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## **AGENDA REGULAR MEETING**

**HISTORIC PRESERVATION COMMISSION  
MUNICIPAL BUILDING, 16 SOUTH MAIN STREET  
OCTOBER 7, 2020  
WEDNESDAY – 2:00 PM**

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

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

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

1. Discussion of Local Historic Landmark Designation for 53 Walnut Street
2. Suggestions for Recognition of Local Preservationists
3. Discussion of Design Review Guidelines

### **C. OTHER BUSINESS**

**D. ADJOURN** – *The next meeting of the HPC will be held on November 4, 2020.*



# TOWN OF WAYNESVILLE

## Historic Preservation Commission

9 South Main Street  
Waynesville, NC 28786

Phone (828) 456-8647 • Fax (828) 452-1492  
www.waynesvillenc.gov

Development Services  
Director  
Elizabeth Teague

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

### Regular Meeting

Town Hall, 9 South Main Street, Waynesville, NC 28786  
**Wednesday, September 2nd, 2020 2:00 pm**

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The **WAYNESVILLE HISTORIC PRESERVATION COMMISSION** held a regular meeting on Wednesday, September 2nd, 2020 at 2:00 p.m. in the board room of the Town Hall, 9 South Main Street, Waynesville, NC.

### CALL TO ORDER:

Ms. Sandra Owen, Chairman, called the meeting to order at 2:01 p.m. She introduced Merritt Tongen as a new HPC member and asked Ms. Tongen to tell the commission about herself.

The following members were present:

Sandra Owen  
Alex McKay  
Linda Ann Lee  
Jeff Childers  
Bill Revis  
Lorna Sterling  
Merritt Tongen

The following members were absent:

Ann Melton  
Abigail Carver

The following staff members were present:

Byron Hickox, Land Use Administrator  
Esther Coulter, Administrative Assistant

Chairman Owens asked for a motion to adopt the August 5<sup>th</sup>, 2020 minutes.

*A motion was made by Commission Member Bill Revis, seconded by Commission Member Alex McKay to approve the minutes of the August 5<sup>th</sup>, 2020 meeting as presented. The motion passed unanimously.*

Historic Preservation Commission Minutes  
Regular Meeting  
August 5<sup>th</sup>, 2020

## **BUSINESS ITEMS:**

### 1. Discussion of Potential Local Historic Districts

Land Use Administrator Byron Hickox talked about purchasing a few copies of a book entitled *The Politics of Historic Districts*, by Bill Schmickle for everyone to read. Some of the members stated they had already gotten a copy. They briefly discussed the book and its emphasis on the establishment and designation of local historic districts.

Commission Member Lorna Sterling talked to a town merchant who loves the building she rents and wanted to know how to maintain her building. Mr. Hickox asked how many knew owners of business in town. Mr. Hickox indicated that these would be the first individuals to approach to discuss the designation of the downtown area as a Local Historic District. He said that having a casual conversation with local business owners would be the best way to broach the subject. Lorna Sterling agreed and said they need to read the book and see what the book suggests.

Commission Member Alex McKay asked what the procedure would be to begin the designation process. Mr. Hickox said that the HPC would have to adopt an ordinance. Then a survey of all of the buildings and gain the support of local owners and merchants before taking the proposal to the Board of Alderman. Two public hearings would be required, with letters sent to property owners. The process could easily take up to a year and a half.

Mr. Hickox suggested reading through this book together. Then he suggested forming a sub-committee that can meet a couple of times a month to come up with ideas based on the book and develop a plan and a timeline.

Mr. Hickox stated that he would talk to Annie McDonald to determine whether the HPC and other volunteers could conduct a survey of the downtown area or whether a consultant would need to be hired. Mr. Hickox stated that if a consultant would be needed, a Historic Preservation Fund grant could cover much of the cost.

Commission Member Jeff Childers asked about the NCDOT plans. Mr. Hickox read what the new dates were. The project Russ Avenue/Main Street to 23/74 has been moved from 2021 to 2023. The project on North Main at Walnut has been moved from 2020 to 2023. The South Main street widening has been moved from 2022 to 2027. The 19/23/Russ Avenue project has been moved to 2031 or beyond. Any of these dates are subject to change.

### 2. Discussion of Design Review Guidelines

Mr. Hickox mentioned these guidelines were adopted in 2013. Commission Member Lorna Sterling said that she would work on page 14 it and bring it back in to the HPC.

Page 17 - The pre-1960 is more restoration than rehabilitation. Mr. Childers suggested that when possible, take storefronts back to their historic character. Mr. Childers asked about entryways. Mr. Hickox said the door entry could be really prominent, could be face of the building, but would have to be determined on a case by case basis as to whether changes constituted a minor or major change. The group agreed that precise definitions should be established to differentiate between minor and major changes.

Page 19-20 - Bullets should be in a text box to stand out better. The layout should be altered to flow better. Mr. Hickox indicated that awnings are the most common storefront changes in the downtown area. The group agreed that the standards for awnings should be more detailed. Photos of historic awnings should be included.

Page 21 - Mr. Hickox suggested that the document contain more specific information on windows and doors. Mr. Childers agreed.

Mr. Revis suggest having an update each month on projects that have been or are being worked on. For the October agenda, he also requested that the HPC discuss potential recognitions of local preservationists.

## ADJOURN

*With no further business, A motion was made by Commission member Alex McKay, seconded by Commission Lorna Sterling to adjourn at 4:12 p.m. The motion carried unanimously.*

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Sandra Owen, Chairman

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Esther Coulter, Administrative Assistant