

Consider the environment ♦ Conserve resources ♦ Print only when necessary

*The Town of Waynesville provides accessible facilities, programs and services for all people, in compliance with the Americans with Disabilities Act (ADA). Should you need assistance or accommodation for this meeting, please contact the Administrative Assistant at: (828) 456-8647, [ecoulter@waynesvillenc.gov](mailto:ecoulter@waynesvillenc.gov)*

## **AGENDA REGULAR MEETING**

**HISTORIC PRESERVATION COMMISSION  
TOWN HALL, 9 SOUTH MAIN STREET  
May 7th, 2025  
WEDNESDAY – 2:00 PM**

### **A. CALL TO ORDER**

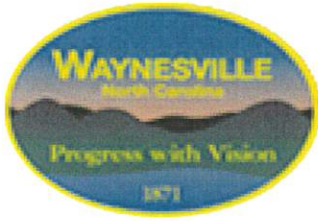
1. Welcome/Announcements
2. New Member Introductions
3. Minutes Taking Technology Test
4. Approval of the February 5<sup>th</sup>, March 5<sup>th</sup>, and April 2<sup>nd</sup> Minutes

### **B. BUSINESS ITEMS**

1. A250 Mural Grant RFQ
2. CLG Grant Submittal
3. Discussion of Local Historic Districts/Dimensional Standards in NR Districts
4. Heritage Festival Report
5. Subcommittee Reports

### **C. OTHER BUSINESS**

### **D. ADJOURN**



# TOWN OF WAYNESVILLE

## Historic Preservation Commission

9 South Main Street  
Waynesville, NC 28786  
Phone (828) 456-8647 • Fax (828) 452-1492  
[www.waynesvillenc.gov](http://www.waynesvillenc.gov)

Alex McKay-Chairman  
Glenn Duerr-Vice Chairman  
Clare Bass  
Judi Donovan  
Anne Marie Miller  
Bill Revis  
Caroline Williamson  
Leisa Denti

Development Services  
Director  
Elizabeth Teague

Land Use Administrator  
Alex Mumby

### Regular Meeting

Town Hall- 9 South Main Street, Waynesville, NC 28786  
**Wednesday, February 5<sup>th</sup>, 2025, 2:00 PM**

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The **WAYNESVILLE HISTORIC PRESERVATION COMMISSION** held a regular meeting on Wednesday, February 5<sup>th</sup>, 2025, at 2:00 p.m. in the Mezzanine Room.

#### **A. CALL TO ORDER:**

Chairman Alex McKay welcomed everyone and called the meeting to order at 2:03 p.m.

The following members were present:

Alex McKay  
Clare Bass  
Glenn Duerr  
Judi Donovan  
Bill Revis  
Anne Marie Miller

The following members were absent:

Linda Ann Lee  
Caroline Williamson  
Leisa Denti

The following staff were present:

Elizabeth Teague, Development Services Director  
Alex Mumby, Land Use Administrator  
Esther Coulter, Administrative Assistant

The following Attorney was present:

Attorney Ron Sneed

***A motion was made by Commission member Bill Revis, Seconded by Commission member Judy Donovan to approve the December 4<sup>th</sup>, 2024, minutes as amended. The motion passed unanimously.***

Historic Preservation Commission Minutes  
Regular Meeting  
February 5, 2025

Development Services Director Elizabeth Teague told the board that Linda Ann Lee had resigned from the Historic Preservation Commission board.

## **B. BUSINESS ITEMS:**

### **1. Quasi-Judicial Workshop Training by Attorney Ron Sneed**

Mr. Sneed gave the board an outline of what he was going to cover and told them where they could find the information.

Mr. Sneed explained the HPC works with Certificates of Appropriateness which are approved through a quasi-judicial hearing. The due process rights of the applicant require that notice be posted of the hearing and that the applicant has the right to be heard by a fair and impartial panel.

The Due Process requirements:

Notice-NCGS 160D-406(b)-by mail to applicant and owners of abutting property.

No Conflict of interest- NCGS 160-109(d)- Includes prohibition against ex parte contacts and discussions, with possible exception for soliciting expert information by or for HPC (according to article by Adam Lovelady, but he provided no citation to legal authority)

Hold an open and public hearing.

Before hearing, Commissioners may have or see administrative materials that include staff reports allowed by NCGS 160D-406(c). The commission member should voluntarily go to view the subject property(not as a group). No ex parte communications with applicant or others.

Mr. Sneed told the Commission that quasi-judicial hearing will include:

*Staff Report*- The board should treat this like an opening statement and not evidence, the applicant bears the burden of proof.

*Presentation of Evidence*- Can be presented by the applicant, staff, and persons with standing, all of whom can speak, present evidence, and cross examine witnesses.

*Opinion Testimony*- May be presented from experts only.

*Testimony by others*-At the discretion of the Commission, people without standing may be allowed to speak.

*Evidence standard NCGS 160D-406(j)*- Only competent, material and substantial evidence may be entered into the record.

*Find Facts*- Facts must be determined from the evidence presented at the hearing.

*Decision by Simple Majority*- of membership, not just of those at hearing (NCGS 160D-406(i).

After the hearing:

The Town's attorney writes a Findings of Fact/Order-NCGS160D-406(j) which summarizes the hearing.

*Potential Appeal*- The Board of Adjustment determines if the process of the Commission was correct.

The Board asked staff and Mr. Sneed questions regarding different scenarios and procedures

2. CLG Grant Application-

Land Use Administrator, Alex Mumby said the CLG grant application are open and due in April. Included for the Board was a list of items from the planning session held in January. The board talked about research projects which could be worked on such as Love Ln., Church St., and Dix Hill Cemetery.

3. Schedule Tour of WCU Historical Archives

The Board agreed upon February 27<sup>th</sup> to attend a tour of the WCU Historical Archives. There was also interest in touring the Heritage Museum on the same day.

4. Historic Sign Updates

Mr. McKay showed the board the drafts of the historical signs. Mr. McKay said he will resend all three due to not everyone receiving the email. The deliberated on the name on the sign for the White Sulphur Springs Hotel.

Mr. McKay shared pictures of the finished Sulphur Springs Spring House.

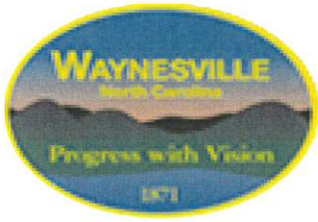
Commission member Glenn Duerr mentioned the progress of the tour book. He wants to schedule one more meeting to wrap up the final details.

Ms. Teague told the board that they needed to take a training every year. There are 2 options this year April 11, 2025, in Statesville, August 22, 2025, in Hendersonville.

Ms. Teague said that she asked Annie McDonald to come to a Town Council meeting to present the proposed historic preservation plan.

**ADJOURN**

***Chairman Alex McKay asked for motion that was made by Clare Bass, seconded by Bill Revis to adjourn the meeting. at 3:44 pm.***



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Development Services  
Director  
Elizabeth Teague

Land Use Administrator  
Alex Mumby

### Regular Meeting

Town Hall- 9 South Main Street, Waynesville, NC 28786  
**Wednesday, March 5<sup>th</sup>, 2025, 2:00 PM**

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The **WAYNESVILLE HISTORIC PRESERVATION COMMISSION** held a regular meeting on Wednesday, March 5<sup>th</sup>, 2025, at 2:00 p.m. in the Mezzanine Room.

#### **A. CALL TO ORDER:**

Chairman Alex McKay welcomed everyone and called the meeting to order at 2:00 p.m.

The following members were present:

Alex McKay  
Clare Bass  
Glenn Duerr  
Bill Revis

The following members were absent:

Leisa Denti  
Judy Donovan  
Anne Marie Miller  
Caroline Williamson

The following staff were present:

Elizabeth Teague, Development Services Director  
Alex Mumby, Land Use Administrator  
Esther Coulter, Administrative Assistant

*No business was done due to there not being a quorum present.*

The Commission discussed changes to the Historic Signage with the background color, font colors etc.

Land Use Administrator Alex Mumby stated that the NC250 has awarded the Town of Waynesville a \$27,000 grant for a mural. The town will match \$4,050.

#### **B. BUSINESS ITEMS:**

Historic Preservation Commission Minutes  
Regular Meeting  
March 5<sup>th</sup>, 2025



### 1. CLG Grant Application Discussion

Mr. Mumby asked the commission for ideas for the Grant:

Commission Chairman Alex McKay put forward the South Main Street Historic District nomination. The Commission was in support

Development Services Director Elizabeth Teague clarified the proposal would be a CLG Grant to hire a Certified Consultant to study this area for possible designation of a Historic District.

### 2. WCU Tour Rescheduling

Mr. Mumby suggested needing more members present to determine the date. The Commission talked about touring the water shed in early April.

Commission member Bill Revis mentioned other historic places to visit.

The tour of the WCU archives will be pushed back to May 30<sup>th</sup> or June 6<sup>th</sup>. Ms. Teague will poll all members on the dates for tours.

### 3. Historic Sign Updates

Mr. McKay said he and A to Z signs have been emailing changes back and forth. He is waiting on them now. Ms. Teague will set up an appointment for herself and Alex McKay to finalize the signs.

The Tour Book Sub-Committee will meet with a printed copy of the rough draft.

Ms. Teague told the Commission that Anne McDonald has availability on April 8<sup>th</sup>, 2025, to present the preservation plan to Town Council for adoption. Ms. Teague also suggested that on that date the Commission should give an update report on what projects they are working on.

Ms. Teague and Mr. Mumby gave an update on the cell tower design for the Hazelwood area.

### **ADJOURN**

*Chairman Alex McKay adjourned the meeting. at 3:04 pm.*

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Alex McKay, Chairman

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Esther Coulter, Administrative Assistant



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Alex Mumby

### Regular Meeting

Town Hall- 9 South Main Street, Waynesville, NC 28786  
**Wednesday, April 2<sup>nd</sup>, 2025, 2:00 PM**

The **WAYNESVILLE HISTORIC PRESERVATION COMMISSION** held a regular meeting on Wednesday, April 2<sup>nd</sup>, 2025, at 2:00 p.m. in the Mezzanine Room.

#### A. CALL TO ORDER:

Chairman Alex McKay welcomed everyone and called the meeting to order at 2:00 p.m.

The following members were present:

Alex McKay  
Clare Bass  
Glenn Duerr  
Leisa Denti  
Judy Donovan  
Anne Marie Miller  
Bill Revis

The following members were absent:

Caroline Williamson

The following staff were present:

Elizabeth Teague, Development Services Director  
Alex Mumby, Land Use Administrator  
Esther Coulter, Administrative Assistant

No Minutes to be approved

#### B. BUSINESS ITEMS:

1. CLG Grant Update

Land Use Administrator Alex Mumby presented the options for a CLG grant to the board. Mr. Mumby and Mr. McKay will be meeting with state staff on April 3<sup>rd</sup> to discuss the potential of each of the options.

Development Services Director, Elizabeth Teague said the CLG Grants can be applied for every year, if nothing is needed then you can work and identify an idea for next year.

## 2. Historic Signage

Mr. McKay said that he met with Mr. Mumby and Ms. Teague to talk about the final Historic signage drafts before sending it to print.

## 3. Council Meeting Agenda

Mr. Mumby said that on Tuesday April 22<sup>nd</sup> he will be presenting 4 agenda items to the Town Council to inform them of what projects the commission has been working on. The projects are:

- The America 250 NC mural grant
- CLG grant application
- Historic coloring books
- Historic Waynesville Tour Book
- The Cemetery Tour.
- Three informational historic signs

Mr. Mumby said with our last CLG grant, Anne McDonald was hired to write a preservation plan and will be presenting it to the Town Council for approval. He invited all board members to attend.

## 4. School of Government Training April 30<sup>th</sup>, 2025

Mr. McKay reminded the members of a School of Government training happening April 30<sup>th</sup>, 2025.

Mr. Mumby explained the training will be quasi-judicial for specifically Historic Preservation Commission.

## C. Other Business

Mr. McKay told the board that a few of the characters were unable to attend the spring date. He asked to board to move it back to the fall.

***A motion was made by Commission Member Judy Donovan, seconded by Commission Member Bill Revis to cancel the Tour on May 3<sup>rd</sup>, 2025, and reschedule the Tour for October. The motion passed unanimously.***

Commission Member Glenn Duerr gave an update on the tour book. The Board discussed the donation rate of the books.

***A motion was made by Vice Chairman Glenn Duerr, seconded by Commission Member Judy Donovan to have a suggested donation price of \$10.00. The motion passed unanimously.***



Commission Member Judi Donovan asked about a cleanup and planting day for Sulphur Springs Park. Ms. Teague said a date would be set up at next meeting.

**D. ADJOURN**

*Chairman Alex McKay adjourned the meeting. at 2:53 pm.*

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Alex McKay, Chairman

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Esther Coulter, Administrative Assistant

DRAFT

## **ADVERTISEMENT**

The Town of Waynesville (The Town) is soliciting responses to this Request for Qualifications (RFQ) from a local artist or team of artists to design and install a mural on the exterior wall of the Strand Theater facing Wall St.

The RFQ and information related to this solicitation will be posted at [waynesvillenc.gov](http://waynesvillenc.gov). For questions, please contact Alex Mumby ([amumby@waynesvillenc.gov](mailto:amumby@waynesvillenc.gov)).

The deadline for submission is May 30<sup>th</sup>, 2025 at 4:30 pm (EST). Local artists are encouraged to apply.

The Town reserves the right to reject any offer for failure to comply with all requirements of this notice or of any of the contract documents; however, it may waive any minor defects or informalities at its discretion. The Town further reserves the right to reject all offers or award a contract when, in its judgement, is in the best interest of The Town.

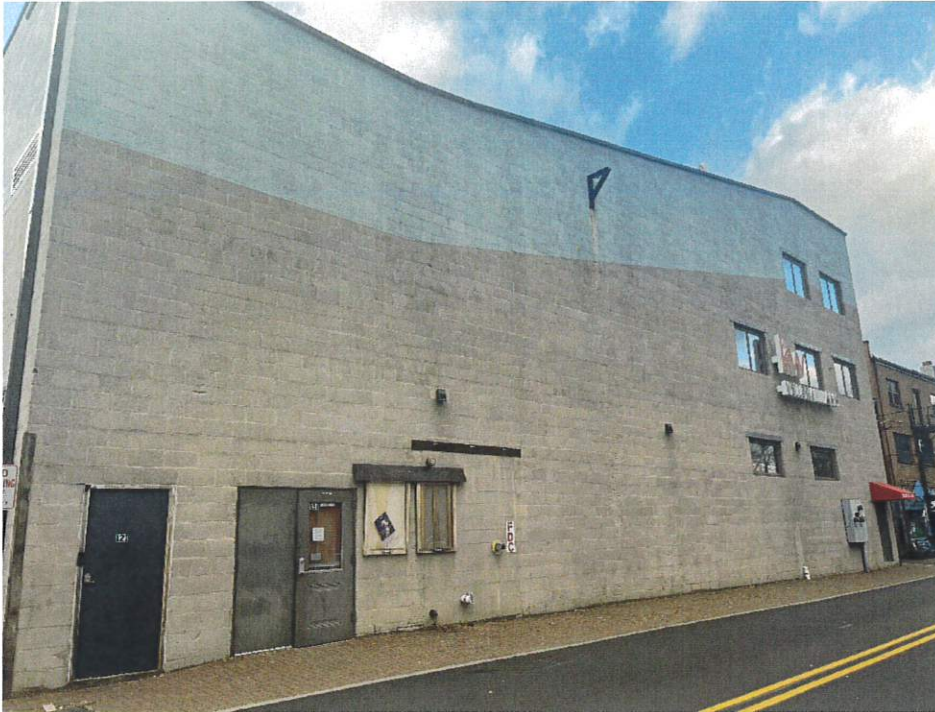
## **PROJECT OVERVIEW**

The Town is seeking qualifications from professional artists, or artist teams, to work in collaboration with the Town of Waynesville Historic Preservation Commission (HPC) to design and install a mural on the rear wall of the Strand Theater. The desired mural will be determined during the design phase after the Artist has been selected. The HPC will form a subcommittee to work with the selected artist to develop the final design, which will be approved by the subcommittee.

The purpose of the mural is to commemorate the semi-quincentennial (250<sup>th</sup>) anniversary of the signing of the Declaration of Independence. The mural will prominently feature the Town of Waynesville's namesake, General "Mad" Anthony Wayne alongside historic moments and landlords in Waynesville. This includes, but is not limited to:

- The last shot fired of the Civil War
- The White Sulphur Springs Hotel
- The Waynesville Arch
- The Town of Waynesville Municipal Building
- The Junaluska Leather Company Tannery
- The Waynesville Greenway
- Waynesville's founder Colonel Robert Love
- William Holland Thomas, a chief and attorney of the qualla Cherokee

The goal of the mural is to tie together Waynesville's past and present.



The Town is seeking an individual or group whose combination of experience and personnel will provide timely, cost-effective and quality professional services to support this project.

The scope of this project includes the following goals and deliverables:

- Participate in at least three (3) Sub-Committee engagement sessions to solicit input and gather feedback with the goal of including the character, history, and inspirations of the Town of Waynesville into the artistic elements or displays. This project will require strong interpersonal skills and the ability to listen deeply and thoughtfully to input in order to:
  - Identify unique and aesthetically pleasing elements for the site that reference the history of Waynesville;
  - Cultivation of a cohesive singular theme; and
  - Commemorate 250 years of Waynesville history
- Collaborate with the Town and Historic Preservation Commission on the final design.
- Provide all services and furnishings of supplies, materials, and equipment as necessary for the design, permitting, fabrication, transportation, and installation of the work at the site.
- Submit to the Town detailed drawings for design review and to certify compliance of the final work.
- Strictly adhere to and manage the approved project, budget, and schedule.

- Submit operations and maintenance guidelines to the Town to ensure proper preservation of the art.
- Bear the entire risk of loss or damage packing, shipping, and storage of supplies.
- Provide and maintain insurance to cover claims for damages for personal injury, bodily injury (including wrongful death), and property damage. The Artist(s) shall require all subcontractors to provide and maintain insurance. A complete list of insurance requirements will be provided to the project finalist.
- In general, the Town shall own the physical works of art, and copyrights shall be retained by the artist(s), with reproduction rights allowed to the Town for appropriate promotional and educational purposes. Legal title and copyrights in any work of public art funded in whole or part by direct Town funding, shall be spelled out in a mutually agreeable contract between the Town and the selected Artist(s).

### **Budget**

Total not to exceed \$28,750 (**All inclusive – consultation, design, and installation**). The work shall be done in two phases:

Phase One: The selected Artist(s) shall work with the HPC sub-committee to create a design which meets the goals of the project and is approved of by the sub-sommittee.

Phase Two: The selected Artist(s) shall implement the works of art approved in Phase One, including all materials and construction of any art, for a total project budget of \$28,750. The total project budget amount is inclusive of all costs associated with this public art project including but not limited to artist fees, other consultants' and subcontractors' fees, insurance conforming to the Town's standards, engineering, permits, materials, fabrication, transportation, installation (including any site modification), and post installation documentation

### **PRE-SOQ SUBMITTAL**

Please forward any specific questions in writing to Alex Mumby ([amumby@waynesvillenc.gov](mailto:amumby@waynesvillenc.gov)) by 4:30 pm May 23<sup>rd</sup>, 2025.

### **QUALIFICATIONS PACKAGE EVALUATION CRITERIA**

Qualifications packages will be evaluated on the artist's ability to meet the requirements of this Request for Qualifications (RFQ). Some heavily weighted, specific evaluation criteria, among other factors, will include:

1. The conceptual basis for the artist's body of work, as defined in the written statement.

2. The technical and aesthetic quality of the artist's past work as represented in the submitted images.
3. artist's experience successfully designing, fabricating, administrating, and completing public art projects or custom architectural elements on time and within budget.
4. Experience successfully completing prior work in cooperation with the owner, landscape architects, architect, and general contractor and within the project schedule and budget.
5. The Artist(s) training, education, and experience.
6. The quality and comprehensiveness of the submission package. Incomplete submissions may be rejected.

### **SUBMITTAL REQUIREMENTS**

If you would like to be considered for providing the required services for the Town, please submit one (1) electronic copy of your qualifications package to [amumby@waynesvillenc.gov](mailto:amumby@waynesvillenc.gov). The electronic copy should be submitted as a single PDF no larger than 15MB. Hard Copies are also permitted. Please mail proposal in a sealed envelope and labelled correctly to the following address:

Town of Waynesville Development Services  
Attn: Alex Mumby  
9 S Main St  
Suite 110  
Waynesville, NC, 28786

Title on package: RFQ – General “Mad” Anthony Wayne Mural

Each Artist is solely responsible for the timely delivery of its qualification package. All qualification packages must be received by 4:30 PM May 30<sup>th</sup>, 2025. No qualification packages will be accepted after this deadline. Artists accept all risks of late delivery of qualification packages regardless of fault.

Please direct all questions and requests for information no later than 4:30 PM Friday May 23<sup>rd</sup> by email to [amumby@waynesvillenc.gov](mailto:amumby@waynesvillenc.gov). The question deadline will allow an addendum to be issued to clarify the project, if need be. All requests for clarification/information shall be in writing. No verbal correspondence is considered binding.

Any clarification or revisions to this RFQ will be made only by an addendum which will be posted to the Town's website. It is the proposer's responsibility to monitor the website for addendums. The proposer must acknowledge receipt of any/all addendums with their submission.

The qualifications package should consist of the following information in the enumerated order:

#### **1. Cover Sheet:**

- a. Include name, address, telephone, email, website (if applicable) of the Artist to receive all Project information or any official correspondence relating to the



Project. Please reference the Project name, “General “Mad” Anthony Wayne Mural”, on all correspondence.

**2. Section 1: Artist(s) Resume and References (Max of 2 pages)**

- a. Include a list of public art projects completed within the past 10 years, selected public art projects, awards, current gallery affiliations and grants/fellowships.

**3. Section 2: Digital Images of Past Work**

- a. Include images of previous work. Submit eight (8) images featuring select examples of previous public art projects with particular emphasis on works of a similar scope or utilizing similar techniques. Each image shall be numbered and include title, date of completion/installation, budget, media, dimensions, location, and a brief description of the work.

**4. Section 3: Artist Statement (Max of 2 pages)**

- a. Include a statement which describes the conceptual basis for your body of work. Include a section to explain your experience working and coordinating with landscape architect/ architectural/ engineering teams when incorporating art into a site and facility. Include a section to include your community engagement approach with public outreach and input. Provide any past examples and outcomes.

### **PERFORMANCE EXPECTATIONS**

- The selected artist will understand and uphold the Town’s best interest at all times.
- The individual or group shall inform the Town’s project manager in a timely manner of upcoming concerns, problems, etc. such that they can be addressed without delaying the project schedule.
- The Town’s project manager shall clearly lay out the project goals at the beginning of the project and communicate additional expectations as soon as they are known.
- The individual or group shall participate in a professional manner in Council or public meetings at a level determined by the Town’s project manager (serve as main speaker, share speaking responsibilities with the project manager, answer questions, etc.).
- The artist shall prepare exhibits that provide clear, understandable information meeting the specifications set forth by the Town’s project manager and the contract.
- The artist shall submit high quality work that meets all the Town’s standards, criteria, and requirements as set forth in the contract scope.
- The individual or group shall meet all the milestone deadlines as identified in the contract scope.
- The Town’s project team shall meet all review milestone deadlines as identified in the contract scope.

### **SCHEDULE OF EVENTS**

The following proposed schedule has been developed to ensure that vendors have adequate time to prepare and submit responses, and to permit the Town of Waynesville time to consider the packages presented.

Project Advertisement	May 8 <sup>th</sup> , 2025
Questions Due to Administrator	May 23 <sup>rd</sup> , 2025
<b>Submission of Qualifications Due</b>	May 30 <sup>th</sup> , 2025
Anticipated Date to Notify Selected Artist(s)	June 25 <sup>th</sup> , 2025
Mural Completed By	December 31 <sup>st</sup> , 2025

## **ADDITIONAL INFORMATION**

### **General Terms/Requirements**

The submittal of a proposal shall be taken as prima facie evidence that the proposing individual/firm has full knowledge of the scope, nature, quality, and quantity of the project to be performed and the detailed requirements and conditions under which the project is to be performed. This solicitation does not commit the Town of Waynesville to award a contract, to pay any cost incurred with the preparation of a proposal, or to procure or contract for services or supplies. the Town reserves the right to accept or reject any or all proposals received in response to this request, to negotiate with any qualified source, or cancel in whole or part, this proposal process if it is in the best interest of the Town to do so. Subsequent to contract negotiations, prospective consultants may be required to submit revisions to their proposals. All proposers should note that any contract pursuant to this solicitation is dependent upon the recommendation of the Historic Preservation Commission and approval of the Town of Waynesville Council.

### **Cultural Equity**

The Town of Waynesville supports a full creative life for all. The Town commits to championing public art policies and practices of cultural equity that empower a just, inclusive, equitable nation. Cultural equity embodies the values, policies, and practices that ensure that all people - including but not limited to those who have been historically underrepresented based on race/ethnicity, age, disability, sexual orientation, gender, gender identity, socioeconomic status, geography, citizenship status, or religion.

### **Eligibility**

The Town of Waynesville encourages people from diverse backgrounds to apply. Candidates must be artists, designers, or fabricators or partnered with artists, designers, or fabricators, eligible to work in the United States, and age 18 and older. Candidates are eligible regardless of race, color, ethnicity, religion, national origin, gender, gender identification, military status, sexual orientation, marital status, or physical ability.

### **Confidentiality of Documents**

In general, documents that are submitted as part of the response to this RFQ will become public record and will be subject to public disclosure. North Carolina General Statutes Section 132-1.2 and 66-152 provides a method for protecting some documents from public disclosure. If the Artist or Artist Team follows the procedures prescribed by those statutes and designates a document "confidential" or "trade secret", the Town will withhold the document from public disclosure to the extent that it is entitled or required to do so by applicable law