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AGENDA REGULAR MEETING

**HISTORIC PRESERVATION COMMISSION
TOWN HALL, 9 SOUTH MAIN STREET
AUGUST 5, 2020
WEDNESDAY – 2:00 PM**

A. CALL TO ORDER:

1. Welcome/Announcements
2. Adoption of Minutes
 - **Motion:** *Adopt July 2020 meeting minutes as presented (or as corrected)*

B. BUSINESS ITEMS:

1. Consideration of the Dr. J. Charles Way House as a Local Landmark
2. Consideration of the Masonic Hall as a Local Landmark
3. Discussion of Design Review Guidelines

C. OTHER BUSINESS

D. ADJOURN – *The next meeting of the HPC will be held on September 2, 2020.*



TOWN OF WAYNESVILLE

Historic Preservation Commission

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Development Services
Director
Elizabeth Teague

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

Regular Meeting

Town Hall, 9 South Main Street, Waynesville, NC 28786
Wednesday, July 1st, 2020 2:00 PM

The WAYNESVILLE HISTORIC PRESERVATION COMMISSION held its regular meeting on Wednesday, July 1st, 2020 at 2:00 PM in the Town Hall Board Room, 9 South Main Street, Waynesville, NC.

A. CALL TO ORDER:

1. Welcome/Calendar/Announcements

Ms. Sandra Owen, Chairman, welcomed everyone and called the meeting to order at 2:12 PM. She asked if there were any announcements and there were none.

The following members were present:

Sandra Owen (Chair)
Jeff Childers (2:10)
Alex McKay
Bill Revis
Lorna Sterling

The following members were absent:

Abigail Carver
Linda Ann Lee
Ann Melton

The following staff members were present:

Byron Hickox, Land Use Administrator
Esther Coulter, Administrative Assistant

2. Adoption of Minutes from the June 3rd, 2020 Meeting

Commission Member Lorna Sterling made a motion, seconded by Commission Member Bill Revis to approve the minutes of the June 3rd, 2020 meeting as presented or as corrected. The motion passed unanimously (5-0).

B. BUSINESS ITEMS:

1. Green Hill Cemetery Tour

Byron stated that he and Elizabeth had discussed not holding the Green Hill Cemetery Tour this year for a couple of reasons: (1) The cemetery committee is not fully assembled yet and haven't had their first meeting and (2) continued concerns about Covid-19 and gathering in large public groups.

Members discussed writing a newspaper article about canceling the tour. The article might also serve as an informational piece, with short biographies of individuals interred in the cemetery.

The Board Members discussed, and Commission Member Alex McKay made a motion, seconded by Jeff Childers to cancel the Green Hill Cemetery Tour for 2020 year due to Covid-19 concerns. The motion passed unanimously (5-0).

2. Discussion of Design Review Guidelines

The Board Members wanted to review the guidelines chapter by chapter to restructure the design and to revise some of the guidelines.

Chapter 1

Byron asked Lorna Sterling to write the introductory statement and bring it back to next meeting.

Lorna Sterling mentioned that this first section should be about what Historic Preservation is, why we do it, who does it, and what this document is supposed to do.

Byron proposed that the procedure for application for Certificate of Appropriateness be an Appendix. Byron and Jeff think that pages 8-11 are in the wrong place.

Byron suggested a new order for pages 1-12. The new order would be 1,2,3,8,9,10,11,4,5,6,7,12.

Byron asked Alex to choose some interesting historic photos to use in the document.

Byron will look into updating the flow chart.

Lorna Sterling asked about providing some cross references within the document.

Consensus was to remove page 7.

Lorna is going to re-organize the wording and order of page 12.

Jeff Childers will research possible language changes on page 13-15 regarding the Secretary of the Interior's Standards for Rehabilitation.

Byron said this was a good beginning and thanked all for being there.

C. ADJOURN

With no further business, Commission member Alex McKay made a motion, seconded by Commission Lorna Sterling to adjourn at 4:00 p.m. The motion carried unanimously (5-0).

Sandra Owen, Chairman

Esther Coulter, Administrative Assistant

DRAFT