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## **AGENDA REGULAR MEETING**

**HISTORIC PRESERVATION COMMISSION  
MUNICIPAL BUILDING, 16 SOUTH MAIN STREET  
May 1st, 2024  
WEDNESDAY – 2:00 PM**

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

1. Welcome/Announcements
2. Approval of April 3rd, 2024, Minutes

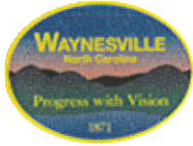
### **B. BUSINESS ITEMS**

1. Presentation by Haywood Waterways on Sulphur Springs Park (Mackenzie Tenan)
2. Discussion of Cemetery Arch Work and possible event (Bill Revis)
3. Committee Work as time allows (All)
  - a. Signage
  - b. Tour Booklet

### **C. OTHER BUSINESS**

Open Discussions

### **D. ADJOURN**



# TOWN OF WAYNESVILLE

## Historic Preservation Commission

9 South Main Street

Waynesville, NC 28786

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[www.waynesvillenc.gov](http://www.waynesvillenc.gov)

Development Services

Director

Elizabeth Teague

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

### Regular Meeting

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

**Wednesday, April 3<sup>rd</sup>, 2024, 2:00 PM**

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The **WAYNESVILLE HISTORIC PRESERVATION COMMISSION** held a regular meeting on Wednesday, April 3<sup>rd</sup>, 2024, 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 2:06 PM.

The following members were present:

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

The following members were absent:

Rodney Conard  
Linda Ann Lee

The following emeritus members were present:

Ann Melton  
Sandra Owen

The following staff members were present:

Elizabeth Teague, Development Service Director  
Esther Coulter, Administrative Assistant

***A motion was made by Commission Member Bill Revis, seconded by Commission Member Judi Donovan, to approve the March 6<sup>th</sup>, 2024, minutes as presented or amended. The motion passed unanimously.***

## **B. BUSINESS ITEMS:**

Development Service Director Elizabeth Teague and Commission member Bill Revis gave an update on the Green Hill Cemetery restoration stonework being done with the arch columns. The contractor is with A G Stone, and he seems very knowledgeable with the restoration process. Commission member Bill Revis explained that the stone columns will be repaired to match the historical style of when it was originally built, and that he will repair the headwalls and a retaining wall.

### 1. Committee Work Signage.

Ms. Teague said the sign committee has been working on the layout of the pictures for the historic signage to be placed around town. They need to work on the text that describes the pictures. Chairman Alex McKay said he would find facts about Frog Level if someone could put it all together and do the actual write up for the signs. Emeritus member Ann Melton was asked to do the write up, to which she agreed. Mr. McKay brought additional items and pictures for inclusion in some of the signage.

Ms. Teague was asked how the money that was budgeted from the town for this project works. She explained that it was allocated for this fiscal year and it should be paid out by June 1<sup>st</sup>, 2024. Funding for the project comes from the general fund and so if all is not used it goes back into the fund. However, if signs are purchased before June 1<sup>st</sup>, 2024, then funding can be carried over to the next fiscal year as long as it's obligated.

The group discussed adding a sign at Sulphur Springs Park. The commission then talked extensively about the locations and contents of the signs for the locations in Hazelwood, Frog Level and two on Main Street, one near the courthouse, and one near the Town Hall. Ms. Teague went through pictures that are on the Town's database to be used for signage. She also asked for feedback on whether it should have a frame or no frame, and the sign's background color. The group indicated that they liked the frame style and the blue background. The group also liked having pictures and historical articles laid out in a "scrap-book style" with explanations.

Ms. Teague clarified the steps the committee needs to finalize the narrative of each sign, finalize the pictures and coloring, to work with AtoZ signs to get a proof and then to actually place each sign in the desired locations. Alex McKay indicated that he will follow up with A to Z to finalize a layout.

### 2. Committee Work Tour Booklets

Commission member Glenn Duerr gave an update on the committee's progress with the Tour Booklet. Group then spent time discussing:

- Redesign and change of color of book cover.
- Changing the picture on front to be the new arch once in place.
- Keeping the book the same size.
- Adding a narrative about Waynesville in the front.
- The committee went page by page to determine picture and text.
- Place the map on back of the book so that people can easily locate properties.

- Put houses in all 4 districts so that people get to experience different areas of town.

Commission member Ann Marie Miller told the board that she could create a page for each house with the text and develop a master digital copy. She asked for people to email what they have. The Tour Booklet committee will meet again April 22, 2024, at 2:00pm.

### **C. Other Business**

Ms. Teague stated that the North Carolina State Historic Preservation Office issued the annual call for proposals for grant applications. She asked the board if they want to apply for a Certified Local Government grant to the next fiscal year. Commission member Clare Bass suggested a grant to develop design standards for our Local Landmarks.

### **D. ADJOURN**

*A motion was made by Commission Member Glen Duerr, seconded by Commission Member Bill Revis, to adjourn the meeting at 3:13pm. The motion carried unanimously.*

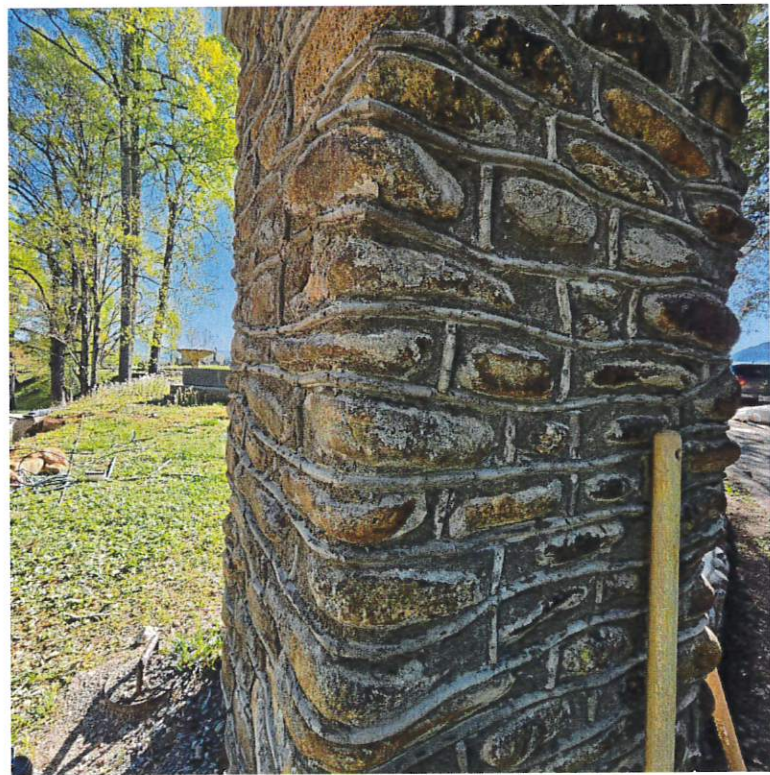
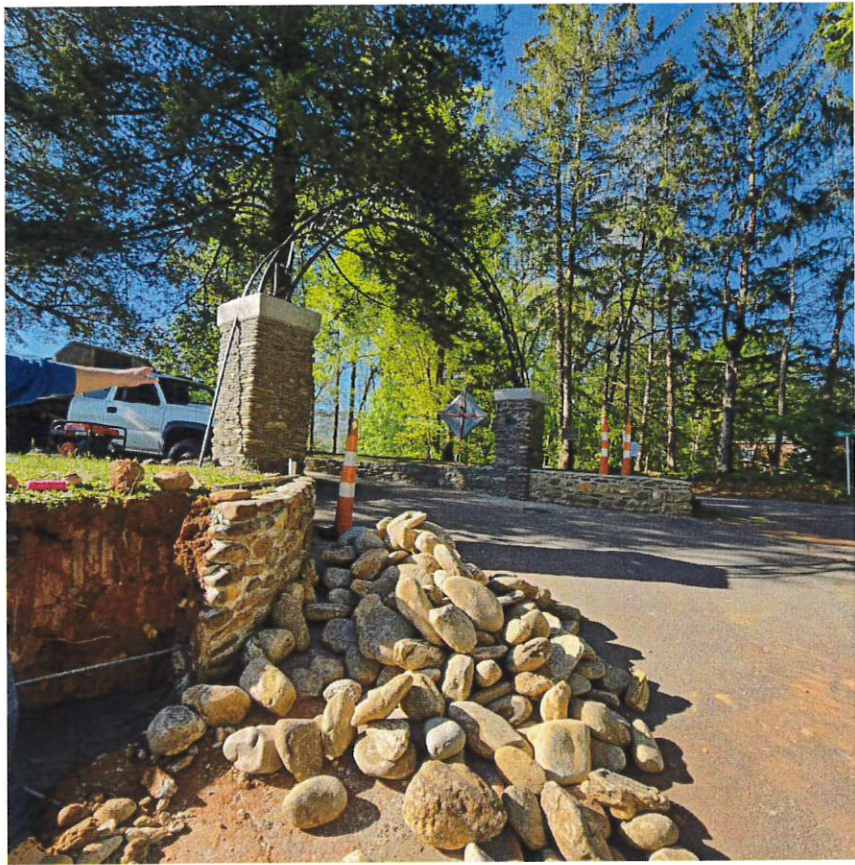
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Alex McKay, Chairman

Esther Coulter, Administrative Assistant



Cemetery Arch 4/23/24





Cemetery Arch 4/23/24

