the Waynesville HPC, Board of Aldermen, and HPO. After final approval, the consultant will submit a print-ready final product in digital format suitable for posting on the city's webpage.

The work will be performed according to Attachment D: Contracts for design Review Guidelines, which are hereby incorporated by reference in this contract. The project will follow state and federal guidelines and the consultant will meet the qualifications for 36 CFR part 61.

ATTACHMENT D

Services To Be Provided and Standards To Be Followed

Creation of Design Guidelines

I. SERVICES AND GOODS PROVIDED BY THE CONSULTANT AND STANDARDS AND PROCEDURES TO BE FOLLOWED BY THE CONSULTANT:

The Consultant will create design guidelines for alterations, additions, new construction, moving, and demolition in locally designated historic districts and/or landmarks according to guidelines established by the Office of Archives and History (Office) and with the guidance and support of the Local Contract Administrator, the local Review Committee, and the State Historic Preservation Office (HPO). The design guidelines shall not be inconsistent with the applicable *Secretary of the Interior's Standards for Archaeology and Historic Preservation*, specifically, the *Secretary of the Interior's Standards for the Treatment of Historic Properties*. For conventions of grammar, citations, bibliography, and punctuation, all materials should follow the most recent editions of the *Chicago Manual of Style* and the Office's *Guide for Authors and Editors*.

For the purposes of payment and the satisfaction of the terms of this contract, it is understood that the Consultant will accomplish the following items:

1. provide analysis of existing guidelines and review of comparative guideline models;
2. prepare guidelines text, photographs, and/or illustrations;
3. provide electronic copy of the final product text in appropriate format, original illustrations (drawings and/or photographs), and a photocopy of the final text;
4. provide agendas for and lead discussions during Review Committee meetings; and
5. attend at least one public information meeting to be held by the Grantee.

The Consultant shall seek and obtain professional assistance from the HPO in defining the content, reviewing drafts, editing for form and content, and making suggestions for assuring the quality of the guidelines. HPO preservation and restoration specialists will be assigned to work directly with the Consultant to provide assistance and guidance throughout the project. The Consultant shall obtain the required review and approval by the HPO of all project products to assure compliance with North Carolina laws and adherence to accepted professional preservation standards and practices, in accordance with the Time-Product-Payment Schedule.

The Consultant and Local Contract Administrator will notify the Review Committee and the HPO project specialist thirty days in advance of all meeting dates and times. At least two weeks in advance of scheduled meetings, the Consultant will send drafts for review by the Review Committee to the Local Contract Administrator for distribution to the Review Committee and shall provide drafts to the HPO project specialist two week in advance of scheduled meetings. The Consultant shall attend meetings with the Review Committee in accordance with the Time-Product-Payment Schedule.

At the end of the project, the Consultant will submit a one paper copy to the HPO and one paper copy to the Town of Waynesville of the final guidelines in final design and layout form, including illustrative materials, before final payment is approved. The Consultant will also provide the both the Grantee and the HPO an original hard copy of the final guidelines and on a computer disk.

The Consultant will also submit all original illustrations (photographs, drawings, maps) to the Grantee.

The Consultant shall have the option to use the HPO's photo lab services. The Consultant may request the HPO to process and print black and white photographs at HPO cost, based on a cost list provided for various photography items by the HPO, with the understanding that consideration will be given by the HPO to process photographs quickly to expedite projects, but problems of labor and supplies sometime generate long backlogs and a three-week processing time is usual, but sometimes six weeks to two months may occur.

The Consultant agrees to pay all invoices for HPO photo lab services associated with the grant project prior to the Agency's approval of the consultant's final payment as set forth in the Time-Product-Payment Schedule.

II. SERVICES AND GOODS PROVIDED BY THE GRANTEE:

To ensure that the project will operate efficiently on the local level for the Consultant, the Grantee agrees to do the following:

1. provide an electronic copy of Grantee's existing guidelines to the Consultant;
2. distribute drafts to the Review Committee;
3. review phased drafts prior to scheduled meetings to ensure meaningful discussion and input at the meeting;
4. lead public information meeting(s);
5. conduct project administration and accounting, to include reviewing project products and making timely payments to the Consultant in accordance with the Time-Product-Payment schedule;
6. monitor the schedule closely to ensure that deadlines established in the project are met;
7. if a part of the project budget, provide adequate office space for the Consultant, including a telephone and desk; and
8. post the final guidelines on the Town of Waynesville's web site.

ATTACHMENT E

Time-Product-Payment Schedule Waynesville Design Guidelines

Due Date	Product	Payment
Jan. 15, 2013	Contract fully executed; notice to proceed. Consultant initiates field analysis and review. Consultant discusses goals and approach with planning staff, HPC, and HPO.	\$2,000
Feb. 2013	Consultant conducts first HPC and public meetings introducing concept of design guidelines and soliciting public comment. Field analysis and review is ongoing.	\$3,000
April 30, 2013	Consultant submits draft design guidelines manual to planning staff, HPC, and HPO for review and comment.	\$4,000
May 30, 2013	Planning staff, HPC, and HPO returns comments on draft submittal.	\$0.00
June 2013	Consultant holds community focus group and second HPC and public meeting to finalize language in the guidelines and revise the draft.	\$3,000
July 31, 2013	Consultant submits final draft.	\$3,000
August 16, 2013	Deadline for eligible project activity.	
August 31, 2013	Final deadline for requesting grant funds and submitting financial documentation forms.	
	Project Total	\$15,000