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## **AGENDA REGULAR MEETING**

**HISTORIC PRESERVATION COMMISSION  
MUNICIPAL BUILDING, 16 SOUTH MAIN STREET  
DECEMBER 5, 2018  
WEDNESDAY, 2:00 PM**

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

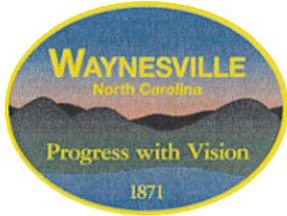
1. Welcome/Announcements
2. Adoption of Minutes
  - **Motion:** *Adopt November 7, 2018 meeting minutes as presented (or as corrected)*

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

1. Presentation by NCDOT and CALYX Engineers & Consultants
2. Consideration of Resolution of Support for Russ Avenue/Walnut Street Project
3. 2019 Speaker Series
4. Determine January HPC Meeting Date

### **C. CALL ON THE AUDIENCE**

**D. ADJOURN** – *The next meeting of the HPC is TBD.*



# 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)

Sandra Owen, Chairman  
Alex McKay, Vice-Chairman  
Ann Melton  
Linda Ann Lee  
Abigail Carver  
Glenn Duerr  
Jeff Childers  
Virgil Messer  
Bill Revis

Development Services  
Director  
Elizabeth Teague

### Special Called Meeting

Municipal Building, 16 South Main Street, Waynesville, NC 28786  
**Wednesday, November 7<sup>th</sup>, 2018 10:00 AM – 2:00 PM**

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The WAYNESVILLE HISTORIC PRESERVATION COMMISSION held a special called planning meeting on Wednesday, November 7th, 2018 at 10:00 a.m. in the conference room of the Municipal Building, 16 South Main Street, Waynesville, NC.

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

##### 1. Welcome/Calendar/Announcements

Chairman Sandra Owen called the meeting to order at 10:00 a.m. and welcomed everyone. She stated that the purpose of the meeting was to plan for coming activities.

The following members were present:

Sandra Owen  
Alex McKay  
Ann Melton  
Linda Ann Lee  
Glenn Duerr  
Jeff Childers  
Bill Revis  
Abigail Carver  
Virgil Messer

The following staff members were present:

Byron Hickox, Land Use Administrator  
Elizabeth Teague, Planning Director

##### 2. Adoption of Minutes from the October 3, 2018 Meeting

*Commission Member Ann Melton made a motion, seconded by Commission Member Bill Revis, to approve the minutes of the October 3, 2018 meeting as presented. The motion passed unanimously.*

## **B. PLANNING & WORK SESSION**

### **1. Historic Preservation 101 and discussion – Elizabeth Teague**

Planning Director Elizabeth Teague led a PowerPoint presentation (attached here for the minutes) and discussion related to the history of Historic Preservation and the authority and responsibilities of the Waynesville Historic Preservation Commission. Board members were invited to ask questions and to comment as part of the presentation.

Group discussed the requirement for HPC members to receive training as part of the Certified Local Government Program. Byron Hickox indicated that he is working with SHPO staff to try and bring a training session to Waynesville.

Alex McKay asked about the Design Review Guidelines and how staff determines the difference between a “major” and “minor” work. Elizabeth noted the differences from the Design Review Document to which the HPC could suggest additional criteria. The group discussed a particular concern with Main Street and that store fronts seem to be changed without Commission review. Sandra Owen noted that the façade of the old Fire Department, appears to be different than what was originally proposed in the Building permit. Jeff Childers suggested that along Main Street additional design criteria may be appropriate.

In regards to the local landmark, national register and study list within the Town, the Commission made several comments. Ann Melton asked about the intern who had presented an update of the study list. Elizabeth noted that the list shown is developed from the intern’s work and that the suggestion had been made to update the list and identify other properties for consideration. Elizabeth noted that some of the properties on the study list are now on the National Register. Jeff Childers noted that the Town has not pursued a landmark designation in several years and that perhaps the Commission could be more pro-active in encouraging property owners to pursue local landmark designation. Jeff also noted that getting properties onto the Study list appears to be critical in the process for local landmark or NR study, and that the Commission should make that a priority. Sandra Owen agreed and reminded the members that at the last training, the SHPO staff spoke about the importance of the study list.

Virgil Messer asked about the process for getting properties onto the National Register or as part of a local landmark. Glenn Duerr spoke regarding his experience with the Windover Inn and how he and his wife did a lot of research for the local landmark application and then hired a consultant to put together the National Register Nomination.

There was discussion about where the public could go to find National Register and local landmark information. Elizabeth referenced the SHPO website and mapping tool that is available online. Jeff Childers suggested that the town’s website HPC page could be updated to be more informative and include links to information and resources.

Group discussed educational activities including the cemetery tour, the coloring book and speakers’ series. Virgil suggested that it would be good to have a workshop where property owners could learn how to apply for designation. Sandra noted that one of the speaker series events last year was meant to provide that information but that another workshop would be good. Glenn noted that maybe a smaller scale workshop that targeted interested property owners could be beneficial.

2. Evaluation of goals set at the June 2016 HPC meeting – Byron Hickox

Byron asked the Commission members to look at the handout from the 2016 planning meeting and the group reviewed past goals, discussing what had been accomplished and what had not been done yet.

3. Discussion of future goals and priorities – Byron Hickox

Byron asked the group what the priorities should be for the HPC moving forward, and the group generated the following list:

1. Signage for Green Hill Cemetery that was visible from the roadway.
2. Partnership with other boards to improve Sulphur Springs Park, restore the Spring House, and create a more usable and educational space.
3. Update the Study List.
4. Pursue application for Love Lane to become a National Register District. (Hold a neighborhood meeting to gauge interest and educate neighbors – possibly at Furry's Lodge).
5. Identify potential local districts (Get information from SHPO as to how the Commission would accomplish this goal).
6. Examine standards for major/minor works. Alex, Jeff, Glenn and Linda volunteered to serve on a subcommittee.
7. Complete the Spread Out Historic District walking tour booklet.
8. Update the HPC portion of the Town of Waynesville's website.
9. Explore the possibility of conducting a walking tour of the Spread Out District and/or a tour of historic homes in the spring.
10. Conduct a workshop for the owners of properties on the Study List.
11. Create a booklet/pamphlet for Green Hill Cemetery showing significant features, artwork, grave locations, etc.

**C. ADJOURN** – *The next meeting of the HPC will be held on December 5, 2018.*

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Sandra Owen, Chair

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Chelle Baker, Administrative Assistant





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### A RESOLUTION IN SUPPORT OF THE REVISED DESIGNS TO NC DOT Project U-5839 Russ Avenue/Walnut Street

**WHEREAS**, the Town of Waynesville's Historic Preservation Commission is a Certified Local Government ("CLG") of the State of North Carolina and Federal Certified Local Government Program; and

**WHEREAS**, federal and state guidelines require that CLG's participate in the review of federally funded projects that impact designated historic resources; and

**WHEREAS**, on the 5<sup>th</sup> day of December, 2018 the Historic Preservation Commission was presented with revisions to the Russ Avenue/Walnut Street Roadway Improvement Project (NCDOT Project U-5839); and

**WHEREAS**, a portion of Project U-5839 is located within the Spread Out Historic District, a National Register Historic District.

**NOW, THEREFORE BE IT RESOLVED** that the Town of Waynesville Historic Preservation Commission does hereby adopt this Resolution of Support for the U-5839 Roadway Improvement Project.

Upon motion duly made by Commissioner \_\_\_\_\_ and duly seconded by Commissioner \_\_\_\_\_, the above resolution was duly adopted by the Town of Waynesville Historic Preservation Commission at a meeting held on the 5<sup>th</sup> day of December, 2018, in the Town Hall Building at 16 South Main Street, Waynesville, North Carolina.

\_\_\_\_\_  
Sandra Owen, Chairman

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Chelle Baker, Clerk to the HPC