

WRIGHTSVILLE BEACH HISTORIC HOME RELOCATION PROGRAM

PROCEDURES AND RESPONSIBILITIES

June, 2009

The Town of Wrightsville Beach has established a program to preserve at least two traditional beach cottages on a site determined by the Town designated as a Historical Preservation Area. This program is a joint initiative between the Town of Wrightsville Beach, local Non-Profit Organizations (Sponsors) and the individual property owners (Donor). In order to be considered for the program a cottage must already be designated as a Historic Landmark by the Wrightsville Beach Historic Landmark Commission or be at least fifty (50) years old. The concept of this program is for qualified cottages to be donated to one or more local Non-Profit Organizations (Sponsor) with the intent to have the historic structure placed at a designated site provided by the Town of Wrightsville Beach. The Donor property owner and/or the Sponsor to whom the property is being conveyed are responsible for all costs associated with the relocation of the cottage to a designated site provided by the Town. This includes building preparation, transportation, insurance and permits. The Town will enter into a lease arrangement with the Sponsor for the placement of a historic cottage at the designated location on Town property. The following is a procedural guide for a cottage to be considered for this program.

1. In order to become a candidate for a cottage to be considered for the Historic Home Relocation Program, the Donor must submit a "letter of intent" and complete an application for consideration in the Historic Home Relocation Program. The "letter of intent" should include an endorsement by a qualified Sponsor indicating that if accepted for the program the property will be conveyed to the Sponsor and it will be Donor/Sponsor responsibility to assume costs for transportation and site preparation. The letter should be sent to the Town of Wrightsville Beach Planning Department and should be accompanied by a completed application (see attached).
2. Upon receipt of the letter and application, the Planning Department will determine if the cottage is qualified to be considered as a candidate for the program.

3. Once it is determined that the cottage is a qualified candidate, the Planning Department will place the proposal on the agenda for consideration by the Historic Landmark Commission (HLC) at the earliest convenient date. The Planning Department will notify the Donor and Sponsor of the date and time that the HLC will meet to consider the proposal. Donor and Sponsor representation at the HLC meeting is required.

4. After considering the proposal, the HLC will forward a recommendation to the Board of Aldermen. The Board of Aldermen will consider the proposal as a regular agenda item during a scheduled meeting of the Board. Approval of the Board of Aldermen to include the cottage in the Historic Home Relocation Program is required prior to any further action on the Donor or Sponsor's behalf. Approval is contingent on availability of a site.

5. Once a cottage has been approved for inclusion in the Historic Home Relocation Program the Donor and/or Sponsor will coordinate details concerning transport, permits, and site preparation with the Town of Wrightsville Beach Planning Department.

6. Following conveyance of property from the Donor to the Sponsor, the Board of Aldermen will formally enter into a lease agreement with the Sponsor to place the cottage on Town property.

TOWN RESPONSIBILITIES – It shall be the Town's responsibility to work closely with the Donor and Sponsor in facilitating the application review and approval process. Once a cottage has been approved for inclusion in the Historic Home Relocation Program it will be the responsibility of the Town to designate a site and prepare the site for placement of the structure.

1. Upon receipt of a Letter of Intent and application for consideration in the Historic Home Relocation Program, the Town Planning Department will undertake a review of the application and consult with the Donor and Sponsor relating to details associated with the proposed move. The Town Planning Department will be the primary point of contact with the Donor and Sponsor for the duration of the application and relocation process. The Planning Department will help facilitate the necessary permits and coordinate site and relocation requirements with other Town departments.

2. After initial review by the Planning Department and determination that the applicant's property has met the criteria for consideration for the Historic Home Relocation Program, the Director of Planning will place the application on the agenda for consideration by the HLC at a regularly scheduled meeting.
3. After consideration of the application the HLC shall provide a recommendation to the Board of Aldermen concerning the property and its suitability for acceptance as part of the Historic Home Relocation Program.
4. Upon receipt of a recommendation by the HLC the Director of Planning shall request that the proposal be placed on a meeting agenda for consideration by the Board of Aldermen.
5. Upon affirmative action by the Board of Aldermen and their commitment to enter into a lease agreement with the Sponsor, the following actions will be initiated:

a. The Town Finance Officer shall:

- 1) Take the necessary action to identify funds from the appropriate General Fund Account.
- 2) Establish appropriate operating accounts required for site preparation.

b. The Planning Department shall:

- 1) Notify the Donor and Sponsor that the candidate cottage has been officially approved for inclusion in the Town's Historic Home Relocation Program.
- 2) Identify the parcel within the Historic Preservation Area for location of the cottage.
- 3) Coordinate a meeting with the Donor and Sponsor to finalize details regarding the move of the cottage to the new site and necessary permits

4) Coordinate move requirements and site preparation with the Public Works Department.

5) Insure placement of structure is in compliance with applicable local, state and federal requirements.

c. The Public Works Department shall:

1) Initiate site preparation to include installation of water and sewer connections.

2) Coordinate power requirements and work with Progress Energy on the placement of necessary poles.

3) Work closely with the Planning Department on site development and access issues.

d. Town Manager shall:

1) Coordinate preparation of a lease agreement between the Sponsor and the Town.

2) Upon final conveyance of the cottage from the Donor to the Sponsor, insure the lease agreement is acted on by the Board of Aldermen and oversee future compliance with lease conditions.

3) Insure all necessary actions involving the Board of Aldermen are placed on an official agenda and appropriate action taken.

4) Act as the primary point of contact between the Sponsor and Town once placement of the cottage is complete.

DONOR RESPONSIBILITIES – Donor is responsible for coordinating with a qualified Non-Profit Organization (Sponsor) for preparing and submitting an application to the Town of Wrightsville Beach to be considered for the Historic Home Relocation Program. Once approved, the Donor shall convey the property to the Sponsor

prior to placement of the structure on Town property. It will be the responsibility of the Donor and/or Sponsor to assume all costs associated with transportation of the cottage to the new site.

SPONSOR/NON-PROFIT ORGANIZATION RESPONSIBILITIES – Qualified Sponsor/ Non-Profit Organizations shall work with the Donor in completing the application and acceptance process. The Sponsor will assume ownership of the cottage prior to placement of the structure on Town property. The Sponsor will also enter into a lease agreement with the Town prior to placement of the building on Town property and will be asked to show proof of their ability to assume the financial obligations associated maintenance and upkeep of the building. The term of the lease agreement will be determined by the Board of Aldermen. The following items will be the responsibility of the Sponsor:

- Coordination with the Town on transportation and placement of the building
- Preparation of foundation and entrance to comply with state and federal standards
- Building upkeep and general maintenance
- Purchase and installation of all HVAC systems
- Acquisition of property, flood and liability insurance
- Payment for Utility, Water and Sewer services
- Grounds upkeep and maintenance
- Payment of property taxes