

REGULAR MINUTES  
HISTORIC PRESERVATION COMMISSION  
TOWN OF WAYNESVILLE  
TOWN HALL  
MAY 1, 2013  
WEDNESDAY 2 PM



Waynesville's Historic Preservation Commission had a regular meeting on May 1, 2013.

Those present:

Vice-Chairman Bette Sprecher  
Shawn Leatherwood  
Peter Sterling  
Henry Foy  
Sandra Owen.

Also present:

Town Planner Paul Benson  
Administrative Assistant Ginny Boyer  
Jennifer Cathey of the State Historic Preservation Office

Absent:

Chairman Nikki Owens  
Ann Melton

The meeting was called to order at 2:05 p.m.

Approval of Minutes: March 6, 2013

**Shawn Leatherwood made a motion to accept the March 6 minutes without any changes; Ann Melton seconded. All were in favor of accepting the minutes of March 6 as presented.**

Election of Officers

**Chairman Owens announced that she will not continue as Chairman at this time. Sandra nominated Henry Foy as Chairman and Bette Sprecher (continuing) as Vice-Chairman. Ann Melton seconded. All were in favor of the nominations as presented.**

Design Guidelines, Thomason & Associates

Town Planner Paul Benson distributed copies of the schedule for design guidelines (attached) and reported that the draft design guidelines will be available from Mr. Thomason by Friday, May 3, 2013. Mr. Thomason hopes to receive all comments and feedback from the commission by the end of May before the public meeting in June. Mr. Benson will forward copies of the draft guidelines once he receives them so that members may individually review. A special meeting of the Historic Preservation Commission will take place May 22<sup>nd</sup> at 2 pm for a Historic Preservation Commission minutes  
May 1, 2013

collective review of the draft guidelines. Mr. Benson added the design guidelines schedule he distributed has only one date that must be strictly adhered to and that is August 31, 2013 which is the final deadline for requesting grant funds and submitting financial documentation forms. After August 31, the commission will no longer have the services of Mr. Thomason.

Other Business--Frog Level National Historic District—Recent Economic and Historic Preservation Projects

After discussion about recent improvements to the Frog Level National Historic District including the newly built cottage owned by Jim Pierce (built in the same footprint as the demolished Queen Anne cottage which finally received clear title through the Town of Waynesville’s condemnation process) and local landmark Messer-Carswell Building, 313 Depot Street, now Frog Level Studios owned by Stephen Biggerstaff, it was recommended by Henry Foy the owners be recognized for their efforts. Paul Benson said he will recommend to Town Manager Marcy Onieal these owners be recognized for their projects in economic development (Pierce) and historic preservation (Biggerstaff).

Other Business—Haywood County Courthouse

Henry Foy mentioned the recent removal of large shade trees at the Haywood County Courthouse as being an improvement, opening up a most handsome federal complex. Shawn Leatherwood agreed the removal of the trees opened up a beautiful view and helps preserve the courthouse from leaf litter, mildew and mold. Ann Melton mentioned the urban park at the corner of Main Street and Depot Street will soon display Grace Cathey’s art, through the Public Art Commission’s “Wildflowers of the Smokies” project.

Mr. Foy went on to say he would like to commend Haywood County for their decision to remove the trees and include a recommendation that administration hire a landscape architect for what Paul Benson called a blank slate. It was agreed upon that Shawn Leatherwood draft a letter for all members’ signature. Mr. Leatherwood plans to send the letter out via email so members may review it before the May 22 special meeting where the letter will be finalized.

Adjournment

With no further business, Shawn Leatherwood made a motion to adjourn the meeting which was seconded by Ann Melton. The meeting adjourned at 2:42.

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Ginny Boyer, Secretary

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Nikki Owens, Chairman

**Special HPC meeting May 22**

**Regular HPC meeting June 5**

## ATTACHMENT E

### Time-Product-Payment Schedule

#### Waynesville Design Guidelines

Due Date	Product	Payment
Jan. 15, 2013	Contract fully executed; notice to proceed. Consultant initiates field analysis and review. Consultant discusses goals and approach with planning staff, HPC, and HPO.	\$2,000
Feb. 2013	Consultant conducts first HPC and public meetings introducing concept of design guidelines and soliciting public comment. Field analysis and review is ongoing.	\$3,000
April 30, 2013	Consultant submits draft design guidelines manual to planning staff, HPC, and HPO for review and comment.	\$4,000
May 30, 2013	Planning staff, HPC, and HPO returns comments on draft submittal.	\$0.00
June 2013	Consultant holds community focus group and second HPC and public meeting to finalize language in the guidelines and revise the draft.	\$3,000
July 31, 2013	Consultant submits final draft.	\$3,000
August 16, 2013	Deadline for eligible project activity.	
August 31, 2013	Final deadline for requesting grant funds and submitting financial documentation forms.	
	<b>Project Total</b>	<b>\$15,000</b>