

MEMORANDUM

TO: The Alamance County Historic Properties Commission

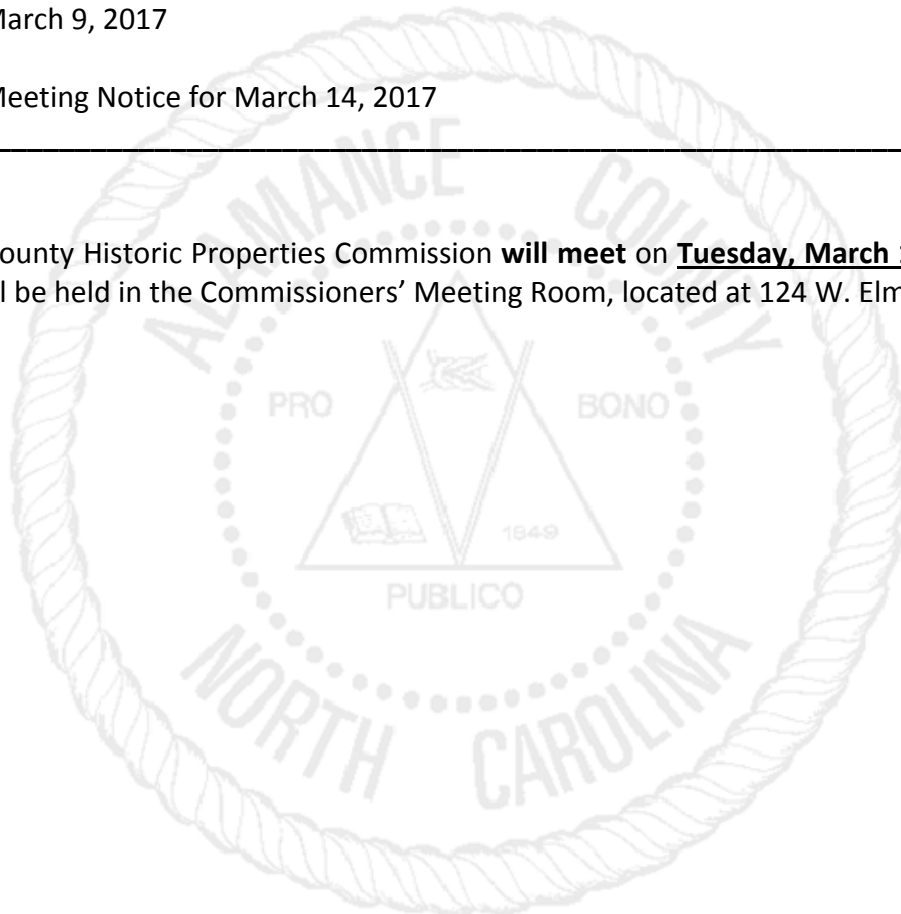
FROM: Jessica Dockery, Planner

DATE: March 9, 2017

SUBJECT: Meeting Notice for March 14, 2017

The Alamance County Historic Properties Commission **will meet** on **Tuesday, March 14, 2017** at 6 PM. This meeting will be held in the Commissioners' Meeting Room, located at 124 W. Elm Street, Graham.

Thank you.

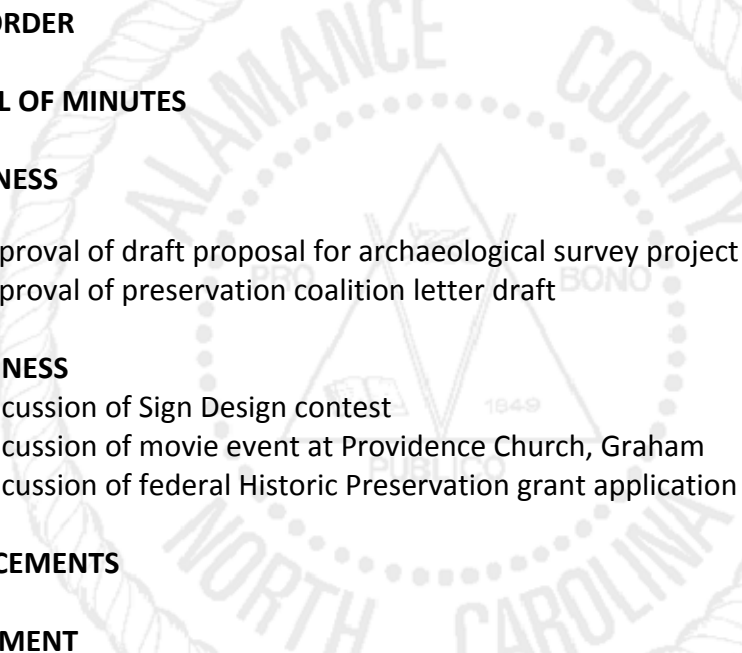


Alamance County Historic Properties Commission

Tuesday, March 14, 2017

6 PM, Commissioners' Meeting Room
124 W. Elm Street, Graham, NC 27253

AGENDA

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- I. CALL TO ORDER**
 - II. APPROVAL OF MINUTES**
 - III. OLD BUSINESS**
 - 1. Approval of draft proposal for archaeological survey project
 - 2. Approval of preservation coalition letter draft
 - IV. NEW BUSINESS**
 - 1. Discussion of Sign Design contest
 - 2. Discussion of movie event at Providence Church, Graham
 - 3. Discussion of federal Historic Preservation grant application
 - V. ANNOUNCEMENTS**
 - VI. ADJOURNMENT**

Alamance County Historic Property Commission

Tuesday, February 14, 2017

6:00 PM, Commissioners' Meeting Room
124 W. Elm Street, Graham, NC 27253

Minutes

Board Members Present:

Rodney Cheek (Chair)
Laurie Smith (Vice-Chair)
Lea Abbott
Ravi Balan
Marcus Orr

Board Members Absent:

Gale Pettiford
Bryan Dalton
Marti Friddle

Staff Present:

Jessica Dockery, Planner

Public Present:

Ben York, Village of Alamance Planner

I. Call to Order

Staff called the meeting to order at 6:01 PM and roll was taken by staff.

II. Elections of Officers

Chair: Mr. Balan nominated Mr. Cheek as chair. There were no other nominations.

Motion to elect: Mr. Balan

Second: Mr. Abbott

Vote: Unanimous

Vice Chair: Mr. Balan nominated Ms. Smith as vice chair. There were no other nominations.

Motion to elect: Mr. Balan

Second: Mr. Abbott

Vote: Unanimous

III. Approval of Minutes

Motion to approve minutes: Mr. Balan

Second: Mr. Abbott

Vote: Unanimous

IV. Old Business

1. *Update from Public Outreach subcommittee-* Mr. Abbott and Mr. Orr reported on the subcommittee's list of recommendations for possible outreach projects. The commission approved moving forward with planning a Plein Air Painting event based on one done in Rowan County and pursuing getting an informational article in the local papers.
2. *Update from Local Landmark Sign subcommittee-* Mr. Cheek reported that there was no new information to share.
3. *Completed COA projects-* Staff reported that the COA projects at Hawfields Presbyterian Church and the Freeman-Boggs-Woody House had been satisfactorily completed.

V. New Business

1. *Approval of HPC applications for forwarding to the BOCC-* Staff noted that the terms of Ms. Friddle, Mr. Braxton, and Ms. Smith had officially ended December 31, 2016, that Ms. Friddle and Ms. Smith had submitted applications for new terms, and that the HPC needed to vote on approval to forward the applications to the BOCC for approval.

Motion to approve: Mr. Abbott
Second: Mr. Balan
Vote: Unanimous

2. *Approval of proposed 2017 meeting schedule-*

Motion to approve: Orr
Second: Smith
Vote: Unanimous

3. *Discussion of suggested process checklist and script for COA applications-* Staff noted that the Assistant County Attorney had recommended a script to follow for Planning Board meetings and that the HPC use a similar script. The version presented could be further adapted as needed. The HPC agreed to use the presented version for now.
4. *Discussion about forming a preservation coalition-* Staff inquired if the HPC would be interested in forming a coalition with the county's history- and preservation-oriented groups. The HPC agreed and asked staff to bring a draft invitation to the next HPC meeting.

5. *Discussion of CLG/HPC agreement changes and issues-* Staff summarized the current issues that have arisen due to jurisdiction changes regarding local landmarks and asked the HPC for any other changes or suggestions for the proposed revisions to the interlocal agreements. The HPC asked that the final version, as approved by the legal department, be brought back for approval before contacting the signers.
6. *Discussion of archaeological survey project-* Mr. Abbott outlined his proposal to complete a countywide archaeological survey with assistance from the Office of State Archaeology and possibly the County GIS Department. The HPC approved of the idea and staff recommended that a written proposal be prepared by Mr. Abbott to submit for approval to the BOCC.

VI. Announcements

1. *Annual CLG report-* Staff noted that the annual CLG report had been submitted and the HPC was in good standing as a CLG.
2. *Updates to architectural survey publication-* Staff updated the HPC on the revision progress.

VII. Adjournment

Motion to adjourn at 7:06 PM

Motion: Ms. Smith

Second: Mr. Balan

Vote: Unanimous

Respectfully submitted,

Jessica Dockery
Planner

**A PROPOSAL TO CONDUCT AN ARCHAEOLOGICAL SURVEY
OF ALAMANCE COUNTY, NORTH CAROLINA**

A Proposal Submitted To Alamance County Historical Properties Commission

By:

Lawrence E. Abbott, Jr.

March 14, 2017

INTRODUCTION

This document presents a proposal to conduct an archaeological survey/inventory of Alamance County, North Carolina. The proposal is submitted to the Alamance County Historical Properties Commission (HPC) for review and consideration. The purpose of an archaeological survey is to compile an inventory of archaeological sites formally recorded within the county and provide specific information regarding them to the HPC. The information will also be submitted to the Alamance County Planning Department for their use in the future.

A current archaeological inventory of the county does not exist at this present time. An inventory of this sort is both needed and required by the Alamance County ordinance establishing the HPC (amended February 6, 2006). According to Section 3.5(a) of the ordinance:

The Commission is authorized and empowered to undertake such actions reasonably necessary to the discharge and conduct of its duties and responsibilities as outlined in this ordinance and the N.C. General Statutes, including but not limited to the following: (a) Undertake an inventory of properties of historical, prehistorical, architectural, archaeological, and/or cultural significance.

In addition, the ordinance states in Section 4.3 that:

The Commission shall use an inventory of buildings, structures, sites, areas, or objects of historical, pre-historical, architectural, and archaeological significance in the county as a guide to the identification, assessment, and designation of historic landmarks. The Commission shall update the inventory from time to time.

The ordinance also states in Section 5.3 that the inventory shall be used in the same manner as described in Section 4.3 in the designation of historic districts. Based on the statements above, it is recommended that an archaeological survey is needed for the county and for use by the HPC to better conduct their business and to fulfill the requirements of the ordinance cited above.

The balance of this document will present the details regarding how the survey/inventory will be conducted. The discussion below is divided into several sections which include the following: Methods, Deliverables, Costs, and Time Schedule for Deliverables. The project methods will be discussed first.

METHODS

No fieldwork will be undertaken as a part of this project. No sites will be physically inspected or excavated. All information related to this survey will come from archaeological

sites already recorded by and on file at the North Carolina Department of Natural and Cultural Resources, Office of State Archaeology (OSA) in Raleigh, North Carolina. The methods presented below will describe how the archaeological data will be collected, compiled, and reported. This will be presented in three subsections noted as background research, data collection and data organization, and reporting. These methods constitute standard research methodology established and approved by the OSA. All work connected with this project will be undertaken or supervised by a professional archaeologist certified by the Register of Professional Archaeologists (ROPA).

Background Research

Background research for the survey will be conducted at the OSA in Raleigh, North Carolina. This work will be undertaken at the OSA research library and will include a review of literature related to previous archaeological studies in Alamance County. Information will be recorded regarding the nature of previous studies, the sites involved, and the results of individual projects. This will include information regarding archaeological studies pertaining to compliance-based work within the county and research noted in any theses, dissertations, or published articles that may be available. Please note that compliance-based work relates to those studies which are required by federal or state laws for undertakings conducted using federal funding, or requiring federal or state permits.

Data Collection and Data Organization

The data collection phase will include the identification of site locations in Alamance County and an inventory of data included in current OSA site files. Alamance County will be considered the study area for this project. As of August 1, 2016 there were 410 archaeological sites recorded in Alamance County and on file at the OSA. These sites will constitute the starting point of the survey. Another major component of this phase will consist of collecting information on sites recorded after August 1, 2016 in order to insure the inventory reflects current information. Archaeological data collected for the study area will be obtained from site files, data recorded on USGS quadrangle maps, published articles, monographs, and technical reports housed at the OSA in Raleigh. The information collected will constitute a synthesis of site data for the county.

The initial step in this process will consist of a review of the site files and individual site locations plotted on USGS quadrangle maps at the OSA. All of the quadrangle maps comprising the geographical extent of the study area will be inspected for the presence of previously recorded archaeological sites and for the availability of site forms, field surveys, and analytical data. Quadrangle maps are selected as the primary source of information because they are a basic component of the OSA site files and because site location data on individual quadrangles can easily be compiled into an *Excel* © format for importation into Alamance County GIS for spatial inventory, analysis, and reference. Information on sites recorded in Alamance County will be collected in terms of the variables listed in Table 1.

Table 1: Archaeological Datasets to be Recorded for this Study*

<u>Dataset</u>	<u>Attribute</u>	<u>Variable</u>	<u>Comment</u>
Location	Site #	NC Trinomial**	On File at the OSA
	UTM	Northing	USGS Quadrangle
	UTM	Easting	USGS Quadrangle
	Zone	17 or 18	USGS Quadrangle
	NAD	1927	USGS Quadrangle
	County	County Name	
	USGS	Quadrangle Name	USGS Quadrangle
	Drainage	Drainage Basin	USGS Quadrangle
Topography	Elevation	Feet (amsl)	OSA Site Form/USGS Map
	Distance to Water	Meters	OSA Site Form/USGS Map
	Landform	Topography	OSA Site Form/USGS Map
Temporal	Prehistoric	Paleoindian	Present, Absent, Not Recorded
		Early Archaic	Present, Absent, Not Recorded
		Middle Archaic	Present, Absent, Not Recorded
		Late Archaic	Present, Absent, Not Recorded
		Archaic	Present, Absent, Not Recorded
		Early Woodland	Present, Absent, Not Recorded
		Middle Woodland	Present, Absent, Not Recorded
		Late Woodland	Present, Absent, Not Recorded
		Woodland	Present, Absent, Not Recorded
		Prehistoric	Present, Absent, Not Recorded
	Contact	Contact Native American	Present, Absent, Not Recorded
	Historic	16 th Century	Present, Absent, Not Recorded
		17 th Century	Present, Absent, Not Recorded
		18 th Century	Present, Absent, Not Recorded
		19 th Century	Present, Absent, Not Recorded
20 th Century		Present, Absent, Not Recorded	
Historic	Historic	Present, Absent, Not Recorded	
Site Data	Site Function	Prehistoric	OSA Site Form Codes
	Site Function	Historic	OSA Site Form Codes
	Site Function	Shell Midden	Present, Absent, Not Recorded
	Site Condition	Natural	OSA Site Form Codes
	Site Condition	Artificial	OSA Site Form Codes
	Site Size	Size in Sq. Meters	OSA Site Form Codes
	Ethnic ID	Historic Only	OSA Site Form Codes
Significance	NRHP Eligibility	Eligible	
		Not Eligible	
		Unassessed	
		Not Recorded	
Reference	Bibliographic Ref.	OSA Bib. Number	On File at the OSA

* All datasets are on file at the NC Office of State Archaeology, Raleigh

** NC Trinomial designation refers to a three-part notation for individual site numbers. In the case of 31AM1, 31 represents North Carolina as the 31st state alphabetically; AM is the state notation for Alamance County; and 1 refers to the first site recorded in Alamance County. 31AM50 would refer to the 50th site recorded in the county.

This information will be organized using *Microsoft Excel* © to create a master file for all recorded sites. This file will present the variables listed in Table 1 in *Excel* © format in order to allow easy reference, sorting, and analysis. In addition, electronic organization allows easy transport and delivery of the data to Alamance County planners, the HPC, and county GIS staff. An *Excel* © file can also easily be updated as new site location information becomes available. Any updated information can be imported easily onto county GIS maps for use by county planners and the HPC.

Reporting

A formal report will be written regarding the results of the survey/inventory. The report will provide specific information regarding the nature and distribution of archaeological resources within Alamance County and will provide a synthesis of the data in terms of site types and temporal associations. In addition, the report will provide information regarding site significance in terms of the guidelines established by the National Register of Historic Places (NRHP). This report will be written using the *American Antiquity* journal style guidelines established by the Society for American Archaeology.

The structure of the document will follow the standards and required format established by the OSA for technical reports. The report will contain the following sections:

Title Page

Table of Contents – This includes a list of tables and figures.

Management Summary – A management summary provides a short, concise synopsis of the project and results of the project. This will be provided in lieu of an abstract.

Introduction – This section will provide information regarding the study area and reasons for the work.

Physical Environment – This section will provide information regarding the present environmental setting of the study area (Alamance County). This includes information on topography, geology, hydrology, soils, climate, flora, and fauna.

Archaeological and Historical Background – This section will provide a summary of the natural and cultural histories of the study area. Included in this section is a summary of the natural history of the study area from the end of the Pleistocene through the Holocene, spanning the time humans have inhabited North America. This discussion provides the physical context for an overview of the cultural/human prehistory and history of the study area. The cultural history will present what is known and generally accepted regarding the distribution and general life-styles of prehistoric groups in Alamance County through time, up to European contact with Native Americans. The historic period will be presented from that point of contact up to approximately 50 years ago. This discussion will provide a cultural context for the survey.

Previous Archaeological Work – This section will present the previous archaeological work in the county. The results of the previous work will be discussed, thus providing a research context for the study area.

Methodology – This section will present the methods used to collect and compile the archaeological data.

Results of the Survey – This section will present the basic inventory and information regarding the types of sites recorded in the county and the general distribution of these sites across the landscape. This information will include site types, functions, and temporal associations.

Significance Evaluations – This section will provide information regarding the significance of the sites in terms of the National Register of Historic Places (NRHP). Sites will be noted as eligible, ineligible, or unassessed in terms of the NRHP.

Conclusions – This section will provide a summary of the survey and make any recommendations deemed appropriate regarding those sites determined eligible for inclusion on the NRHP within the county.

Bibliography – A list of all references cited in the report using *American Antiquity* style.

Appendices – Lists of site data, the proposal or Scope of Work (SOW), any additional information cited in the report and not presented in table or figure format.

The formal report will function as a guide and planning document for use by the HPC and county planners to manage, where needed, the archaeological resources within their jurisdiction. The report will also serve as a research document for archaeologists and students conducting research in Alamance County.

Please note, the report will provide information regarding the general locations of archaeological resources, but will not provide specific locations within the report. This is a requirement of the OSA that site locations are not to be disclosed to the general public. This policy is in force to protect the property rights and privacy of landowners and the integrity of archaeological remains from the adverse effects of collectors and looters. Specific location data will be provided to the HPC and county planners in an *Excel* © file for planning use.

DELIVERABLES

Two products will be delivered to the HPC and planning department for review. These two items are (1) a draft report and (2) an *Excel* © file (on CD or thumb drive) containing specific site data. The HPC and planning department may elect to submit the report to the North Carolina Department of Natural and Cultural Resources, Office of State Archaeology (OSA) in Raleigh, North Carolina for peer review and comment prior to acceptance of the draft.

Upon acceptance of the report, it is recommended that a minimum of six (6) copies of the final report be printed, bound, and distributed. Binding should consist of simple punching and use of a plastic spiral binder to secure the report. Two (2) copies should be sent to the OSA in Raleigh for placement within their research library. This document will provide a summary of archaeological work in the county for professionals conducting research in the area. At least one (1) copy each should be provided to the HPC, Alamance County Planning Department, and Board of County Commissioners. Finally, the author requests one (1) copy of the final report.

It is recommended that two (3) copies of the site specific data contained in an *Excel* © file (on a CD or thumb drive) be delivered to the planning department. One (1) copy each of the file should be delivered to the planning department, county GIS staff for placement on county planning maps, and to the OSA in Raleigh. Again, please note the specific locations of all archaeological sites are not to be disclosed to the general public. The data is intended only for the use of the HPC and county planners as a planning and management tool. It is important as a legal issue to protect the property and privacy rights of landowners and the safety and integrity of the archaeological resources.

COSTS

It is recommended that an archaeological survey/inventory of the county be conducted as a Special Project of the HPC by a current member of the commission. As a result, the background research, data collection, and report preparation phases of the project can be undertaken at no cost to the county. The only costs expected would be (1) county planning staff time to review and comment on the draft and final reports, (2) county staff GIS specialist time to upload data onto county maps and work with the author to develop some graphics for insertion into the report, and (3) the production of six (6) bound copies of the final report. It is estimated that a minimum of three (3) computer-generated graphics may be needed from a county staff GIS specialist (working with the report author).

TIME SCHEDULE FOR DELIVERABLES

In the event this proposal is accepted, a Notice to Proceed (NTP) will be issued by the county or HPC. Once the NTP is received, the proposal will constitute a Scope of Work (SOW) for this project and will be included as an appendix to the formal report. The draft archaeological report and the *Excel* © site data file will be submitted to the Chairman of the HPC and county planning staff within one (1) year after a NTP has been issued. The author will have sixty (60) days to address any comments received from the HPC, planning department, and OSA. A final report will be submitted within the sixty day period to the HPC and planning department for printing and binding.

Alamance County

HISTORIC PROPERTIES COMMISSION
215 N. Graham Hopedale Rd.
Burlington, North Carolina 27217
Tel. (336) 570-4053

RODNEY CHEEK
Commission Chair

JESSICA DOCKERY
Commission Staff

{Date}

{Address}

Dear {Addressee},

The Alamance County Historic Properties Commission (HPC) is interested in forming a coalition of groups focused on the history and historic preservation of the County. The HPC would like to invite a representative from your group, to join us for an informational meeting at {time} on {date} in the Commissioners' Meeting Room on the second floor of 124 W. Elm St., Graham.

The purpose of the proposed coalition is to share information about any ongoing education and preservation efforts or special events, to allow a pooling of resources, and to create a body to act as a countywide advocate for the County's cultural resources. This will not be a regulatory board but rather a sounding board for groups with a common goal and an opportunity for collaboration. We hope you will join us.

To RSVP or if you have questions before the meeting, please contact Jessica Dockery at the Alamance County Planning Department by phone at 336-570-4054 or by email at jessica.dockery@alamance-nc.com.

Sincerely,

Rodney Cheek
HPC Chair

