



TOWN OF CARTHAGE
HISTORICAL PRESERVATION COMMISSION

October 28, 2024

6:00 p.m.

AGENDA

CALL TO ORDER

INVOCATION

PLEDGE OF ALLEGIANCE

APPROVAL OF AGENDA

Members of the board may remove or add items to the agenda prior to commencing the meeting. Motions/votes are not required to approve the agenda but there must be unanimous consent before proceeding.

CONSENT AGENDA

All items listed below are considered routine and will be enacted by one motion. No separate discussion will be held except on request of a member of the Historic Preservation Commission to remove an item from the consent agenda and place it on the regular agenda.

- Approval of minutes from September 23, 2024, Regular Meeting Minutes.

OLD BUSINESS

- a. Steering Committee Update and Closing Dates.
- b. Update on Discrepancies Found on HPO Web Database as provided by Member Greg Pilson.
- c. Communication Policy Edits and Recommendations.

NEW BUSINESS

- a. Approval of the 2025 Meeting Calendar.
- b. November and December Training Dates and Schedule.

ADJOURNMENT

TOWN OF CARTHAGE
HISTORICAL PRESEVATION COMMISSION
MEETING MINUTES

September 23rd, 2024

Attendance: Alyssa Kennedy, Ariel Matthews, Ashley Coates, Lisa Schickedanz, and Ian Lumgair.

Absent: Greg Pilson

1. CALL TO ORDER

- a. The meeting was called to order at 6:00 p.m. by Ariel Matthews.

2. INVOCATION

3. PLEDGE

4. APPROVAL OF AGENDA

Motion:

Ariel Matthews made a motion to approve the agenda as presented. Lisa Schickedanz seconded the motion. All ayes. Motion passes 5-0.

5. CONSENT AGENDA

Motion:

Ariel Matthews made a motion to accept the Consent Agenda with the approval of the minutes from June 13th, 2024, Regular Meeting Minutes. Alyssa Kennedy seconded the motion. All ayes, motion passes 5-0.

6. SPECIAL SPEAKER

- a. Ariel Matthews presented Mrs. Beth Tanner to as the special speaker. Mrs. Beth Tanner stated that they are requesting volunteers regarding the Historic Homes Tour and explained what the tour requirements are. Mrs. Tanner also stated that there will be a section of the Historic Homes Tour that will be charged for the public and all of the proceeds could go to the Historic Preservation Commission. Mrs. Tanner stated that there would also be raffles for prizes and some of the proceeds could also be given to the Historic Preservation Commission. The date for the Christmas Parade and events will be held on December 14th, 2024, all day.

7. TOWN MANAGER REMARKS

- a. Town Manager, Emily Yopp, wished to give a presentation on the history of the Historic Preservation Commission efforts by both the Town of Carthage Board of Commissioners and Staff. Mrs. Yopp provided a handout labeled “A History of Historic Preservation Efforts In Carthage” to both the public and the Historic Preservation Commission. Mrs. Yopp went over the entirety of the handout to explain the history of the Historic Preservation Commission creation by the Town of Carthage. There were no questions or comments by the end of the preservation made by the Commission.

Motion:

No motion needed.

8. OLD BUSINESS

- a. *Communications Policy Discussion*

Chair, Ariel Matthews, stated all of the current communications outreaches such as, mailings, public meetings, Instagram, and the Sunshine List. A handout was dispersed among the Historic Preservation Commission as a draft of the Communication Policy. Mrs. Matthews stated that she encourages all members to review the draft policy and to bring any edits or suggestions at their next regular meeting and be approved.

Motion:

No motion needed.

- b. *Discussion on Appendix A – Classification of Approvals by Scope of Work*

The Historic Preservation discussed that it would be beneficial for the Scope of Work to be approved when the draft Design Standards are created by the Pines Preservation Guild to review both at the same time.

Motion:

Ashley Coates made a motion to table the topic of Rules of Procedure:

Appendix A Classification of Approvals by Scope of Work until a time more appropriate after training and process development. Ian Lumgair seconded the motion. All ayes. Motion passes 5-0.

- c. *Update on Discrepancies Found on HPO Web Database as provided by Member Greg Pilson*

Motion:

Ariel Matthews motioned to move this discussion to the next meeting on October 28, 2024. All ayes. Motion passes 5-0.

9. NEW BUSINESS

- a. *Commission Resignations*

Ariel Matthews stated that there were two resignations that have occurred since the last meeting, Jill Lumgair and Janet Gurley Gardner. Given that there were two resignations, town staff will open the application process to the public for those that are interested in applying to complete those existing terms. It was figured that both terms were expiring in 2027.

Motion:

No motion was needed.

- b. *Commission Training Plan and Discussion*

Ariel Matthews stated that all members present at the current meeting had attended a training session provided by the State Historic Preservation Office on September 20, 2024, located in Durham.

- 1. *Reimbursement & Milage Forms*

Town Manager, Emily Yopp, distributed reimbursement forms for each of the Historical Preservation Commission member in order for the members to be reimbursed for their trip to their training session in Durham.

Motion:

No motion needed.

- 2. *Discuss Special Meetings for Local Government Training Webinar Series*

Town Manager, Emily Yopp, discussed the six-part training series of the North Carolina Local Government processes. This would be a webinar series that the Historical Preservation Commission could attend either during their regularly scheduled meetings or schedule special meetings, in which the public is available to attend, for the series. The HPC members

agreed on having three separate special meetings: November 1st, November 15th, and December 6th.

Motion:

Ian Lumgair made a motion to have at least four members present at the UNC School of Government Training for Historic Resilience Project: Resilience Design Standards Workshop and Historic Alternative Materials Workshop and to approve the Local Government Training Webinar Series dates.

Lisa Schickedanz seconded the motion. All ayes. Motion passes 5-0.

c. *Review and Approval of HPC Page on Town Website*

Town Manager, Emily Yopp, displayed the drafted HPC Town Website page and what the page would look like presented to anyone who visits the Town of Carthage website because it has not been published. The page contained “Recent Resources” shows the recent publications and happenings within the HPC. There is a “Document Library” that contain all of the documents that the HPC has approved. There is also general information regarding time and dates of meetings. Mrs. Matthews and Mrs. Coates suggested added a tab that contains briefs, educational reading and other information regarding Historic Preservation.

Motion:

Ian Lumgair motioned to approve the HPC Town Website with the addition of the “Resources Tab” for additional readings. Allysa Kennedy seconded the motion. All ayes. Motion passes 5-0.

d. *Monthly Report to Board of Commissioners*

Chair, Ariel Matthews, suggested creating a monthly report to the Board of Commissioners meetings to present what the Historical Preservation Commission has been accomplishing. Mrs. Matthews stated that the report would just be a matter of presenting information to the public and the Board of Commissioners and not a matter of opinion. Mrs. Kennedy stated that she would give the monthly HPC report at the next Board of Commissioners meeting; however, she would not be available every month and wishes to rotate the responsibility to other members.

Motion:

Ian Lumgair motioned to give a report/briefing of the HPC regularly after every meeting. Ashley Coates seconded the motion. All ayes. Motion carried 5-0.

e. *Steering Committee Creation*

Ashley Coats gave a quick overview of a Steering Committee, specifically for the historic homeowners within the historic district. Mrs. Coates explained that the Historical Preservation Commission is looking for input from the homeowners regarding the Design Standards. Mrs. Coates stated that there was a sign-up sheet in the entryway for anyone interested in the Steering Committee. Mrs. Coates stated that the schedule will be based on availability of the majority of the individuals selected for the Steering Committee.

Motion:

No motion needed.

10. ADJOURNMENT

Motion:

Ariel Matthews motioned to adjourn the meeting. Alyssa Kennedy seconded the motion. All ayes, 5-0. The meeting was adjourned at 7:11 p.m.



Town of Carthage
Historic Preservation Commission

MEMORANDUM

Date: October 28, 2024
To: The Historic Preservation Commission
From: Kim Gibson, Town Clerk
Subject: STEERING COMMITTEE UPDATE AND CLOSING DATES

Chair Ariel Matthews and Vice Chair, Ashley Coates, discussed at the last meeting creating a Steering Committee to gather input on the Design Standards for the Historic District Overlay. Closing dates for the steering committee will be discussed and how many members have signed up for the steering committee.

NO SUGGESTED MOTIONS – If needed, motions to be made based upon the content of the discussion and any decisions made by the Commission.



Town of Carthage
Historic Preservation Commission

MEMORANDUM

Date: October 28, 2024
To: The Historic Preservation Commission
From: Kim Gibson, Town Clerk
Subject: UPDATE ON DISCREPANCIES FOUND ON SHPO WEB DATABASE AS PROVIDED BY GREG PILSON

During the August’s HPC Meeting, Member Greg Pilson noted that there were several errors on the inventory database that was presented by the Pines Preservation Guild. Mr. Pilson agreed to document those errors and work with the State Historic Preservation Organization and Pines Preservation Guild to get those errors rectified, if possible.

NO SUGGESTED MOTIONS – If needed, motions to be made based upon the content of the discussion and any decisions made by the Commission.



Town of Carthage
Historic Preservation Commission

MEMORANDUM

Date: October 28, 2024
To: The Historic Preservation Commission
From: Kim Gibson, Town Clerk
Subject: COMMUNICATIONS POLICY EDITS AND RECOMMENDATIONS

In order to effectively communicate the happenings and goings-on of the HPC, a formal Communications Policy should be created and adopted so that everyone, Commission Members, Staff, and Citizens are all on the same page and know what to expect in that regard.

At the September meeting, each member was presented with a draft of the Communication Policy created by Chair, Ariel Matthews, and Vice Chair, Ashley Coates. Any recommendations or edits made to the policy should be discussed and will be made for the Commission's final review at the next regular scheduled meeting.

SUGGESTED MOTIONS:

OPTION 1

I make a motion to approve the Communications Policy as it is written and presented.

OPTION 2

I make a motion to approve the Communication Policy with the following edit(s) and/or recommendation(s): _____

OPTION 3

I make a motion to table the Communication Policy until more edits and recommendations are made.

Communication Plan

Historic Preservation Commission of the Town of Carthage

This plan refers to any and all communication between the members of the Historic Preservation Commission (HPC) of the Town of Carthage included but not limited to:

- Conversations with colleagues and the public
- Letters, brochures, and other materials for property owners
- Websites and presentations
- Design guidelines/standards, reports, and other documents
- Emails and Social Media Posts
- Handouts, fliers, postcards, posters, and signage

Goals

All communications must align with Carthage's code of ethics, which HPC members are required to follow as per the [Municipal Code § 31.12](#). The aim is to promote **community collaboration** to protect and celebrate Carthage's historic spaces, sharing the HPC's vision, events, and updates. Communication will focus on preserving places that enhance the **distinctiveness** of Carthage while maintaining **progress and continuity**.

Why Preservation Matters

Preservation manages change to the places people care about and provides the balance between progress and continuity. Preservation is one of several ways we guide change in our community, along with other types of planning and zoning. It focuses on places of special value because of what they mean to us, how they make our community distinct, and how they connect us with our past and each other. All while fostering **community pride**, bolstering **property values**, and encouraging **economic opportunities** through tourism.

Communication Tools & Channels

The HPC will use multiple avenues to disseminate required and optional information.

Mailers. The HPC plans to use mailers to communicate pre-planned events and meetings. These mailers will be distributed by the Town of Carthage to the residents listed in the approved inventory of Historic District Homeowners. This includes postcards, cards, and letters or surveys.

Webpage. The HPC maintains a webpage on the Town of Carthage website with news, links to resources and an archive of prior business and materials. All required information will be present on this site.

Social Media. The HPC maintains a social media presence on instagram [@hpc_toc] managed by a member of the commission that has completed an approved Social Media Management course. Social Media will be used to create engaging posts to build excitement about preservation efforts and share **local success stories**. Focus on highlighting the benefits of preservation, answering common questions, and encouraging **community involvement**.

Sunshine list. The Sunshine List is an opt-in listserv managed by the Town of Carthage, or designated party, that any one is able to join to receive current event updates from the Town of Carthage.

Procedures

All communications must be approved by the Town Manager or their designee. Approved communication includes scheduling and publicity for events, preservation and funding opportunities for residents, training opportunities, approved minutes, and agendas. Anything not already approved must be voted on during a regularly scheduled public HPC meeting.

The **marketing calendar** shall be approved **at least one month in advance**, but ideally three months prior. Posting of images and content from an approved event does not require voting but should adhere to best practices.

Any sharing of opinion, political views, or communication made through unauthorized channels is not supported by the Historical Preservation Committee, the Board of Commissioners or the Town of Carthage.

Communication Schedule

Monthly:

- Social media and the Town of Carthage website updates to remind residents of meetings and post-meeting summaries.
- Meeting minutes will be posted on the Town of Carthage website, which is managed by the town.

Quarterly:

- The HPC aims to send a quarterly newsletter featuring preservation stories, FAQs, event invitations, and updates. A collection of previous posts on social media for those who have missed them.

Yearly:

- Postcards with public meeting schedules and invitations to special events.

Intermittent:

- As special events and communication needs arise, the HPC and Town staff will ensure the public is informed through the channels listed above.



Town of Carthage
Historic Preservation Commission

MEMORANDUM

Date: October 28, 2024
To: The Historic Preservation Commission
From: Kim Gibson, Town Clerk
Subject: Approval of the 2025 Meeting Calendar

A schedule for the 2025 meeting calendar is provided on the next page for the Historical Preservation's consideration and approval. The Historical Preservation Commission will need to discuss a different meeting date for Memorial Day (May 26).

SUGGESTED MOTION

OPTION 1

I make a motion to approve 2025 Calendar dates as presented.

OPTION 2

I make a motion to approve the 2025 Calendar dates with the following changes: _____

OPTION 3

I make a motion to deny the 2025 Calendar dates for the following reasons: _____

Regular meetings are held the 4th Monday of every month at 6:00 p.m.

JANUARY 27

FEBRUARY 24

MARCH 24

APRIL 28

MAY 26

JUNE 23

JULY 28

AUGUST 25

SEPTEMBER 22

OCTOBER 27

NOVEMBER 24

DECEMBER – NO MEETING



Town of Carthage
Historic Preservation Commission

MEMORANDUM

Date: October 28, 2024
To: The Historic Preservation Commission
From: Kim Gibson, Town Clerk
Subject: November and December Training Dates and Schedule

At last month’s meeting, training dates were scheduled for more information on how a local government operates in North Carolina. The training session is an open meeting for the public to join as well, but no other items will be discussed during these set training sessions. Below are the dates that were chosen for the 2-hour long training sessions:

- Friday, November 1, 2024
- Friday, November 15, 2024
- Friday, December 6, 2024

A time for these training sessions must be discussed and confirmed by the Preservation Commission.

SUGGESTED MOTION

OPTION 1

I make a motion to approve Training Session dates as discussed.

OPTION 2

I make a motion to approve the Training Session dates with the following changes: _____

OPTION 3

I make a motion to deny the Training Sessions dates for the following reasons: _____
