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## **AGENDA REGULAR MEETING**

**HISTORIC PRESERVATION COMMISSION  
MUNICIPAL BUILDING, 16 SOUTH MAIN STREET  
MAY 4, 2022  
WEDNESDAY – 2:00 PM**

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

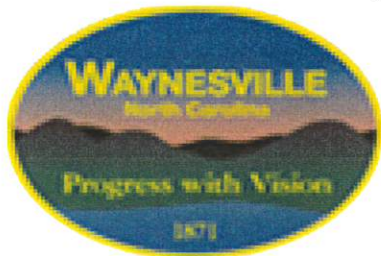
1. Welcome/Announcements
2. Adoption of the April 2022 Minutes (as presented or corrected)

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

1. Discussion of HPC Member Handbook

### **C. OTHER BUSINESS**

**D. ADJOURN** – *The next meeting of the HPC will be held on June 1, 2022.*



# TOWN OF WAYNESVILLE

## Historic Preservation Commission

9 South Main Street Suite 110  
Waynesville, NC 28786  
Phone (828) 456-8647 • Fax (828) 452-1492  
www.waynesvillenc.gov

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

Development Services  
Director  
Elizabeth Teague

### Regular Meeting

Municipal Building, 16 South Main Street, Waynesville, NC 28786  
**Wednesday, April 6<sup>th</sup>, 2022, 2:00 PM**

The **WAYNESVILLE HISTORIC PRESERVATION COMMISSION** held a regular meeting on Wednesday, April 6<sup>th</sup>, at 2:00 PM in the Board Room of the Municipal Building.

#### A. CALL TO ORDER:

Ms. Sandra Owen, Chairman, called the meeting to order at 2:01 PM.

The following members were present:

Alex McKay  
Sandra Owen  
Lorna Sterling  
Jeff Childers  
Rodney Conard  
Ann Melton  
Bill Revis

The following members were absent:

Linda Lee

The following staff members were present:

Byron Hickox, Land Use Administrator  
Esther Coulter, Administrative Assistant

*A motion was made by Commission Member Alex McKay, seconded by Commission Member Ann Melton to approve the minutes of the March 2<sup>nd</sup>, 2022, meeting as presented or amended. The motion passed unanimously.*

#### B. Business items:

Historic Preservation Commission Minutes  
Regular Meeting  
April 6<sup>th</sup>, 2022

### 1. Discussion of HPC Member Handbook 2022

Commission Member Lorna Sterling said that the Member Handbook is almost complete. Ms. Sterling, Bill Revis, and Jeff Childers went through the contents of the rough draft for the welcome kit and handbook. New members would receive the following:

1. A welcome letter from the Chairman
2. A board member roster
3. A fact sheet (what we do and why we do it)
4. A reference section (Where to find other information)
5. A chart showing where the HPC fits in relation to Federal, State, and Local preservation efforts
6. A list of projects (past, present, future)
7. Historic properties, including photos and relevant information
8. All surveys

### 2. Discussion of State Historic Preservation Fund Grant application

Byron Hickox said that after speaking with the State Historic Preservation Office regarding three possible grant topics from the HPC, he was advised that a Preservation Plan for Waynesville's Historic Commercial Districts would be the most competitive.

### 3. Discussion of Sulphur Springs Park Grant funding

Byron Hickox said that the Medford Grant of \$17,450.00 was awarded to the Town of Waynesville for improvements to Sulphur Springs Park, and can be used as matching funds for a TDA Grant application (due April 29, 2022).

### C. **Other Business**

The commission discussed Historic signage throughout the town and gave ideas for possible sign locations. Some locations mentioned were:

1. Court House
2. Sulphur Springs Spring House
3. Frog Level
4. Green Hill Cemetery
5. Pigeon Street Community
6. Rock House (Old Library)
7. Love Lane
8. Woolsey Heights

Chairman Sandra Owen mentioned that the coloring books should be reordered in July-August and distributed in late September.

**D. ADJOURN**

*A motion was made by Commission Member Ann Melton, seconded by Commission Member Bill Revis to adjourn the meeting at 3:31 PM.*

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Sandra Owen, Chairman

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Esther Coulter, Administrative Assistant

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