



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

AGENDA REGULAR MEETING

**HISTORIC PRESERVATION COMMISSION
MUNICIPAL BUILDING, 16 SOUTH MAIN STREET
JUNE 5, 2024
WEDNESDAY – 2:00 PM**

A. CALL TO ORDER

1. Welcome/Announcements
2. Approval of May 1, 2024 Minutes

B. BUSINESS ITEMS

1. Certified Local Government (CLG) continued certification and FY 22-23 Report.
2. Subcommittee Updates and Work Items as Needed
 - Historic Signs Committee
 - Tour Booklet Update Committee

C. OTHER BUSINESS

D. ADJOURN



TOWN OF WAYNESVILLE

Historic Preservation Commission

9 South Main Street Suite 110
Waynesville, NC 28786

Phone (828) 456-8647 • Fax (828) 452-1492
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, May 1st, 2024, 2:00 PM

The **WAYNESVILLE HISTORIC PRESERVATION COMMISSION** held a regular meeting on Wednesday, May 1st, 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
Anne Marie Miller
Bill Revis
Caroline Williamson

The following members were absent:

Rodney Conard
Glenn Duerr
Linda Ann Lee

The following emeritus members were present:

Sandra Owen

The following speaker were present.

Mackenzie Tenan Project Manager Haywood Waterway Association

The following staff were present:

Julie Grasty, Asset Service Manager

A motion was made by Commission Member Judi Donovan, seconded by Commission Member Bill Revis, to approve the April 3rd, 2024, minutes as presented or amended. The motion passed unanimously.

BUSINESS ITEMS:

1. Presentation by Haywood Waterways on Sulphur Springs Park

Mackenzie Tenan Project Manager of Haywood Waterways, gave a presentation of a grant that Duke Energy Foundation awards of \$10,000 to do improvements of Sulphur Springs Park:

1. Stream bank planting
2. Rustic foot bridge
3. Educational signage
4. Outdoor classroom addition
5. Car parking

Chairman Alex McKay mentioned to Ms. Tenan that Parks and Recreation was putting the fence post and parking area in their budget for the coming year.

Ms. Tenan invited the board to come out and do some stream bank planting with 140 native plants from Rainbow Nursery in Waynesville.

2. Discussion of Cemetery Arch Work and possible event.

Julie Grasty, Asset Service Manager, said she oversees Greenhill Cemetery and they have had the Arch on the repair list for a couple years. The committee found a contractor to fix the arch and the rock wall around the arch entrance into the cemetery. Ms. Grasty reported that the Cemetery Committee is going to start working on a 20 Year Master Plan for the Cemetery.

3. Committee Work as time allows.

A. Signage

Chairman Alex McKay shared, the hazelwood sign is going to be large and the thought is to be a collage with old receipts, pictures, and the writing. They are waiting on A to Z for the draft. Mr. McKay said he is also working on scanning pictures of boarding houses and has the description under the picture for the sign down by the courthouse. He said they have not worked on Frog Level sign yet.

Mr. McKay reported that the Arch over Main Street will be completed this month and that the Arch reveal is set for June 1st, 2024, at 5:30pm.

B. Tour Booklet

Commission member Anne Marie Miller said that she and commission member Glenn Duerr are working on rewriting some of the pages in the Tour booklet. The committee will meet again on May 15th at 2:00pm. When it's complete there will be a digital copy of the project. They are making changes to the booklet to provide additional information on local or nation landmark procedures.

Historic Preservation Commission Minutes
Regular Meeting
May 1st, 2024

B. ADJOURN

A motion was made by Commission Member Bill Revis, seconded by Commission Member Caroline Williamson, to adjourn the meeting at 3:04pm. The motion carried unanimously.

Alex McKay, Chairman

Esther Coulter, Administrative Assistant

DRAFT



**North Carolina Department of Natural and Cultural Resources
State Historic Preservation Office**

Ramona M. Bartos, Administrator

Governor Roy Cooper
Secretary D. Reid Wilson

Office of Archives and History
Deputy Secretary Darin J. Waters, Ph.D.

May 24, 2024

Elizabeth Teague
Development Services Director
Town of Waynesville
9 S. Main St., Suite 110
Waynesville, NC 28786

Email: eteague@waynesvillenc.gov

Dear Ms. Teague:

Thank you for the annual report, prepared by former employee Byron Hickox, regarding the Waynesville Historic Preservation Commission's activities during FY 2022-23 as a Certified Local Government (CLG) in North Carolina's preservation program. As a CLG, Waynesville continues to play an important role in a national initiative to preserve the unique and valuable historic character of over 2,000 communities across the country. The CLG program provides for increasing local involvement in preservation and offers technical assistance and grants to participating local governments.

The following are minimum responsibilities, per the National Park Service, for continued participation in the CLG program:

1. Maintain a qualified historic preservation commission.
2. Enforce state and local legislation for the designation and protection of historic resources.
3. Maintain a system for survey and inventory of historic properties.
4. Provide for adequate public participation in the historic preservation program.
5. Review National Register nominations through a qualified local historic preservation commission.

Based on the information contained in the report, we are pleased that Waynesville is meeting the responsibilities for continued participation in the CLG program.

The report indicates commission and staff were engaged during FY2022-2023 in fulfilling duties outlined in NC GS §160D-942. In addition to providing a historic sites and landmark coloring book to all fourth graders, staff and the commission reached out to property owners to make them aware of the historic value of their properties and helped navigate the CLG grant funded preservation plan for the Main Street, Frog Level, and Hazelwood historic districts. We applaud you for your efforts and dedication to preservation.

In addition to the basic responsibilities noted above, CLGs must meet certain, more specific requirements set forth in the *Guidelines for North Carolina's Certified Local Government Program*. One of these

requirements is to participate in annual training as the local community benefits from the commission's increased knowledge and expertise. We commend Waynesville's commitment to meet these training requirements this past year.

Please keep in mind that the North Carolina State Historic Preservation Office is here to support you in your preservation efforts. We love to hear from you and encourage you to continue to call upon us for:

- Technical assistance – Jennifer Cathey, Restoration Specialist, jennifer.cathey@dnrc.nc.gov or 828-250-3113.
- National Register information – Hannah Beckman-Black, Preservation Specialist, at hannah.beckman@dnrc.nc.gov or 828-250-3112.
- Any additional support or questions - Kristi Brantley, CLG Coordinator, at kristi.brantley@dnrc.nc.gov or 919-814-6576.

Congratulations on the continued certification of Waynesville as an important local government partner in North Carolina's historic preservation program. We thank the town, the historic preservation commission, and the citizens for all they do to preserve Waynesville's unique and irreplaceable historic resources and for the contribution their efforts make to its overall quality of life.

Best,

A handwritten signature in black ink that reads "Kristi Brantley". The signature is written in a cursive, flowing style with a long, sweeping underline that extends to the right.

Kristi Brantley
Preservation Commissions Coordinator

Cc: Ramona Bartos, Deputy State Historic Preservation Officer

#32

COMPLETE

Collector: Web Link 1 (Web Link)
Started: Wednesday, December 20, 2023 8:46:26 AM
Last Modified: Wednesday, December 20, 2023 2:13:39 PM
Time Spent: 05:27:12
IP Address: 72.250.242.178

Page 2: Commission Staff

Q1

Name of Preservation Commission

Town of Waynesville Historic Preservation Commission

Q2

Staff Contact (the city or county employee that provides staff services to the commission)

Name	Byron Hickox
Title	Land Use Administrator
Name of Local Government	Town of Waynesville
Mailing Address	9 South Main Street, Suite 110
City	Waynesville
ZIP	28786
Telephone	828-456-2004
E-mail	bhickox@waynesvillenc.gov

Q3

The local government

The commission staff person is employed by:

Q4

In addition to the preservation planner how many local government staff are assigned to work on commission-related tasks?

1

Q5

No

Has your community experienced staff turnover for the staff member(s) who work with the local preservation commission?

Page 3: Commission Members

Q6

No vacancies

If you had commission vacancies during this reporting period, please indicate the method(s) your local government used to seek professionals to serve on the commission.

Q7

No

Were all vacancies filled within 60 days?

Page 4: Commission Meetings & Procedures

Q8

Once a month

How frequent is the preservation commission's regularly-scheduled meeting?

Q9

Yes or Other (please specify and provide links if applicable):
www.waynesvillenc.gov/historic-preservation-commission

Does your commission have an active, maintained website?

Q10

Yes

Does your commission have an annual retreat or check-in?

Q11

No

Was the local preservation ordinance updated or amended during the reporting period? If so, please send the HPO a copy of the updated ordinance or amendment by email.

Page 5: Commission Partnerships

Q12

Yes or Other (please specify):
Haywood County Historical and Genealogical Society

Does your community have a preservation-oriented non-profit organization?

Q13

Yes/Other (please specify):
The HPC distributes (free of charge) self-published historic coloring books to 4th graders in Waynesville.

Does your commission have community partnerships? Examples would be a paint shop discount for local historic district residents or educational programs with the local school system.

Q14

No

Does your commission work with local real estate agencies/agents and independent home sellers ("FSBO") to notify potential buyers of the local designation status of the properties in a local district or individual landmarks? This can be through the MLS listing or a brochure.

Q15

Yes

Is commission staff coordinating with the local fire department and property owners to ensure properties that are locally designated or eligible for local designation are not removed by the fire department by a controlled burn or for "practice"?

Page 6: Preservation Planning

Q16

How is your commission and/or local government working toward the goals of the North Carolina State Historic Preservation Plan? Please see - https://files.nc.gov/ncdcr/historic-preservation-office/NorthCarolina_2013-2022_HistoricPreservationPlan.pdf

The HPC received an HPF Grant and used the funds to prepare a preservation plan for the town's three historic commercial districts: Main Street, Frog Level, and Hazelwood. The HPC has conducted a survey of many of the town's areas that are likely to be impacted by future development and has contacted property owners to encourage awareness of the historic nature of their properties. The HPC has published a coloring book featuring local historic sites and landmarks and distributes them free of charge to all 4th graders in the town's schools.

Page 7: Annual Reporting

Q17

No

Does your commission compile an annual report for your governing board and/or the public? If so, please email a copy of this report to kristi.brantley@dncr.nc.gov.

Page 8: Historic Resources

Q18

Other (please specify):

50% tax break for Local Historic Landmarks

Please indicate the incentives your local government offers to historic property owners.

Q19**No**

Has your commission acquired or protected property through NC G.S. 160D-942(3) (former 160A-400.8(3)) in this reporting period? This can include the use of a revolving fund or house museum properties.

Page 9: Designation of Historic Properties

Q20

How many local designation reports did the commission process during this reporting period?

1

Q21

Yes (please provide amount) or other:
\$200.00

Does your commission charge a fee to submit a local landmark or historic district report?

Q22**The applicant**

For local landmark or historic district reports, who is responsible for paying for the report preparation? This can include consultant fees.

Q23

How many of the following were designated by the historic preservation commission during the FY 2020 reporting period?

Local Landmarks	0
Local Residential Historic Districts	0
Local Commercial Historic Districts	0
Local Combination Residential/Commercial Historic Districts	0
Local Historic District Boundary Increases	0

Q24**Respondent skipped this question**

Did your commission receive requests for any de-designations during this reporting year? (If yes, please elaborate)

Q25**Respondent skipped this question**

Please provide additional information regarding any other designation activity in your community during the reporting period. This can include National Historic Landmarks and properties of Statewide Significance.

Page 10: Commission Education & Outreach Programs

Q26

Please describe your education and outreach programs, especially ones that you are planning or those that have been successful in past. Website and program names would be nice to have. (Other commissions are especially eager to hear the great things their fellow commissions are doing! Your responses will be shared.)

Green Hill Cemetery Tour, Historic Speaker Series, free distribution of Historic Coloring Book to 4th graders, sale of self-guided historic tour booklet

Page 11: COA Review and Regulation

Q27

No

Does your commission accept electronic COA applications or can a property owner submit a COA application online?

Q28

Yes, one flat fee for all applications

Do you charge a fee for COA applications?

Q29

Please provide the number of COA application rulings during the reporting period.

Total	0
Approved	0
Approved with conditions	0
Denied	0
Withdrawn/Deferred/Resubmitted	0
Other	0

Q30

Please provide the type of COA applications received during the reporting period.

Total	0
Minor works	0
Major works (includes demolition and new construction)	0
After-the-fact COAs	0

Q31

How many COA applications did your commission receive during this reporting period for demolition or relocation?

0

Q32

Considering the number COA applications for demolition or relocation you noted in the previous question, please respond to the following questions:

How many were denied?	0
How many were approved?	0
How many were approved with conditions?	0
How many were withdrawn or deferred?	0
How many were acted upon? (This can also include approved COAs reported in a previous reporting period that were not acted on during that reporting period.)	0
Other.	0

Q33 **No**

Were any COA decisions appealed during the reporting period?

Q34

If your commission dealt with after-the-fact COAs during this reporting period, please indicate how many and other information on the circumstances.

0

Page 12: Commission Training

Q35 **Yes**

Did the commission staff person and at least two commissioners attend training between the period of October 1, 2022, and September 30, 2023, as required by the CLG program?

Q36 **NAPC CAMP in Asheville. (April 21, 2023)**

Please indicate which of the following training opportunities you and your commissioners attended/participated in during the period of October 1, 2022 through September 30, 2023.

Q37

Please share training topics that would be most beneficial to your preservation commission.

Encouraging Local Landmark applications
Financial incentives related to preservation

Page 13: Evaluation of HPO Services

Q38

Please rate the following resources offered by our office.

Website	4 - Good to have
GIS maps	5 - Extremely valuable
NCPres Listserv	4 - Good to have
Staff consultations (including Restoration Branch, National Register and Survey Branch, and office branches)	5 - Extremely valuable
Training	3 - Okay
Other (please specify):	More training in western NC would be appreciated.

Q39

Respondent skipped this question

Please suggest ways in which the North Carolina State Historic Preservation Office can better serve your community.

Page 14: Documentation request: New Commissioner Resumes

Q40

Emailed

Documentation of new commissioner(s) is:

Page 15: Documentation request: Resources lost or added to the survey

Q41

Not applicable to this commission at the time

Documentation of resources lost or added to the survey is:

Page 16: Documentation request: Optional

Q42

Emailed

Documentation of other commission/preservation activity is:

Q43

If possible, please provide a brief overview or link to any newspaper articles related to preservation in your community.

www.themountaineer.com/news/love-waynesvilles-charm-weigh-in-on-protecting-the-historic-character/article_691e786c-ee8d-11ed-8df0-db3aad374626.html

Page 17: Commission Activity Overview

Q44

Please describe any significant challenges or difficult issues faced by the commission during the reporting period.

None

Q45

Please summarize the commission's accomplishments, successes, and MAJOR activities during the reporting period. Include grant projects, educational and public awareness efforts, and innovative collaborations.

Work has been completed on the restoration and renovation of the Sulphur Springs Spring House, which is located on a town-owned and town-maintained property. The renovation of the Spring House is the first step in a multi-year project to revitalize, improve, and increase the use of Sulphur Springs Park.

The town has received the final draft of the Preservation Plan for the Main Street, Frog Level, and Hazelwood Commercial Districts. The document will be presented to the Town Council in the near future and will hopefully be officially adopted.

Page 18: Affirmations

Q46

We affirm.

The designated CLG staff person, the preservation commission chair, and the chief elected local official(s) hereby affirm that the certified local government meets all standards for certification and continues to operate according to the guidelines for certification as set forth in 36 CFR Part 61 and in the "Guidelines for North Carolina's Certified Local Government Program." We affirm that, in accordance with N.C.G.S. 160D-303, all members of the historic preservation commission are qualified to serve, a majority having demonstrated their competence through either their educational or professional experience or through their special interest in, and knowledge of, historic preservation. We affirm that the certified local government has made a good faith effort to appoint to the commission professionals from the disciplines of architecture, history, architectural history, planning, archaeology, or a closely related discipline, and have attached written documentation of such effort. Finally, we affirm that all members meet the residency requirements of N.C.G.S. 160D-202 and 160D-303. (Affirmation below is considered by the HPO as an electronic signature.)