

TOWN OF HUDSON SPECIAL MEETING

July 6, 2017

In Attendance:

Members Present: Mayor Janet Winkler, **Commissioners:** Larry Chapman, Tony Colvard, David Irvin, Ann Smith, Carl Wagner and Bill Warren

Others Present: Town Manager, Rebecca Bentley, WPCOG Representative, Sherry Long, Special Guest-CCC & TI Instructor, Rick Shew, Town Clerk, Tammy Swanson and Town Attorney, Carroll Tuttle

Call to Order:

Janet Winkler called the Special Meeting of the Board to order, and stated that the purpose of the meeting was to discuss long range planning for improvements to the HUB. Carl Wagner led the audience in the opening prayer.

Discuss Time Line for Improvements:

Janet stated that she would like for the Board to develop a timeline of where we go from here with improvements and changes for the HUB.

Janet reviewed the following:

- **Lease Agreement** with the Caldwell County School Board (Horizon's Building) – Carroll drew up a lease agreement and there was a consensus among the Board Members to go forward with the option of a lease. Rebecca presented copies of the lease agreement for the Board to review.

Carroll presented a lease agreement that was drawn up based on the Board's directives, and briefly reviewed the following items from the agreement.

- Renews every 10 years unless one of the parties does not want to renew
- Town would pay \$1 per year lease– and would pay all maintenance and upkeep of the leased premises.
- Insurance would be the Town's responsibility
- Any Subletting would have to be agreed to by the lessor in writing.
- Things installed by the Town would remain property of the Town.
- Default – if Town does not maintain or insure properly.

Carroll stated that the new attorney for the School System is Destin Hall, and he would be working with him on the lease agreement.

The Board reviewed the lease agreement, making the following comments with suggestions about possible changes:

Rebecca asked if there would be a way to get out of the lease before 10 years is up.

Carroll stated that it is not written in the lease, but there would probably be a way for the Town to get out of the lease before the term is completed.

Rebecca asked if the School Board could do the same – get out of the lease before 10 years is up.

Carroll stated the Town would have to be notified a certain time period before this could happen.

Janet stated that as far as letting them always know about alterations and improvements – maybe we could just make them aware of what we changed.

Rebecca stated that she is not sure if the mobile classrooms will stay or not.

Carroll stated that if the mobile classrooms do not have titles, they are considered part of the property.

David asked if the Town does sublease space in the building, does the Town get the rent money or the School Board.

Janet stated that the Town would get the rent money.

Rebecca commented that the School Board does not want the building used as a school, and she recommended that this be reflected in the lease.

Carroll stated that he would make the requested amendments to the proposed lease, and get copies to the Board for review.

- **Grant Application** - Sherry Long (WPCOG Representative) discussed the ARC Grant Application for improvements to the HUB. Sherry stated that the grant basically covers improvements to the 2 floor of the HUB, with the major expense being the installation of an elevator. Sherry commented that a major part of the grant is having the facility remain open after the improvements are made, and the HUB is already open. Sherry stated that the match for the grant is \$117,000, and the Town would have two years to get the funds. Sherry commented that the Town would have to show that it has the funds set aside for the match.

Ann asked if the main reason for the grant is for the installation of an elevator.

Rebecca stated that the main reason for the grant is not for the elevator. The elevator is, however, the most expensive improvement being made through the project.

Bill asked if the Town could refuse the grant after it is awarded.

Sherry stated that you can refuse the grant; however, you may not have an offer for another grant in the near future after the refusal. Sherry stated that she will probably know by September if the grant is being considered. Then by the first of October, she should know if there are any problems with the grant. Sherry commented that she needs to get letters from potential artists that are interested in renting space at the HUB.

- **Rental Space** – Ann stated that in her opinion, the renters need to fit the criteria of what would be found in an arts center.

Rick Shew commented that the incubators for ASU at the CCC & TI campus stay full.

Ann reviewed her plans for the arts center: (3 Phases)

- o 2nd floor – clean out rooms
- o Paint
- o Update heating and air

July 6, 2017 Special Meeting

- Rent at least 5 spaces to artists
- An art instructor at CCC & TI has agreed to be involved
- In later phase – add galleries and dance studios, etc.

Janet stated that Sherry needs directive from the Board on how to proceed with the grant.

Motion: (Larry Chapman/Ann Smith) to go forward with the grant based on the information we have available on the project at this time. Unanimously approved.

Façade Grant Program:

Rebecca stated that the Façade Grant Program was approved by the Board as a part of the 2017-2018 Budget. The buildings considered for the grant will be mainly in the Central Business zoning district or the downtown area. Rebecca presented the following information for the program.

Town of Hudson: Facade Improvement Grant Program

• SOURCE OF FUNDS

The program is funded through an appropriation in the annual general fund budget by the Town of Hudson Board of Commissioners (Board).

• OBJECTIVE AND PURPOSE

1. The objective of the program is to improve the facades of downtown buildings so that after completion of work, citizens will notice a marked improvement in the appearance of the buildings.
2. The purpose of the program is to provide an economic incentive (financial assistance) to:
 - a. Promote storefront rehabilitation in the downtown area;
 - b. Preserve the unique character of downtown's historic buildings;
 - c. Encourage aesthetic compatibility for improvements to facades of non-historic structures;
 - d. Encourage the use of quality materials, good design, and workmanship in the rehabilitation of downtown properties;
 - e. Make improvements that produce a highly visible contribution to downtown Hudson.

• ELIGIBILITY

1. A façade is defined as an individual storefront or commercial building side which faces a public right-of-way or is otherwise visible to the general public from the street. A façade is the face of a building, especially the principal front that looks onto a street or open space.
2. Commercial buildings must be zoned Central Business and located within the designated Project Area (see attached map).
3. Owner or tenants are eligible to apply; however the owner must sign the application.

- GUIDELINES

1. All rehabilitations must:
 - a. Meet the North Carolina State Building Code and Zoning Ordinance requirements of the Town of Hudson. All applicants must consult with the Town's Zoning Administrator prior to completing an application.
 - b. Applicants are encouraged to Follow the U.S. Secretary of the Interior's Standards for Rehabilitation if applicable (see attached).
2. Approved types of rehabilitations include:
 - a. Safe cleaning of brick/stone fronts or wall surfaces. This includes chemical stripping, water wash or scraping. No sand blasting is allowed. Chemical stripping is not appropriate for historic properties (please see item seven U.S. Secretary of The Interior's Standards for Rehabilitation).
 - b. Masonry repair, mortar joint repair, re-pointing of brick.
 - c. Re-painting and patching of façade walls.
 - d. Repair/replacement of windows and/or doors.
 - e. Removal of siding and exterior false facades and metal canopies.
 - f. Repair, reconstruction, and/or replacement of original architectural details.
 - g. Installations of canvas-type awnings.
 - h. Structural and cornice repair and/or replacement.
 - i. Railings, ironwork repair or addition.
 - j. Historic reconstructions, rehabilitation or compatible reconstruction of a store front.
 - k. Landscaping including sidewalks and plantings.
 - l. Murals.
 - m. Installation/replacement/repair of exterior lighting and appropriate signage including structures or frames that contain or hold a sign.
3. Ineligible projects include:
 - a. Improvements made prior to grant approval.
 - b. Interior rehabilitation/improvements
 - c. Construction of false fronts.
 - d. Blocking up of windows or installing storm/vinyl windows and doors.
 - e. Demolition of historic features.
 - f. Roof and chimney repair and construction of mansard roof.
 - g. Materials inappropriate to the original structure or nearby structures.

• INTENT AND GUIDANCE

1. Rehabilitation of structures in the downtown district should respect and reflect the architectural integrity of the entire building and retain those elements that enhance the building.
2. Priority is given to rehabilitation projects that notably and visibly improve downtown facades.
3. This program is to aid substantial investments to improve the aesthetic qualities of a building as well as protect it for the future.
4. Façades should be in harmony with the character of the Downtown and in coordination with the shape, color and design of adjacent facades.
5. Use colors that are compatible with other buildings and that are true to the style and age of the structure.
6. The Town reserves the right to withhold the approval of a grant application if the color, design, sign design or other façade component is not deemed appropriate to the historic integrity of the structure and/or the Downtown as a whole.

• GRANT AWARD

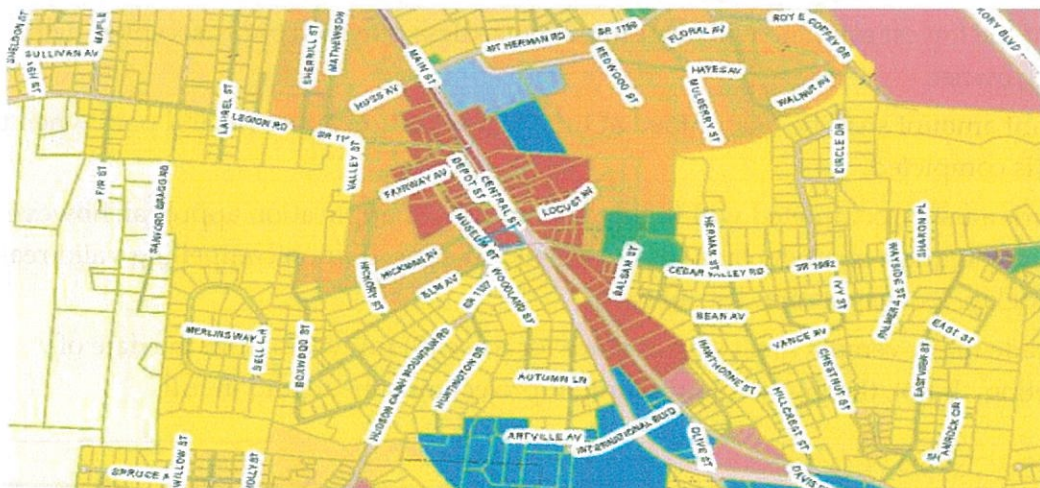
1. Grant award amounts are at the discretion of the Town.
2. Decisions may be based upon, but not limited to, size, project cost and amount of available funds.
3. Qualifying projects are eligible for a grant at a minimum of five hundred dollars (\$500) but not more than ***two thousand five hundred dollars (\$2,500)** per building on a fifty/fifty (50/50) matching, reimbursement basis. At the discretion of the Town and based on applications received, larger grants may be considered on a case by case basis. Larger grants can only be considered when investment is in a larger than \$5,000.
4. At least two (2) project cost estimates must be submitted with the application. If both estimates are deemed equal (in regards to quality of materials used, etc.) only fifty percent (50%) of the lowest estimate will be granted, regardless of which bid is accepted by the building owner.
5. The grant amount shall be determined at time of application approval and paid when the project is completed.
6. The work must be completed within three (3) months of application approval; however, the owner may request one extension for two (2) months based upon compelling valid reasons for the delay. Extensions are discouraged.
7. The façade improvement must stay in place for three (3) full years from the date of completion. If not, the grant amount for that project must be repaid in full.

• DECISION PROCESS

July 6, 2017 Special Meeting

1. Applications will be reviewed for completeness and compliance with the criteria above by either Town Manager, Zoning Administrator, or the Town Manager's designee. Incomplete applications will be returned to the applicant. Complete applications will be reviewed by a Façade Grant Committee (FGC) consisting of The Town manager or his/her designee; a representative on and appointed by the Town Planning Board; a Town Commission Member (appointed by the Mayor) and, a representative appointed by and on the Hudson Community Development Association. Upon review the Façade Grant Committee will make recommendation to the Board for approval.
2. If the application is not approved, a meeting can be scheduled with the applicant and Town staff to refine the proposal to enable it to qualify if possible. If other, more appropriate applications are pending, they will take precedence; however, efforts will be made to help applicants succeed.
3. A notification letter or email will be sent to applicants explaining approval or denial.
 - a. Denied applications may be improved/corrected and re-submitted for consideration. If the revised/corrected application is also denied, the applicant can appeal the denial of the grant award to Town Commission via the Town Manager.
4. If awarded, the applicant and owner must accept the contract/grant agreement before work begins.
5. Applicant must obtain necessary zoning and building permits if applicable.
6. Applicant may then begin work.
7. Upon completion of work, applicant must submit any documents evidencing payment required by the Town including, but not limited to, receipts of payment, canceled checks, contractors' payment receipts and lien waivers, to the Town of Hudson.
8. FGC will inspect work for conformance with the approved application.
9. If the work is accomplished in accordance with the agreement and grant requirements, then the Town shall reimburse the applicant for 50% of the actual project costs or the approved grant amount, whichever is less.

Designated Project Area Map: B1 and B2 Zoned Properties



July 6, 2017 Special Meeting

*Only properties highlighted in red and zoned CB on the map above are eligible participants. If unsure of eligibility, Town staff can confirm eligibility. For any additional information, please contact Town Hall at (828) 728-8272.

U.S. SECRETARY OF THE INTERIOR'S STANDARDS FOR REHABILITATION

1. A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment.
2. The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.
3. Each property shall be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or architectural elements from other buildings, shall not be undertaken.
4. Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved.
5. Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a historic property shall be preserved.
6. Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.
7. Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible.
8. Significant archeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken.
9. New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.
10. New additions and adjacent or related new construction shall be undertaken in such a manner that if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

Rebecca stated that currently, qualifying projects are eligible for a grant at a minimum of \$500 but not more than \$1,000 per building. She suggested, however, that the maximum be changed to \$2,500 since the total money allotted is \$5,000.

July 6, 2017 Special Meeting

Larry asked if the Fairway Shopping Center is included in the Façade Grant project area.

Rebecca stated that the Shopping Center is in the project area. Rebecca also commented that a Façade Grant Committee will be formed to oversee the program.

Motion: (Bill Warren/Larry Chapman) to adopt the Façade Grant Program with a maximum of \$2,500 per building on the 50/50 matching reimbursement basis. Unanimously approved.

Note: Applications for the program will be available on the Town's website and at the Town Hall.

Adjournment:

Motion: (Larry Chapman/Bill Warren) to adjourn the meeting. Unanimously approved.



Tamra T. Swanson, Town Clerk