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## AGENDA REGULAR MEETING

HISTORIC PRESERVATION COMMISSION  
TOWN HALL BOARD ROOM, 9 SOUTH MAIN STREET  
MAY 5, 2021  
WEDNESDAY – 2:00 PM

### A. CALL TO ORDER:

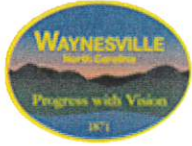
1. Welcome/Announcements
2. Adoption of Minutes
  - **Motion:** *Adopt March 3, 2021 meeting minutes as presented (or as corrected)*

### B. BUSINESS ITEMS:

1. Discussion of Green Hill Cemetery Tour
2. Creation of HPC Member Handbook

### C. OTHER BUSINESS

**D. ADJOURN** – *The next meeting of the HPC will be held on June 2, 2021.*



# TOWN OF WAYNESVILLE

## Historic Preservation Commission

9 South Main Street  
Waynesville, NC 28786

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Development Services  
Director  
Elizabeth Teague

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

### Regular Meeting

Town Hall, 9 South Main Street, Waynesville, NC 28786  
**Wednesday, March 3<sup>rd</sup>, 2021 2:00 PM**

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The **WAYNESVILLE HISTORIC PRESERVATION COMMISSION** held a regular meeting on Wednesday, March 3, 2021 at 2:00 PM in the Board Room of Town Hall.

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

Ms. Sandra Owen, Chairman, called the meeting to order at 2:00 PM.

The following members were present:

Jeff Childers  
Rodney Conard  
Alex McKay  
Sandra Owen  
Bill Revis

The following members participated via phone:

Ann Melton  
Lorna Sterling

The following guests participated via phone:

Annie McDonald – SHPO Preservation Specialist  
Jaime Destefano – Historic Preservation Consultant  
Jonathan Yates – Outside Facility Manager  
Julie Grasty – Asset Manager  
Edwin Fish – Chairman of the Cemetery Committee

The following members were absent:

Linda Ann Lee  
Merritt Tongen

The following staff members were present:

Byron Hickox, Land Use Administrator  
Esther Coulter, Administrative Assistant

Chairman Owen asked for a motion to adopt the February 3<sup>rd</sup>, 2021 minutes.

Historic Preservation Commission Minutes  
Regular Meeting  
March 3<sup>rd</sup>, 2021

*A motion was made by Commission Member Ann Melton, seconded by Commission Member Alex McKay to approve the minutes of the February 3<sup>rd</sup>, 2021 meeting as presented or as corrected. The motion passed unanimously.*

1. Discussion of Upcoming Survey

Land Use Administrator Byron Hickox introduced Annie McDonald and Jaime Destefano, who were participating via phone. Ms. McDonald stated that she is the Preservation Specialist for the State Historical Preservation Western Office in Asheville. She discussed Waynesville's need for additional surveys and briefly discussed past surveys.

- The first western regional survey was done in 1972-1973.
- Haywood County's earliest survey was 1978-1979.
- A comprehensive county-wide survey was done by Randy Cotton in 1983.
- In 1996, Waynesville's first targeted architectural survey was conducted by Maxum Alexander and Associates from Charlotte.
- There is a big gap in survey documentation between the years 1996-2018.
- In 2003 the Frog Level Historic District was listed on The National Register.
- Main Street District was listed on The National Register in 2005.
- In 2010 the Spread Out Historic District was listed on The National Register.
- In 2017-2018 a survey was conducted of African American related resources which resulted in the study list designation of Dix Hill Cemetery.

Ms. McDonald introduced Jaime Destefano, the consultant selected by the HPC to conduct the upcoming survey. Ms. Destefano has done extensive survey work in the Southern and Mid-Atlantic regions. She recently did a survey in Sylva and is currently working in Wilson, NC. Ms. Destefano explained that she would be conducting field work in early April 2021. She told the board that there are about 100 properties that will be re-surveyed as well as an additional 100 properties to add to the survey inventory. She indicated that she will select post-war properties that have not been previously documented. She also expects to identify up to five historic districts or neighborhood groupings of resources to be evaluated for placement on the study list.

Ms. Destefano encouraged the HPC members to email her with any relevant historic information, historic photos, or property records - [jld.preservationconsulting@gmail.com](mailto:jld.preservationconsulting@gmail.com).

Commission Member Lorna Sterling asked about a press release.

Mr. Hickox stated he was going to let the Waynesville PD know all the details of Ms. Destefano's visit to Waynesville. He asked Commission Members Ms. Sterling and Ms. Melton to send an article to the Mountaineer about the survey.

2. Discussion of Green Hill Cemetery Signage

Byron Hickox asked three guests to introduce themselves:

Jonathan Yates – Outside Facility Manager  
Julie Grasty – Asset Manager  
Edwin Fish – Chairman of the Cemetery Committee

Asset Service Manager, Julie Grasty stated that she had placed the Green Hill Cemetery signage in her budget for 2021, but due to Covid-related cuts, it was removed. She is placing it into her department's budget for 2022 and is asking the Historic Preservation Commission for their support to present it to the Board of Alderman for approval.

***A motion was made by Commission Member Ann Melton, seconded by Commission Member Alex McKay, to officially request that the Board of Alderman place funding in the 2022 Town Budget for signage identifying Green Hill and Dix Hill Cemeteries. The motion passed unanimously.***

3. Discussion of Possible Historic Preservation Fund Grant Projects.

Land Use Administrator Byron Hickox stated that he asked Annie McDonald for advice regarding the upcoming State Historic Preservation Fund Grant application. He is waiting to hear back from her before he proceeds forward with the grant preparation process.

4. Discussion of Sulphur Springs Park

Commission Member Rodney Conard said that he talked to architects John Zucker and Patty Glazier regarding renovation of the Spring House. He stated that TDA may have available grant funds for such a project.

5. Creation of HPC Member Handbook

Commission Member Lorna Sterling is going to put together a handbook for distribution to new HPC members.

**ADJOURN**

***With no further business, a motion was made by Commission Member Lorna Sterling, seconded by Commission Member Bill Revis to adjourn at 3:01 PM. The motion carried unanimously.***

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Sandra Owen, Chairman

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Esther Coulter, Administrative Assistant