

# Asheville-Buncombe Historic Preservation Program

---

*FY 2018 Buncombe County Community  
Funding*

## ***Historic Resources Commission of Asheville and Buncombe County***

---

Ms. Stacy A. Merten  
PO Box 7148  
70 Court Plaza  
Asheville, North Carolina 28802

smerten@ashevillenc.gov  
O: 828-259-5836  
M: 828-777-0352  
F: 828-350-0038

## ***Ms. Stacy A. Merten***

---

PO Box 7148  
70 Court Plaza  
Asheville, North Carolina 28714

smerten@ashevillenc.gov  
O: 828-259-5836  
M: 828-777-0352  
F: 828-350-0038

# Application Form

---

## Project Name\*

Name of Project

Asheville-Buncombe Historic Preservation Program

## Amount Requested\*

Amount Requested

\$5,000.00

## Service Area\*

Which Commissioner Districts are served by this program?

Access a map of Buncombe County Commissioner districts [here](#).

District 1

District 2

District 3

## Which county sustainability goal aligns best with the goals of this project?\*

Based on the Buncombe County Sustainability Plan, select a Category, Goal & Objective that align with the focus of the project and the specific results that will be achieved.

Access the Buncombe County Sustainability Plan [here](#).

Environment > Partnerships for Conservation/Preservation/Restoration of Natural Resources > Encourage sustainable land use

## If applicable, select a second sustainability goal that aligns with project goals.

**Result 2 is optional** - Select if project aligns with more than one Sustainability Category, Goal & Objective.

Economy > Sustainable Localized Economy > Support small business development

## If applicable, select a third sustainability goal that aligns with project goals.

**Result 3 is optional** - Select if project aligns with more than one Sustainability Category, Goal

& Objective.

Community > Affordable, Green, and Liveable Housing > Expand housing rehabilitation and repair programs

## ***Project Description***

---

### **Project Description\***

#### **Description of Project**

The Historic Resources Commission (HRC) is a joint City/County appointed commission with six members appointed by each governing body. The program's mission is to protect the cultural landscapes and architectural resources of Asheville and Buncombe County. The HRC identifies and evaluates historically significant sites and places for protection and recommends sites for inclusion on the National Register of Historic Places. In order to retain the architectural integrity of local resources, the HRC is also charged with creation of design guidelines to guide the review of new construction projects and alterations to structures with local historic designation throughout the City of Asheville and all of Buncombe County.

The HRC and its staff are a community resource, routinely providing information to the public on the designation process, preservation of agricultural landscapes, rehabilitation tax credit programs, federal guidelines and best practices in historic preservation, as they relate to economic development, sustainability and creative placemaking.

### **How many people will this project serve?\***

State the number of individuals or households in Buncombe County that will be served by this project. Also state the number of people that will experience the desired result. For example, if dropout prevention services are being delivered to 100 students, how many will successfully graduate from high school?

As a public agency all citizens have access to our services.

### **Describe the people this project will serve.\***

Characterize the demographics of the project's target population in terms such as age, gender, income, race, ethnicity, geographic area, etc. Include information about method of referral/recruitment of the target population.

Out customers are primarily owners or potential owners of historic property.

## **What key steps will you take to achieve the results of this project?\***

Describe the core elements of your implementation plan, including milestones that will take place within the funding timeframe.

The HRC was established by local ordinance in 1979, and the well established program is respected state-wide. The HRC will continue to carry out the program established through state and local legislation, successfully. In addition the HRC will continue to implement the ambitious goals and strategies outlined in the 2015 Master Plan.

In the coming year, we will partner with the Asheville Buncombe Preservation Society on restoration of the Thomas Wolfe cabin in Oteen.

In January the HRC will hold its annual retreat to prioritize additional projects for the coming year.

## **Describe the evidence of success that backs this project's approach.\***

What evidence of success (i.e. evidence-based research, practice model, accreditation, industry standards, and/or other framework) are you using as a basis for your project design?

The Historic Resources Commission is a Certified Local Government (CLG) under the Historic Preservation Act and as such reports annually to the North Carolina State Historic Preservation Office, to maintain the CLG status, which allows the Commission to participate in grant funding opportunities.

The governing bodies appoint qualified commissioners who must meet minimal training requirements in order to retain the CLG status. As a CLG, the HRC is also required to maintain a system for the survey of historic properties.

The HRC follows all proper procedures for quasi-judicial hearings as required by NC General Statutes and local land use regulations and allows for a public process in the designation of historic properties.

## **Describe your data collection, tracking, and reporting procedures.\***

Explain your methods for documenting project, service and client information. Include a description of any software or other tools utilized.

The HRC staff utilizes the Acela software program to interface with Development Services and track Clients and Certificates of Appropriateness.

We also report annually to the NC State Historic Preservation Office, Asheville City Council and the Buncombe County Board of Commissioners.

## **Explain your technological resources and capacity.\***

Explain your current technological strengths and barriers and how this impacts your ability to track data and report outcomes. Who is responsible for adaptation and use of technology within your organization?

As a division of the Asheville Department of Planning and Urban Design we have access to a full compliment of IT services as needed.

## **Organizational Profile**

---

### **How does the proposed project support your mission and strategic plan?\***

State your mission and the date of your most recent strategic plan, and explain how the proposed project helps advance your organizational goals.

The mission of the Historic Resources Commission is to preserve and protect the cultural and architectural resources of Asheville & Buncombe County. The HRC is responsible for the evaluation of historically significant neighborhoods and individual sites for both national and local historic designation. The HRC also adopts or modifies preservation design guidelines as necessary for local districts and evaluates new construction and alterations to existing structures and landscapes for congruence with the adopted guidelines. Additionally, the HRC serves as an educational resource providing technical assistance and general information on the process and benefits of historic preservation to area residents and property owners.

The funding will supplement Asheville's contribution to management of the preservation program for the work that the HRC does in Buncombe County.

### **What expertise/accomplishments do you have that are relevant to the proposed project?\***

List your organization's strengths as well as accomplishments from the past 3 years that position the organization to be successful with the proposed project.

The HRC has a part time staff director and a full time program administrator. In the past three years the staff has secured funding for and managed a community planning process, published a book highlighting the history of a local neighborhood, adopted new design guidelines, created a landmark story map as part of an updated website, conducted downtown walking tours and managed restoration work at the Smith McDowell House and in the River Arts District of Asheville.

### **Describe partners that are critical to the success of your organization.\***

List any external partners, intermediaries or advisors important to your success, and describe their role and evidence of their commitment. Describe successful collaborations with these people or groups.

The HRC partners with other organizations such as the Preservation Society of Asheville and Buncombe County, Vance Birthplace, Pack Library, the Asheville Art Museum and the WNC Historical Association on restoration, educational and archival projects.

## ***Financial Information***

---

### **Nonprofit financial assurance requirements:**

Financial statements, prepared using a recognizable basis of accounting (i.e., modified accrual) and IRS Form 990s must be submitted to Buncombe County annually.

- Organizations with annual revenues of \$300,000 or greater must submit financial statements audited in accordance with generally accepted auditing standards.
- Those with revenues between \$100,000 and \$300,000 must submit financial statements reviewed in accordance with SSARS 19.
- Those with revenues of less than \$100,000 must submit non-disclosure financial statements compiled in accordance with SSARS 19.

All financial statements must be reported on by a certified public accountant and include a full balance sheet, income statement, and cash flow statement.

These requirements are considered minimum requirements. Organizations may submit a higher level of assurance than is required.

### **IRS Form 990 - Upload Here**

Click Choose File to upload a copy of the 990 form you most recently completed.

### **If your organization does not have a 990, briefly state the reason.**

Include a statement of intent to comply with nonprofit financial assurance requirements as listed above.

The HRC is established pursuant to Ordinance #16440 and does not operate as a non-profit organization.

### **Financial Statements - Upload here**

Click Choose File to upload a copy of the most recently completed financial statements (audit, compilation or review).

*[Unanswered]*

**If your organization does not have financial statements, briefly state the reason.**

Include a statement of intent to comply with nonprofit financial assurance requirements as listed above.

The City's CAFR will be available in January 2017.

**Complete Budget Worksheet - Upload Here\***

Download the budget form [Here](#).

Complete the budget form for this project/program and the overall agency. Save it to your computer, then upload it by clicking Choose File.

FY18County Funding spreadsheet.xlsx

**Budget Narrative\***

Describe all differences between current year and proposed year. List all pending funding sources with expected date of notification. Please detail any other information that may help clarify the budget.

No difference in funding is expected from FY 2017.

**What (if any) portion of requested funds will be used to support capital expenses?\***

Capital projects are defined as those used to acquire or upgrade physical assets such as property, buildings, or equipment. Please detail.

None

**Employee Wages**

Please provide information about the wage breakdowns of your employees. Living wage for Buncombe County has been identified as \$11.00 per hour for employees with employer-provided health insurance and \$12.50 per hour for employees without.

**Employees with employer-provided health insurance\***

List the number of employees in your organization with employer-provided health insurance in each wage category. For salaried employees, use hourly wage equivalents.

\$7.25 - \$10.99 per hour

\$11.00 - \$14.99 per hour

\$15.00 - \$19.99 per hour

\$20.00 - \$24.99 per hour

\$25.00 - \$29.99 per hour

\$30.00 - \$34.99 per hour

\$35.00 - \$39.99 per hour

\$40.00+ per hour

1 employee at 20.00-24.00/per hour

1 part time employee at 30.00-34.99/hour

**Employees without employer-provided health insurance\***

List the number of employees in your organization without employer-provided health insurance in each wage category. For salaried employees, use hourly wage equivalents.

\$7.25 - \$12.49 per hour

\$12.50 - \$14.99 per hour

\$15.00 - \$19.99 per hour

\$20.00 - \$24.99 per hour

\$25.00 - \$29.99 per hour

\$30.00 - \$34.99 per hour

\$35.00 - \$39.99 per hour

\$40.00+ per hour

None