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AGENDA REGULAR MEETING

**HISTORIC PRESERVATION COMMISSION
TOWN HALL BOARD ROOM, 9 SOUTH MAIN STREET
AUGUST 4, 2021
WEDNESDAY – 2:00 PM**

A. CALL TO ORDER:

1. Welcome/Announcements
2. Adoption of the July 7, 2021 Minutes

B. BUSINESS ITEMS:

1. Discussion of Green Hill Cemetery Tour
2. Creation of HPC Member Handbook
3. Discussion of Sulphur Springs Spring House

C. OTHER BUSINESS

D. ADJOURN – *The next meeting of the HPC will be held on September 1, 2021.*



TOWN OF WAYNESVILLE

Historic Preservation Commission

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

Development Services
Director
Elizabeth Teague

Regular Meeting

Town Hall, 9 South Main Street, Waynesville, NC 28786
Wednesday, July 7th, 2021 – 2:00 PM

The **WAYNESVILLE HISTORIC PRESERVATION COMMISSION** held a regular meeting on Wednesday, July 7th, 2021 at 2:00 PM in the Board Room of Town Hall.

A. CALL TO ORDER:

Ms. Sandra Owen, Chairman, welcomed everyone and called the meeting to order at 2:05 pm.

The following members were present:

Linda Ann Lee
Alex McKay
Ann Melton
Sandra Owen
Lorna Sterling

The following members were absent:

Jeff Childers
Rodney Conard
Bill Revis
Merritt Tongen

The following staff members were present:

Byron Hickox, Land Use Administrator
Esther Coulter, Administrative Assistant

Chairman Owen asked if anyone had announcements.

Land Use Administrator Byron Hickox announced that Merritt Tongen notified him, that she is stepping down from the Historic Preservation Commission.

1. Discussion of Green Hill Cemetery Tour

The Commission Members discussed different historic figures and finalized six of them. Land Use Administrator Byron Hickox confirmed these figures will be portrayed for the tour:

1. W. W. Stringfield
2. Henry Plott
3. W. O. Wolfe
4. Dr. Joseph Howell Way
5. George Francis Willis
6. John Kader Boone

Mr. Hickox stated that he talked to Anne McDonald and she suggested that once the official announcement of the event has been made public, and if people attend any public meetings with concerns about the tour, that a Commission member should be prepared to tell them why the commission does the tour and that they honor and respect the people buried there.

The Commission members discussed repairing older monuments in the cemetery that have deteriorated over the years. Mr. Hickox said he would talk to the Town Attorney Ron Sneed to see if the Commission can work on them or if the monuments are personal property and therefore the responsibility of the respective families.

2. Creation of HPC Member Handbook

Commission Member Lorna Sterling said that she and Jeff Childers had been working on the member handbook, and encouraged each member to reply to Jeff's email asking for any comments or questions regarding current or future HPC projects.

3. Discussion of Sulphur Springs - Spring House

Commission Member Alex McKay stated that they need to get the architects' names from Commission Member Rodney Conard, so the commission can determine where to start with the renovations of the Spring House. Mr. Hickox said that they need to contact the architects and ask for three quotes. The first quote would be for work to restore the Spring House completely with all historically accurate materials. The second quote would be for the minimal work required to stabilize the Spring House, replacing parts that are rotted, broken, or otherwise deteriorated. The third quote would be somewhere between the first two quotes.

Chairman Owen asked for a motion to adopt the May 5th, 2021, and June 2nd, 2021 minutes.

A motion was made by Commission Member Ann Melton, seconded by Commission Member Linda Ann Lee to approve the minutes of the May 5th, 2021, and June 2nd, 2021 minutes. meeting as presented or as corrected. The motion passed unanimously.

ADJOURN

With no further business, a motion was made by Commission Member Ann Melton, seconded by Commission Member Lorna Sterling to adjourn at 3:04pm. The motion carried unanimously.

Sandra Owen, Chairman

Esther Coulter, Administrative Assistant

DRAFT