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AGENDA REGULAR MEETING

**HISTORIC PRESERVATION COMMISSION
MUNICIPAL BUILDING, 16 SOUTH MAIN STREET
September 4, 2024
WEDNESDAY – 2:00 PM**

A. CALL TO ORDER

1. Welcome/Announcements
2. Approval of August 7, 2024 Minutes

B. BUSINESS ITEMS

1. Cemetery Tour Special Events Permit and Discussion of Next Steps
2. Subcommittee Updates and Work Items as Needed
 - Historic Signs
 - Tour Booklet Update
3. Coloring Book Update and Discussion

C. OTHER BUSINESS

D. ADJOURN



TOWN OF WAYNESVILLE

Historic Preservation Commission

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Alex McKay-Chairman
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, August 7th, 2024, 2:00 PM

The **WAYNESVILLE HISTORIC PRESERVATION COMMISSION** held a regular meeting on Wednesday, August 7th, 2024, at 2:00 p.m. in the Conference Room of the Municipal Building.

A. CALL TO ORDER:

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

The following members were present:

Alex McKay
Clare Bass
Judi Donovan
Glenn Duerr
Linda Ann Lee
Ann Melton
Caroline Williamson (left meeting 2:40 p.m.)
Bill Revis (Phone)
Anne Marie Miller (Phone)
Sandra Owen (Emeritus)

The following staff were present:

Alex Mumby, Land Use Administrator
Esther Coulter, Administrative Assistant

A motion was made by Commission Member Glenn Duerr, seconded by Commission Member Bill Revis, to approve the June 5th, 2024, minutes as presented or amended. The motion passed unanimously.

B. BUSINESS ITEMS:

1. Cemetery Tour Special Events Permit and Discussion of the next steps.

Alex McKay said he and Elizabeth Teague, Development Service Director had reached out to a few people about the tour and are waiting to hear back from them. The board discussed some plans for the tour:

1. Different characters and who could portray those characters.
2. Ann Melton was mentioned to narrate history and the arch.
3. Check on the use of the van and recruit drivers.
4. Glenn Duerr said posters and flyers are needed.
5. Bill Revis said to advertise in the newspaper.

2. Subcommittee Updates and Work Items as Needed

Discussion regarding the Hazelwood Historic Sign. Mr. McKay showed the proof image from A-to-Z signs and asked for feedback from the board. Some change suggestions were.

1. To crop or lower main picture.
2. Increase legibility of the font.
3. Give examples of different color schemes, backgrounds, and fonts.
4. Increase the font size for smaller pictures.

Glenn Duerr reported that the tour booklet sub-committee is nearing completion of the tour book. Some of the updates consisted of:

1. Keeping same color and the font for the book.
2. New picture on cover.
3. Larger map of the town
4. Added new locations
5. New writings and photos for each location
6. Expanding the book from 25 pages to 48 pages.

C. OTHER BUSINESS

A motion was made by Board member Glenn Duerr, seconded by board member Judi Donovan to keep Alex McKay as Chairman of the Historic Preservation Commission board.

A motion was made by Board member Judi Donovan, seconded by board member Clare Bass to nominate Glenn Duerr as the Vice Chairman of the Historic Preservation Commission board.

D. ADJOURN

A motion was made by Vice Chairman Glenn Duerr, seconded by Commission Member Judi Donovan, to adjourn the meeting at 2:53pm. The motion carried unanimously.

Alex McKay, Chairman

Esther Coulter, Administrative Assistant