

## **AGENDA REGULAR MEETING**

HISTORIC PRESERVATION COMMISSION  
TOWN OF WAYNESVILLE  
CONFERENCE ROOM 16 SOUTH MAIN STREET  
MARCH 4, 2015  
WEDNESDAY, 2 PM

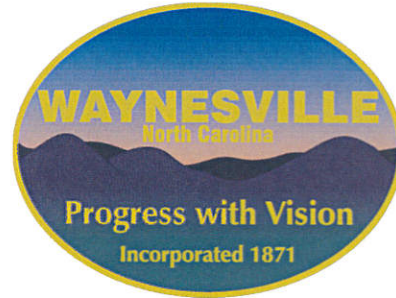
Call to order:

1. Regular Meeting Minutes of February 4, 2015
2. Applicant Coley Bartholomew, welcome
3. Notice: Election of Officers will be held at April meeting
4. Chapters 5 & 6 of the *Handbook for Historic Preservation Commissions in North Carolina*
5. Town of Waynesville Strategic Partner Funding Requirements
6. Other Business
7. Adjourn

*The next meeting of the Historic Preservation Commission will be Wednesday, April, 1, 2015 at 2pm*

## REGULAR MEETING

HISTORIC PRESERVATION COMMISSION  
TOWN OF WAYNESVILLE  
MUNICIPAL BUILDING  
16 SOUTH MAIN STREET  
FEBRUARY 4, 2015



### Those present:

Chairman Bette Sprecher  
Henry Foy  
Peter Sterling  
Ron Sullivan  
Glenn Duerr  
Sandra Owen  
Joanna Swanson

### Also present:

Town Planner Paul Benson  
Secretary Ginny Boyer

### Absent:

Vice-Chairman Ann Melton

1. **Regular Meeting Minutes of November 5, 2014 (December's meeting was a luncheon where no minutes were taken)**

**Joanna Swanson made a motion to accept the minutes of the November 5, 2014 meeting as presented; Ron Sullivan seconded the motion and all were in favor.**

### 2. Rules of Procedure Update

The membership of the Historic Preservation Commission has changed from seven to nine. With the correction of one typographical error, **Glenn Duerr made a motion to approve the updated *Waynesville's Historic Preservation Rules of Procedure*, the only change being an increase in membership from seven to nine; Joanna seconded and all were in favor.**

### 3. Update from Paul Benson on Green Hill Cemetery Grant

Chairman Bette Sprecher thanked Town Planner Paul Benson for his great job with the Green Hill Cemetery grant application. Mr. Benson offered to send the *2015 Historic Preservation Fund Pass-Through Grant Application Form* to the State Historic Preservation Office for review if commissioners agreed to endorse the application. **Peter Sterling moved to have Paul Benson send the *2015 Historic Preservation Fund Pass-Through Grant Application Form* to the State Historic Preservation Office for review with the ultimate goal being achieving national register designation for Green Hill Cemetery. Henry Foy seconded and all were in favor.**

#### **4. Application for Appointment to Boards/Commissions received—Bartholomew**

An *Application for Appointment to Boards/Commissions* was received in the Town Clerk's office in January, 2015. Commissioners requested meeting the applicant, Ms. Coley Bartholomew, at the next scheduled Historic Preservation meeting. It was agreed that staff would invite Ms. Bartholomew to the March meeting. No other action was taken.

#### **5. Chapters 3 & 4 of the *Handbook for Historic Preservation Commissions in North Carolina***

Commissioners discussed Chapters 3 & 4 of the *Handbook for Historic Preservation Commissions in North Carolina* including. There was no action taken.

#### **6. Other Business**

Tax credits for historic landmarks expired in December, 2014. In an effort to reinstate tax credits for historic landmarks, cities and towns are drafting resolutions for support. A sample resolution was received from the town of Oak Ridge, North Carolina, *Resolution to Reinstate the Historic Rehabilitation Tax Credit*.

**Sandra Owen moved to have this sample resolution presented to Waynesville's Board of Aldermen for review in hopes the board could initiate its own resolution in support of historic rehabilitation tax credits. Glenn Duerr seconded and all were in favor.** Town Planner Paul Benson agreed to present the sample resolution to the Board of Aldermen for review.

#### **7. Adjourn**

Joanna Swanson moved the meeting adjourn; this was seconded by Ron Sullivan. All were in favor.

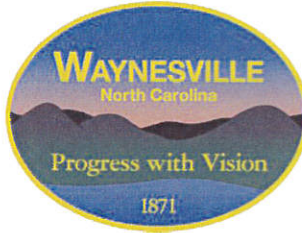
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Ginny Boyer, Secretary

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Bette Sprecher, Chairman

Gavin Brown, Mayor  
J. Wells Greeley, Mayor Pro Tem  
Gary Caldwell, Alderman  
Julia Freeman, Alderman  
LeRoy Roberson, Alderman



Marcia D. Onieal, Town Manager  
Woody Griffin, Town Attorney

## **Town of Waynesville Strategic Partner Funding Requirements**

**The Town of Waynesville appropriates funding to non-profit strategic partner agencies that provide public services and programs to the citizens of Waynesville. Funds shall be appropriated for public purposes only. To be eligible for funding, agencies must provide verification of IRS tax-exempt status and complete the application fully, with all required attachments included. Agencies seeking utility assistance or other in-kind services of value from the Town, in lieu of cash appropriation, must also complete the attached application.**

Special Appropriations are made for one year only and the amount granted, if any, may be less than the amount requested. Decisions regarding funding are made by the Board of Aldermen as part of the Town's annual budget process, which begins in January and concludes on June 30. The Town's fiscal year begins on July 1.

1. Any non-profit organization requesting funding from the Town of Waynesville for fiscal year 2015-2016 is required to submit a completed application, no later than **March 31, 2015**.
2. The request for funding should be made using the attached application form and must include an explanation of how the organization's work and these funds benefit the citizens of the Town of Waynesville. A complete application is required for consideration for funding or in-kind assistance.
3. Agencies applying for funding for multiple programs or in separate categories may submit the multiple requests as a single application, with one set of attachments, provided that the application includes a separate program description page for each program, activity or amount requested.
4. At its discretion, the Town may consider applications from organizations whose IRS status is pending or not directly applicable, in which case the applicant must stipulate a non-profit fiscal agent to act responsibility on it's behalf.
5. **NEW Requirement**-Agencies which have traditionally received utility assistance or event sponsorships without submitting an application will no longer be eligible for financial assistance without submitting required paperwork.
6. Once completed and signed, funding applications should be mailed to Administrative Services, Town of Waynesville, Post Office Box 100, Waynesville, NC 28786, or emailed to [aowens@waynesvillenc.gov](mailto:aowens@waynesvillenc.gov).
7. Organizations will be notified in July 2015 as to whether or not funding has been awarded. Grant payments are usually mailed to each awardee in late August and January.
8. If awarded a grant for a specific program/event/activity, applicant must acknowledge the Town of Waynesville as a contributor, or co-sponsor in all related print and electronic media.
9. Agencies whose applications are incomplete, will not be considered for funding during the current cycle.

Questions about the requirements or the application process may be directed to Amie Owens, Town Clerk at 828-452-2491 or via email at [aowens@waynesvillenc.gov](mailto:aowens@waynesvillenc.gov).



**FY 15-16 Application for Strategic Partner Funding from the Town of Waynesville**  
**Deadline: March 31, 2015**

Organization Name: \_\_\_\_\_

Organization Mailing Address: \_\_\_\_\_

\_\_\_\_\_

Organization Physical Address: \_\_\_\_\_

\_\_\_\_\_

Main Phone Number & Web Address: \_\_\_\_\_

Primary Contact Person: \_\_\_\_\_

Contact Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Please use the following check list to ensure your application is complete:**

- \_\_\_\_\_ Copy of IRS determination letter, verifying 501(c) 3 or similar tax exempt status
- \_\_\_\_\_ List of the Agency's current Board of Directors and Staff
- \_\_\_\_\_ Number of times the board met during the previous year \_\_\_\_\_ **(Must be four or greater)**
- \_\_\_\_\_ Copy of minutes of the board meeting where the annual budget was adopted
- \_\_\_\_\_ Copy of the current agency budget **(if requesting general operating funds)**
- \_\_\_\_\_ Program/activity description and budget for which grant funds are requested.
- \_\_\_\_\_ Copy of the most recent financial statements **(if requesting \$5,000 or less)**
- \_\_\_\_\_ Copy of the most recent Audited Financial Statements **(if requesting greater than \$5,000)**
- \_\_\_\_\_ Copies of agency's promotional materials, brochures, or other supporting documentation **(if available)**

**Total Amount of Funding requested in FY15-16: \$** \_\_\_\_\_

*(If the request is for more than one program or activity, please submit a separate program description sheet for each request)*

**Describe the primary mission/work of the applicant agency:.**

## Program Description-FY15-16

*(Attach program description page for each separate grant request)*

Name of Program or Activity for which funds are requested \_\_\_\_\_

Amount of Funding requested: \$ \_\_\_\_\_

Type of funding requested:      \_\_\_\_\_ General Operating Funds      \_\_\_\_\_ Capital Contribution – 1 year  
   \_\_\_\_\_ Program Funds      \_\_\_\_\_ Capital Contribution-multiyear  
   \_\_\_\_\_ Event Sponsorship      \_\_\_\_\_ Utility Assistance (account credit)  
   \_\_\_\_\_ Other (please specify) \_\_\_\_\_

Describe program or activity in detail, and specify how town funds will be used:  
*(Attach additional pages as necessary):*

How many citizens of the Town of Waynesville  
will be served or impacted by the program described above? \_\_\_\_\_

### *Certificate of Applicant*

*I certify that the information contained herein is true and accurate to the best of my knowledge. I further certify that any town funds received will be expended only for the public purposes as described herein, in accordance with state statutes and Town of Waynesville policy, and acknowledge that failure to use funds in the manner proscribed, will result in immediate forfeiture of town funds and ineligibility to apply for future appropriations from the Town of Waynesville.*

Signature \_\_\_\_\_ Date \_\_\_\_\_