Historic Preservation Commission Regular Meeting
Thursday, April 8, 2021 – 6:30 PM
Zoom Link: https://us02web.zoom.us/j/86188448321

TO WATCH LIVE: Participation for all virtual meetings will be available via Zoom: https://us02web.zoom.us/j/86188448321. TO LISTEN LIVE: All virtual meeting audio will be available by calling +1 929 436 2866, webinar ID: 861 8844 8321. PUBLIC COMMENTS: Members of the public may wish to submit comments that are related to the agenda or are general in nature through the town’s Public Comment Submission Form, which can be accessed through the following link: http://forms.waxhaw.com/Forms/PublicCommentSubmissionForm.

A. CALL TO ORDER

B. DETERMINATION OF QUORUM

C. APPROVAL OF AGENDA

D. GENERAL PUBLIC COMMENTS Members of the public may wish to submit comments that are related to the agenda or are general in nature. Public comments may be submitted through the town’s Public Comment Submission Form, which can be accessed through the following link: http://forms.waxhaw.com/Forms/PublicCommentSubmissionForm. Comments submitted through this form will be read into the record during the meeting. Public comments are limited to three minutes in length per person (approximately 300 words) and the Board will allocate fifteen minutes to read the submitted comments. Any comments not read during the meeting due to the time limit will be recorded in the meeting minutes. Public comments will be accepted through 5:00 pm on [Tuesday, January 12, 2021].

E. APPROVAL OF MINUTES Review should include Minutes for Regular Meetings, Work Sessions, and Special Meetings held since the last regular meeting.

E.1 Approval of February Meeting Minutes
Approval of February Meeting Minutes

F. OLD BUSINESS

F.1 Discussion on Waxhaw Historic Landmark Guidelines

F.2 Niven Price Facade Grant Update
Information and Discussion

G. NEW BUSINESS

G.1 Potential Certificate of Appropriateness for the Waxhaw Pedestrian Bridge
To discuss the project and potential Certificate of Appropriateness and level of comfort with
HPC.

H. STAFF UPDATES

I. ADJOURNMENT
HISTORIC PRESERVATION COMMISSION AGENDA ITEM REPORT

DATE: April 8, 2021

SUBMITTED BY: Mattison Miller, Planning

ITEM TYPE: Minutes

AGENDA SECTION: APPROVAL OF MINUTES

SUBJECT: Approval of February Meeting Minutes

RECOMMENDED ACTION: Approval of February Meeting Minutes

EXECUTIVE SUMMARY: _

ATTACHMENTS:
Waxhaw HPC 2-11-21.pdf
Minutes of the February 11, 2021 Regular Historic Preservation Commission Meeting

The Waxhaw Historic Preservation Commission (HPC) met in a regular session on February 11, 2021 at 6:30pm on a virtual Zoom call.

A. Call to Order

Chairwoman Settle called the meeting to order at 6:36pm.

B. Roll Call and Determination of Quorum

A roll call and determination of quorum was made.

Present: Terry Settle, Kris Morefield, Brendan Thoms, Yih-Han Ma, Leslie Kellam, Staff Blair Israel

Not in attendance: Elizabeth Debrowski, Kerry Toggweiler

Public Attendance: No public attendance

C. Approval of Agenda

Motion by Board Member Thoms to approve the agenda.

The vote carried unanimously (4-0).

D. Approval of Minutes from the December 10, 2020 Regular HPC Meeting and the December 17, 2020 Special HPC Meeting

Motion by Vice Chairwoman Morefield to approve the minutes of the December 10, 2020 Regular HPC Meeting as submitted.

The vote carried unanimously (4-0).

Motion by Board Member Thoms to approve the minutes of the December 17, 2020 Special HPC Meeting as submitted.

The vote carried unanimously (4-0).

E. Old Business

No old business discussed.

F. New Business

Design Guideline Update Discussion
Staff Israel stated that it would likely cost an estimated $25,000 to do a renewal of the guidelines. He stated that the initial review by staff did not identify any significant changes needed, outside of potentially changing the title of the document.

Chairwoman Settle stated that the name of the guidelines document had already been updated to be focused on landmarks.

Staff Israel stated that there are grants available to certified local governments to help pay for the fees needed for a professional review of the guidelines, but that would require the town to become a certified local government first. Chairwoman Settle stated her preference to pursue this route.

Staff Israel proposed that the HPC review the guidelines and provide redlined edits to the document.

Vice Chairwoman Morefield asked about what the HPC would receive for $25,000 in fees for a full review and revision of the guidelines.

Board Member Thoms asked whether we could leverage other towns’ guidelines and compare notes. Staff Israel asked for recommendations of towns with well-written guidelines.

Chairwoman Settle and Staff Israel recommended that the HPC review guidelines from other cities, compare them to Waxhaw’s current guidelines, and then identify areas that require updating.

Board Member Thoms asked what happens if we identify issues with the guidelines three to six months after the guidelines are updated. Staff Israel mentioned that the Board of Commissioners would have to reapprove the guidelines. Chairwoman Settle provided a few examples of changes made in the past.

Chairwoman Settle mentioned that one major change was to focus the guidelines on the historic district as opposed to a proposed historic overlay, which is a broader geographic area than the historic district.

Staff Israel showed a map of the National Historic District in Waxhaw.

Staff Israel mentioned that we could make becoming a certified local government a medium term goal.

**Façade Improvement Grant Program Update**

Staff Israel stated that the Board of Commissioners is interested in historic preservation and wanted to expand the façade grant program to be applicable to residential homes and not just street-facing facades, and to increase the program budget to $50,000 from the $25,000 currently allocated.

Staff Israel also requested that the HPC review the rest of the program description to identify additional changes and improvements.
Chairwoman Settle stated that the HPC should identify ways to improve the speed of the façade application approvals.

Chairwoman Settle suggested a potential scoring system to evaluate the applications, similar to the rubrics set up in the past to select between multiple applications, as well as a potential need for additional marketing initiatives to drive awareness of the program.

Staff Israel suggested that the HPC review and then make a formal recommendation regarding the changes to the program description.

*Motion by Board Member Ma to recommend the following changes to the façade improvement grant program description – 1) expansion of eligibility to residential homes, 2) expansion of eligibility beyond street-facing facades only, 3) expansion of eligibility to the façade grant boundary as referenced in the map (approved July 10, 2012) as part of the August 9, 2012 Historic Landmark Guidelines, and 4) an increase of budget to $50,000 for the fiscal year.*

*The vote carried unanimously (5-0).*

G. **Staff Comments**

Staff Israel mentioned that they have a new intern in the department who might be involved with historic preservation discussions.

H. **Public Comments**

No additional public comments.

I. **Adjournment**

*Motion by Vice Chairwoman Morefield to adjourn.*

*The vote carried unanimously (5-0).*

The meeting adjourned at 7:42 pm.

Respectfully submitted,

Chairwoman, Terry Settle

February 2021 Meeting Recording Secretary, Yih-Han Ma
HISTORIC PRESERVATION COMMISSION AGENDA ITEM REPORT

DATE:        April 8, 2021
SUBMITTED BY:    Mattison Miller, Planning
ITEM TYPE:      Project Updates
AGENDA SECTION: OLD BUSINESS
SUBJECT:       Discussion on Waxhaw Historic Landmark Guidelines
RECOMMENDED ACTION: -
EXECUTIVE SUMMARY:

ATTACHMENTS:
Facade work has been completed at the Niven Price Building and awaits inspection.
HISTORIC PRESERVATION COMMISSION AGENDA ITEM REPORT

DATE: April 8, 2021

SUBMITTED BY: Mattison Miller, Planning

ITEM TYPE: Plan

AGENDA SECTION: NEW BUSINESS

SUBJECT: Potential Certificate of Appropriateness for the Waxhaw Pedestrian Bridge

RECOMMENDED ACTION: To discuss the project and potential Certificate of Appropriateness and level of comfort with the HPC.

EXECUTIVE SUMMARY: The Town of Waxhaw proposes a sidewalk extension along the north side of NC 75 that will terminate at the existing sidewalk at the southwest corner of the Pedestrian Bridge. Improvements will require the removal of the planter at the southern base of the bridge.

ATTACHMENTS:
Sheet 2 - NCDOT RRFB - Site Plan v1.8.pdf
Wxw Ped Bridge south view.jpg
Wxw Ped Bridge west view.jpg