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## **AGENDA SPECIAL CALLED MEETING**

**HISTORIC PRESERVATION COMMISSION  
MUNICIPAL BUILDING, 16 SOUTH MAIN STREET  
SEPTEMBER 13, 2023  
WEDNESDAY – 2:00 PM**

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

1. Welcome/Announcements
2. Approval of June 7, 2023 Minutes
3. Approval of August 9, 2023 Minutes

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

1. Draft Preservation Plan
2. Historic Coloring Books

### **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  
Rodney Conard-Vice-Chair  
Clare Bass  
Judi Donovan  
Glenn Duerr  
Linda Ann Lee  
Anne Marie Miller  
Bill Revis  
Caroline Williamson

Development Services  
Director  
Elizabeth Teague

### Regular Meeting

Municipal Building - 16 South Main Street, Waynesville, NC 28786

**Wednesday, June 7<sup>th</sup>, 2023, 2:00 PM**

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The **WAYNESVILLE HISTORIC PRESERVATION COMMISSION** held a regular meeting on Wednesday, June 7<sup>th</sup>, 2023, at 2:00 PM in the Conference Room of the Municipal Building.

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

Chairman Alex McKay welcomed everyone and called the meeting to order at 2:01 PM.

The following members were present:

Alex McKay  
Clare Bass  
Glenn Duerr  
Anne Marie Miller- by Phone  
Caroline Williamson

The following members were absent:

Rodney Conard  
Judi Donovan  
Linda Ann Lee  
Bill Revis

The following emeritus members were present:

Ann Melton

The following staff members were present:

Byron Hickox, Land Use Administrator  
Esther Coulter, Administrative Assistant

The following speakers were Present:

Annie McDonald, RGA Senior Architectural Historian  
Amber Perry, RGA Architectural Historian

Chairman Alex McKay asked for a motion to adopt the May 3<sup>rd</sup>, 2023 minutes.

***A motion was made by Commission Member Caroline Williamson, seconded by Commission Member Clare Bass, to approve the minutes of the May 3<sup>rd</sup>, 2023, meeting as presented or amended. The motion passed unanimously.***

**B. BUSINESS ITEMS:**

**1. Discuss Preservation Plan Meetings**

Land Use Administrator Byron Hickox introduced Senior Architectural Historian Annie McDonald from Richard Grubb & Associates Inc. Ms. McDonald said she was very pleased with the turnout for both meetings and with the feedback she had received. Ms. McDonald summarized the outcome of the community meetings. The attendees were stakeholders and business owners of Waynesville Main Street, Frog Level, and Hazelwood. In addition to the two meetings, a community-wide survey was sent out to 92 community members. 32 responses were received. Ms. McDonald said that the most critical and short-term recommendation is Local District Designation for these areas.

Mr. Hickox asked if there is a possibility for Main Street and Frog Level to be designated as one contiguous local district. Ms. McDonald responded that the two areas could possibly be connected and designated as a single district.

Ms. McDonald will prepare and submit a draft Preservation Plan by mid-August.

**2. Sulphur Springs Park**

Mr. Hickox stated that the renovation of the Spring House nearing completion. He also said that the Parks and Recreation Department would inspect several dead trees and try to have them removed.

**C. ADJOURN**

***With no further business, a motion was made by Commission Member Clare Bass, to adjourn at 3:32 pm. The motion carried unanimously.***

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Alex McKay, Chairman

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Esther Coulter, Administrative Assistant



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Rodney Conard-Vice-Chair  
Clare Bass  
Judi Donovan  
Glenn Duerr  
Linda Ann Lee  
Anne Marie Miller  
Bill Revis  
Caroline Williamson

### Special Called Meeting

Municipal Building - 16 South Main Street, Waynesville, NC 28786  
**Wednesday, August 9<sup>th</sup>, 2023, 2:00 PM**

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The **WAYNESVILLE HISTORIC PRESERVATION COMMISSION** held a special called meeting on Wednesday, August 9<sup>th</sup>, 2023, at 2:00 PM in the Conference Room of the Municipal Building.

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

Chairman Alex McKay welcomed everyone and called the meeting to order at 2:04 PM.

The following members were present:

Alex McKay  
Clare Bass  
Judi Donovan  
Glenn Duerr  
Anne Marie Miller  
Caroline Williamson

The following members were absent:

Rodney Conard  
Linda Ann Lee  
Bill Revis

The following emeritus members were present:

Sandra Owen

The following staff members were present:

Byron Hickox, Land Use Administrator  
Esther Coulter, Administrative Assistant

***A motion was made by Commission Member Glenn Duerr, seconded by Commission Member Clare Bass, to not hold the Green Hill Cemetery Tour in October 2023 to move it to April 2024 to coincide with the Appalachian Festival. The motion passed unanimously.***

## **B. BUSINESS ITEMS:**

### **1. Sulphur Springs Park**

Mr. Hickox stated that the renovation of the Spring House roof is about 90% complete. Mr. Hickox encouraged members to visit the spring house. He said that the ceiling has been completed with bead board. He also stated that the Parks and Recreation Department had requested funds in its budget to power wash and paint the fence and install some drainage measures near the Spring House.

### **2. Historic Hospital Local Landmark Status**

Mr. Hickox said that the HPC received an application to consider the original Haywood County Hospital for Local Historic Landmark designation. The application packet was forwarded to SHPO for comments. SHPO sent their comments back indicating that some additional information is needed for a complete and thorough application. Mr. Hickox forwarded SHPO's comments to Jack Sari, the applicant.

## **C. OTHER BUSINESS**

- There was discussion regarding the Shelton House and its eligibility for Local Historic Landmark status.
- Chairman Alex McKay mentioned that the Main Street Arch was finally approved and fund raising for its installation is underway. A groundbreaking ceremony is scheduled for Saturday, August 26<sup>th</sup>, 2023.
- Mr. Hickox said that he had spoken to Annie McDonald, and she would have the Draft Preservation Plan to him by the 3<sup>rd</sup> week of August.
- Glenn Duerr mentioned the possible distribution of coloring books to local 4<sup>th</sup> graders. He said that about 250 books would be needed for the 2023 year.
- Mr. Hickox said the Cemetery Arch was inspected by Historic Preservation & Restoration Specialist Jennifer Cathy from SHPO. Ms. Cathy prepared a restoration plan and sent it to the Cemetery Committee.

## **D. ADJOURN**

***With no further business, a motion was made by Commission Member Glenn Duerr, seconded by Commission Member Anne Marie Miller to adjourn at 3:48 pm. The motion carried unanimously.***

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Alex McKay, Chairman

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Esther Coulter, Administrative Assistant