

Town of Waynesville, NC

Town Council Regular Meeting

Town Hall, 9 South Main Street, Waynesville, NC 28786

Date: April 8th, 2025 Time: 6:00 p.m.

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(828) 452-2491 cpoolton@waynesvillenc.gov

A. CALL TO ORDER - Mayor Gary Caldwell

1. Welcome/Calendar/Announcements

B. PUBLIC COMMENT

C. ADDITIONS OR DELETIONS TO THE AGENDA

D. CONSENT AGENDA

All items below are routine by the Town Council and will be enacted by one motion. There will be no separate discussion on these items unless a Councilmember so requests. In which event, the item will be removed from the Consent Agenda and considered with other items listed in the Regular Agenda.

2. a. March 21, 2025 Planning Retreat Meeting Minutes
- b. March 25, 2025 Regular Scheduled Meeting Minutes

Motion: To approve the consent agenda as presented.

E. RESOLUTION

3. Resolution for Lineworker Appreciation Day
 - Mayor Gary Caldwell

F. PRESENTATION

4. Recognition of Heath Pressley's promotion
 - Police Chief David Adams

G. HISTORIC PRESERVATION UPDATES

5. Presentation on the projects of Waynesville’s Historic Preservation Commission

- Alex Mumby, Land Use Administrator

6. Presentation on the Town of Waynesville’s CLG Grant Application.

- Alex Mumby, Land Use Administrator

Motion: Approve staff to apply for the CLG Grant.

7. Presentation on the Town of Waynesville’s America 250 NC Grant.

- Alex Mumby, Land Use Administrator

Motion: To adopt the resolution to accept the America 250 NC Grant as presented in the attached contract.

8. Presentation of the Preservation Plan for Waynesville’s Business Districts

- Annie McDonald, Historic Preservation Specialist

Motion: To adopt the Preservation Plan as a planning document to guide HPC activities.

H. NEW BUSINESS

9. Reclassify the Asset Services Manager position to Deputy Director of Administration and change it from Grade 70 to Grade 73.

- Ricky Bourne, Public Services Director

Motion: Approve the reclassification of Asset Services Manager position to Deputy Director of Administration and change it from Grade 70 to Grade 73.

I. COMMUNICATION FROM STAFF

10. Manager’s Report

- Town Manager, Rob Hites

11. Town Attorney Report

- Town Attorney, Martha Bradley

J. COMMUNICATIONS FROM THE MAYOR AND COUNCIL

K. ADJOURN



TOWN OF WAYNESVILLE

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2025 CALENDAR

ALL COUNCIL MEETINGS TO START AT 6:00 PM IN THE BOARD ROOM LOCATED
 AT
 9 SOUTH MAIN STREET UNLESS OTHERWISE NOTED

2025	
Fri April 18	Town Offices Closed-Good Friday
Tues. April 22	Town Council Meeting – Regular Session
Sat. May 10	Whole Bloomin Thing Festival
Tues. May 13	Town Council Meeting – Regular Session
Mon. May 26	Town Offices Closed-Memorial Day
Tues. May 27	Town Council Meeting – Regular Session
Sat. June 7	Meet Me at the Arch 6-9pm
Tues. June 10	Town Council Meeting – Regular Session
Tues. June 24	Town Council Meeting – Regular Session
Fri. June 27	Mountain Street Dance 6pm-9pm
Fri. July 4	Stars and Stripes Kids Parade Town Offices Closed
Tues, July 8	Town Council Meeting – Regular Session
Fri. July 18	Mountain Street Dance 6-9pm
Tues. July 22	Town Council Meeting – Regular Session
Fri August 8	Mountain Street Dance 6-9pm
Tues. August 12	Town Council Meeting – Regular Session
Tues, August 26	Town Council Meeting – Regular Session
Mon. September 1	Town Offices Closed-Labor Day
Tues, September 9	Town Council Meeting – Regular Session
Sat. September 13	Rec Center 5K
Tues. September 23	Town Council Meeting – Regular Session
Sat. October 11	Church Street Festival 10am-5pm
Tues. October 14	Town Council Meeting – Regular Session
Tues. October 28	Town Council Meeting – Regular Session
Tues. November 11	NO COUNCIL MEETING-Veterans Day
Tues. November 25	Town Council Meeting – Regular Session
Thurs and Fri Nov 27, 28	Town Offices Closed-Thanksgiving
Tues. December 9	Town Council Meeting – Regular Session
Wed-Fri, Dec 24, 25, 26	Town Offices Closed-Christmas

Board and Commission Meetings – April 2025

ABC Board	ABC Office – 52 Dayco Drive	April 15th 3 rd Tuesday 10:00 AM
Board of Adjustment	Town Hall – 9 S. Main Street	CANCELLED 1 st Tuesday 5:30 PM
Cemetery Commission	Public Services Building	January, March, July, and October 3 rd Tuesday 2:00 PM
Downtown Waynesville Commission	Town Hall – 9 South Main Street	April 15th 3 rd Tuesday 8:30 AM
Environmental Sustainability Board	Public Services-129 Legion Drive	April 3rd 1 st Thursday 4:30pm
Historic Preservation Commission	Town Hall – 9 S. Main Street	April 2nd 1 st Wednesday 2:00 PM
Planning Board	Town Hall – 9 S. Main Street	CANCELLED 3 rd Mondays 5:30 PM
Public Art Commission	Town Hall – 9 S. Main Street	April 10th 2 nd Thursdays 4:00 PM
Recreation & Parks Advisory Commission	Rec Center Office – 550 Vance Street	April 14th 3 rd Monday 5:30 PM
Waynesville Housing Authority	Main Office-48 Chestnut Park Drive	April 23rd 4 th Wednesday 9:00 AM

MINUTES OF THE TOWN OF WAYNESVILLE TOWN COUNCIL
Planning Retreat
March 21, 2025

THE WAYNESVILLE TOWN COUNCIL held a special called meeting on Friday, March 21, 2025, at 8:30am in the Rec Center Training Room located at 550 Vance Street Waynesville, NC.

A. CALL TO ORDER

Mayor Gary Caldwell called the meeting to order at 8:40 am with the following members present:

Mayor Gary Caldwell
Mayor Pro Tem Chuck Dickson
Councilmember Jon Feichter
Councilmember Anthony Sutton

The following Councilmembers were absent:

Councilmember Julia Freeman

The following staff members were present:

Rob Hites, Town Manager
Jesse Fowler, Assistant Town Manager
Candace Poolton, Town Clerk
Beth Gilmore, DWC Director
Olga Grooman, Assistant Development Services Director
Police Chief David Adams
Assistant Police Chief Joshua Schick
Fire Chief Chris Mehaffey
Public Services Director Ricky Bourne
Finance Director Ian Barrett
Grants Manager Charam Miller

Members of the Media:

Paul Nielson, The Mountaineer
Cory Vaillancourt, Smoky Mountain News

B. PROJECTED REVENUES AND EXPENDITURES FOR FY 2025-2026

- Ian Barrett-Finance Director

Finance Director Ian Barrett reported that General Fund balance currently has \$13,923,093 available and the town has reached 73% of the General Fund expenditures, which is on track considering we are 75% of the way through the fiscal year. He said that 63.5% of those funds are available for appropriation, and the town needs 36% available for the best loan rates, so the town is in good standing and still has \$3,327,763 left to appropriate.

Mr. Barrett said that 100.68% of the budgeted ad valorem taxes were collected, and that's at three-quarters of the way through the fiscal year. 76.74% of the town's budgeted revenue has been collected for the year, which is on track.

Mr. Barrett said the Sales Tax Revenue was budgeted for \$4 million, but we've only collected \$2 million, which is 1.2% down from the previous year. He said that is most likely due to Hurricane Helene impacting local businesses.

Mr. Barrett reported that 99.61% of property taxes have been collected, which is great considering the tax rate increase. Councilmember Feichter requested that Mr. Barrett finds out the value of the downtown properties. Mr. Barrett commended the tax collector for bringing the 10-year outstanding tax amount from \$60,500 to \$9,687.09 within a year.

Mr. Barrett reviewed the General Fund Expenditures line by line. He said most of the departments are in line with budgeted expenditures, with the total being 68.42% spent.

Mr. Barrett reviewed the Enterprise Funds. He said the Water, Sewer, and Electric Funds are under expenditures. He added that power purchases were budgeted higher because Santee-Cooper had an enacted a hefty fuel surcharge, but the town has not received the fuel surcharge yet. Councilmember Dickson requested the Fund Balance on the Enterprise Funds.

Mr. Barrett reported that the budget for Fiscal Year 2025-2026 shows an increase in \$1,366,459.55 in the Salaries and Benefits line item that would include a 1% COLA and Career Track. He reported an additional \$1.75 million in capital requested across departments. He said that property and liability insurance will most likely increase because of the hurricane. He said there are some additional mandated increases such as retirement increase. He reminded Council that the Finance Department will be implementing card machines and improving metering infrastructure.

Councilmember Sutton asked Mr. Barrett how he foresees next year in terms of revenue. Mr. Barrett said he prefers to stay on the safe side and recommends keeping revenue and sales tax the same. Councilmember Feichter said there is a \$1.4 million shortfall looking ahead. Mr. Hites said part of that is what they've budgeted in years prior, so they're really looking at a roughly \$500,000K deficit. He emphasized that the retirement increases are considerable and mandated. Mr. Hites said Council has discretion with deciding on capital requests, COLA, and Career Tracks. There was discussion on property re-evaluation which would happen in two years. Mr. Hites reminded Council that the State enacted a moratorium on development, which has affected the town's tax base. He said without the ability to grow, deficits are created. Mr. Hites said the improvements to the Sewer Plant will be operating later this year, but developments will take two to three years to be constructed. He said that other municipalities and counties are in the same boat. Mr. Hites said this is the leanest year he's seen since he's worked for the town. Mr. Hites said budget planning will start in two weeks and should be ready for the first presentation at the first Council meeting in May. He said the staff's goal is to present a budget that has no tax increase and only required utility rate increases. Councilmember Sutton emphasized that Council wants to take care of town employees and Ms. McCurry added the town is very close to being fully staffed. Councilmember Sutton asked for the timeline of receiving funds from FEMA. Ms. Miller said it could be within 90 days of receiving invoices. Council said it is their goal to have a COLA and Career Track on the next budget.

C. REPORT ON PROJECTED STORM RECOVERY EXPENSES

- Page McCurry-Director of Human Resources

Director of Human Resources Page McCurry reported that the total estimated cost of the damages is \$4,683,725, with the hardest hit areas being Parks and Recreation, Public Works, Finance, and fire and police vehicles.

Ms. McCurry said the completed projects include:

- Vance Street Bathrooms (\$6,358 – General Fund)
- Old Armory (\$43,601 – General Fund)
- Pump House (\$104,989 – Water Fund)
- Electric Substation (\$35,665 – Electric Fund)
- 24" Sewer Main (\$242,047 – Sewer Fund)
- 12" Sewer Main (\$24,900 – Sewer Fund)
- Chestnut Walk Development (\$30,000 – Sewer Fund)
- Debris Removal (\$200,000 – General Fund)
- Five Vehicles (1 Fire, 4 Police \$126,165 – General Fund)

Ms. McCurry said the current projects underway include:

- Depot Street Bridge \$320,000
- WWTP Bridge \$1,500,000
- Vance St. Softball Field \$325,000
- Dutch Fisher Baseball Field \$410,000
- 5 Greenway Areas \$150,000
- Dog Park \$250,000
- Bi-Lo Pavillion \$75,000
- Bio Retention Area \$20,000
- Wildcat Subdivision \$50,000
- WWTP \$625,000
- Timicua Trail \$95,000
- Watershed (04.11.25) \$50,000

Councilmember Sutton asked if Mr. Kinsland has considered requiring a membership for out of town visitors to use the dog park. He said he can look into it. Ms. Miller said FEMA site visits are scheduled for early April.

Ms. McCurry said the non-FEMA related projects include:

- The HVAC system in Town Hall sustained damages from high wind, causing second-floor humidity and moisture issues. This project will be covered 100% by insurance.
- The finance building sustained damage from high waters and mud. A complete renovation of the building and parking lot is required. This project will be covered 100% by insurance.

Ms. Miller said that FEMA will reimburse insurance deductibles and FEMA should be reimbursing \$500,000 for staff time during the flood.

D. REPORT ON GRANT ACTIVITY

- Charam Miller-Grants Manager

Grants Manager Charam Miller reported that they are currently working on:

- CDBG - I (Sewer/Water Replacement) **\$2,976,000**
- Dogwood Trust (Mural) **\$10,000**
- TDA (Heritage Festival) **\$30,000**
- NREL (LEAP) **\$50,000**
- PARTF (Greenway Improvements) **\$232,751**
- GHSP (OT Traffic) **\$11,000**
- DOJ (US Marshalls) **\$9,000**
- DEQ (Stormwater) **\$400,000**
- ARPA (Various Capital Purchases) **\$3,231,910**
- DEQ (WWTP) **\$29,423,000**
- FEMA **\$4,683,725**

She said they were most recently awarded:

- COPS (Community Policing + 2 New Hires) **\$250,000**
- America 250 (Historical Mural) **\$27,000** Development Services
- Train-up Grant (life-guard training & certification) **\$2,913.25** Parks & Rec

She said they are still waiting on the status of several grants including:

- NCAS Aquatic Grant (Purchase and Install 10 new swim lanes) **\$6,000**
- ORR Rural Recovery (Purchase of outdoor supplies such as tables and benches) **\$10000**
- BRIC (Address critical infrastructure challenges through the proposed conversion of a gravity-fed 24 inch sewer outfall) **\$1,350,000**
- Accessible Parks (Replace center main playground at the Rec Park) **\$250,000**

Ms. McCurry added that she wanted to apply for the Dogwood Health Trust grant in May to continue to provide Crucial Conversations training for staff.

Ms. Miller said that MUNIS will have a grant management component on July 1st which will make tracking and reporting much easier.

E. REPORT ON RECREATION PROGRAMS AFTER COVID

- Luke Kinsland-Recreation Director

Recreation Director Luke Kinsland reported that revenue is up significantly since 2020. He reminded Council that the Rec Center used to be open on Sundays which could have contributed to the larger revenues pre-Covid. He said they are working toward increasing staffing so they can eventually be open on Sundays again. Mr. Kinsland suggested increasing daily rates and membership rates to remain competitive with other area fitness centers. He reported that the Rec Center attendance used to be 70% non-residents and 30% residents, but not it's 75% non-residents and 25% residents. Mr. Kinsland said attendance has been down compared to

the years before Covid, and they've not been seeing as many requests from schools and day camps either. He explained that staffing continues to be an issue when it comes to attracting schools and day camps. Mr. Kinsland suggested increasing non-resident fees. He explained that Memberships, Rentals, Summer Camp/After School, and Contractual Sports Leagues Expansion brings in the most revenue. Mr. Kinsland presented the highlights of each department:

Aquatics:

- Increased staffing and SMAC membership.
- Increased birthday party offerings
- More programs to offer-kayaking, swim lessons, swim meets, and aqua fitness classes.

Athletics:

- More pickleball offerings
- Increased greenspace rentals
- Hosting more volleyball groups
- AYSO soccer
- Renewal of tennis court rentals, Haywood County basketball, and adult softball leagues

Fitness:

- Increased instructor pool
- Revamped spin class program
- Increased variety of class offerings
- Re-introduction of guest speaker luncheons
- New cardio machines
- Silver Sneakers classes

Programs:

- Tripled afterschool attendance since 2022
- Expanding summer camp program for Summer 2025
- Enhanced Basecamp experiences
- Staffing Expansion
- More camp offerings (Halloween, Homeschool PE, Hurricane Relief Camp, Snow Day Camps)

Maintenance:

- Drainage improvements to the All-Abilities Playground
- New work truck
- New industry standard picnic tables
- Purchase of electric blowers
- Developing turf management program
- LED lighting in Rec Center
- Roofing and interior ceiling repairs at the Armory

Councilmember Feichter suggested electric equipment purchase guidance. Mr. Kinsland said they would have to factor in outfitting the maintenance shop with electric infrastructure.

Mr. Kinsland outlined several challenges his department is facing, including part-time staffing issues, many capital improvement projects needed (tennis courts, treadmills, replacing wooden playground structure, neighborhood park improvements and replacing aging restroom infrastructure). Mr. Kinsland said they've received grants to help fund greenway trails, stream clean up, and neighborhood parks and they are in the process of applying for several more.

F. REPORT ON PUBLIC SERVICE ACTIVITY

- Ricky Bourne-Director of Public Services

Director of Public Services Ricky Bourne reported that he has 25 years in local government experience. He said the Public Works Department is organized into eight divisions: Administration, Asset Services, Electrical Distribution, Water Treatment, Wastewater Treatment, Water Distribution and Wastewater Collection, Streets, Solid Waste, and Stormwater, and Fleet Maintenance. Mr. Bourne said he is looking forward to improving the department's organization by creating a Mission, Vision, and Values. He said his goal is to be more strategic instead of reactionary and hopes to guide the change process, but he needs support from Council and staff. He said his goals include departmental restructure, developing an annual plan, provide a monthly progress report, launch a team-building process, develop procedures, process, and policy, and create an environment of accountability.

G. REPORT ON POLICE SOCIAL WORKER PROGRAM

- Police Chief David Adams

Police Chief David Adams reported that he worked with the Sylva Police Department to establish the social worker program. He said Social Worker Programs started during COVID to help law enforcement with Community Care. He said there are now seven agencies in NC utilizing social workers. Chief Adams said the WPD social worker does ride alongs, puts together information packages for non-profit organizations and community members, and follows up with DV victims and anyone else in the community who may need assistance, including helping people find housing for people. Chief Adams recommended that Council fund a social worker position on staff full-time position instead of just a paid internship. Fire Chief Mehaffey said they could utilize a social worker as well.

H. DISCUSSION OF "BUDGET BILLING" (AVERAGE BILLING)

- Councilmember Feichter

Councilmember Feichter proposed offering an average billing option to Waynesville electric customers to help alleviate bill spikes during especially cold months. He said this "budget billing" program would align with best practices for other local power producers. Mr. Barrett said he liked the idea and suggested that the customer must have 12 months of established service, no returned checks, and no late fees to be eligible. He said that if the customer overpaid for the year, their account would get a credit, and if they underpaid, they would have to pay the remainder at the end of year. Mr. Barrett also suggested having an application window (like open enrollment) to alleviate strain on staff. He said that customers could expect notifications of their average monthly bill amount at the same time every year.

A motion was made by Councilmember Feichter, seconded by Councilmember Dickson, to direct to staff explore implementing average billing. The motion passed unanimously.

I. REPORT ON STREET PATCHING/PAVING SCHEDULE

- Mayor Gary Caldwell

Public Services Director Ricky Bourne presented the paving and pothole repair schedule for 2025. He said the schedule is based on the paving survey, the Powell Bill, and priority. Mr. Bourne requested that Council gets him their list of potholes they would like to see fixed before the April Council meeting.

J. PRESENTATION OF SOLAR PROJECTS

- Mayor Pro Tem Dickson and Councilmember Feichter

Councilmember Dickson presented the estimate by Rhino Renewables for solar panels on the Recreation Center and Public Works building. He said they use a ballast system so installation won't mess up the roof or void the roof's warranty. Councilmember Feichter said the system cost for the Rec Center is estimated to be \$588,336, and there are incentives totaling \$176,500.80, so the project would cost \$411,835.20. He said the projected annual energy savings would total \$38,197.31, or an annual electric offset of 59%. Councilmember Feichter said the town would break even after 10 years. Councilmember Dickson said the town could finance \$411,835.20 through Mountain Bizworks with a 2.9% loan for 10 years (payments being \$3960/month for 10 years, but with savings, it would cost \$760/month). He said the Rec Center needs a new roof in five years, so they would have to pay to replace the roof now. He said if they financed the roof now, alongside the solar panels, the monthly cost would be \$1700/month. Councilmember Feichter asked Council to move forward with preparing an RFP and doing extensive research into financing possibilities. Councilmember Dickson said the Rec Center could be used as a resilience hub if it had solar.

Councilmember Feichter said the system cost for the Public Services building is estimated to be \$159,264, and there are incentives totaling \$47,779.20, so the project would cost \$111,484.80. He said the projected annual energy savings would total \$7,734.60 which would cover 100% of the power usage.

Councilmember Feichter reminded Council of the Resolution they passed that said the town would do their part to achieve 100% renewable energy sources by 2050. Mr. Hites recommended that Council start with solar panels on the Public Services building and then going to Rec Center, which would be a larger project. Councilmember Dickson expressed concern about incentives going away.

Councilmember Dickson said the Chairman of the ESB has offered to donate six Level 2 EV Chargers to the town to be installed near the Mountain Creek Apartments and tennis courts.

A motion was made by Councilmember Dickson, seconded by Councilmember Feichter, to request town staff to prepare RFPs for both solar projects, to investigate loan opportunities, and to investigate more fully the cost savings that would be possible to achieve. Councilmembers Dickson, Feichter, and Sutton voted in the affirmative. Councilmember Freeman voted against. The motion passed.

Councilmember Freeman said she is in favor of the investigation, but not for documents to be turned in immediately. Mr. Hites said they will have to engage an engineer to develop the RFP.

K. REPORT ON RECREATION MASTER PLAN- PROGRESS TO DATE AND FUTURE PLAN

- Luke Kinsland, Recreation Director

Recreation Director Luke Kinsland reported that the original Master Plan was adopted in 2017. He mentioned that with this Master Plan, the topography was not factored in, so there are things on the plan that cannot go in the proposed place because of the topography. Mr. Kinsland said the following has been implemented by within the current Master Plan:

- Skatepark lighting - \$7,000
- Dog park improvements - \$70,000
- Neighborhood park improvements at Sulphur Springs and East St Park (\$10,000). Additional park added, Obama-King Park.
- Obama-King Park Restrooms - \$120,000
- Rec Park Restrooms - \$180,000
- Greenway Connection at Mtn Creek Apartment's - \$90,000 (TDA Grant)
- Resurface Tennis Courts - \$54,000

Mr. Kinsland said the following was implemented outside of the current Master Plan:

- Pool dehumidification system - \$800,000. \$88,665/year
- Schulhofer Property Improvements to date – \$563,100
 - Grant amount: \$232,750. Match: \$232,751
 - Pedestrian Bridge: \$380,000
 - Paved trail (to be redone): \$160,000
 - Outdoor exercise equipment: \$16,000
 - Picnic tables & grills: \$7,100
- Resurface Tennis Courts - \$54,000

Mr. Kinsland suggested focusing on maintenance and upkeep with current infrastructure. He said they would like to begin working on the new Master Plan soon with focus on top emerging trends, park improvements to amenities and infrastructure, site specific plan updates for Vance and Rec Park, site topographic surveys, and focus on maintenance improvements. He said with a site survey, the new Master Plan would cost \$75,000-\$90,000. Mr. Kinsland proposed a 5-10% rate increase for recreation related fees. He said that labor and material prices are on the rise and the rate increase would remain competitive with the services offered.

Councilmember Dickson suggested using the term “urban trail”, rather than greenway. He added that the TDA is seeking Capital Project Funding, and the Dog Park enhancements might qualify, and Mr. Hites agreed.

L. PRIORITIZING EMPLOYEE WELL-BEING & ENGAGEMENT PRESENTATION

- Page McCurry, Human Resources Director

Human Resources Director Page McCurry reviewed the results of the employee satisfaction survey and presented the action items the H.R. department completed since the employee satisfaction survey. Ms. McCurry said staff have updated the Personnel Policy to reflect more vacation, more compassionate bereavement policy, and a more generous longevity plan. She said they've provided staff with in-person training on problem solving and Mental Health First Aid. She said that the Fire Department and summer camp staff will be taking the Mental Health First Aid training soon. Ms. McCurry said they will possibly be

implementing a better Employee Assistance Program through Bree Health which would provide eight counseling sessions for employees per life event and an easy-to-use app. She added that this service will be less expensive for the town than the current EAP. Ms. McCurry said that Department Heads are meeting with Human Resources about developing department specific plans to improve their employee satisfaction survey scores. Ms. McCurry said she is holding monthly office hours at the Public Works Department, and the feedback has been very positive. She said that feedback from those office hours have helped to clarify misinformation, and she learned that employees would like improved on-call pay, they like the personnel policy updates, and one staff member suggested hiring a guidance counselor. Councilmember Feichter suggested a quarterly report of staff feedback. Ms. McCurry suggested forming a Workplace Innovation Team comprised of staff from every department (no supervisors) that would meet monthly to think of ideas to present to H.R. that would improve the workplace. She invited Councilmembers to attend the office hours at Public Services. Ms. McCurry announced that the town received their Recovery Friendly Workplace certification.

M. ADDITIONAL BUSINESS

Councilmember Dickson asked if staff had a chance to look at charging for street fairs and street closures. Mr. Fowler said he’s working with Lt. Benhart, and they have a rough draft of those events and what they cost the town. Councilmember Feichter said that trash cans are being upgraded downtown. Council thanked staff for all they do for the community.

N. ADJOURN

A motion was made by Councilmember Sutton, seconded by Councilmember Dickson, to adjourn the meeting at 2:48pm. The motion passed unanimously.

ATTEST:

Gary Caldwell, Mayor

Robert W. Hites, Jr. Town Manager

Candace Poolton, Town Clerk

MINUTES OF THE TOWN OF WAYNESVILLE TOWN COUNCIL
Regular Meeting
March 25, 2025

THE WAYNESVILLE TOWN COUNCIL held a regular meeting on Tuesday, March 25, 2025, at 6:00pm in the Town Hall Board Room located at 9 South Main Street Waynesville, NC.

A. CALL TO ORDER

Mayor Gary Caldwell called the meeting to order at 6:04 pm with the following members present:

Mayor Gary Caldwell
Mayor Pro Tem Chuck Dickson
Councilmember Jon Feichter
Councilmember Julia Freeman

The following members were absent:
Councilmember Anthony Sutton

The following staff members were present:
Rob Hites, Town Manager
Jesse Fowler, Assistant Town Manager
Candace Poolton, Town Clerk
Elizabeth Teague, Director of Development Services
Alex Mumby, Land Use Administrator

Members of the Media:
Paul Nielson, The Mountaineer

1. Welcome/Calendar/Announcements

Mayor Gary Caldwell welcomed everyone and reminded everyone that the next Council meeting is April 8th.

B. PUBLIC COMMENT

Linda Sexton- Ms. Sexton said she lives on Legion Drive where the speed limit is 20mph. She said that people drive much faster. She said that the police will occasionally pull people over for speeding, but she would like to see traffic calming devices installed. Mayor Caldwell offered to speak with the Police Department.

C. ADDITIONS OR DELETIONS TO THE AGENDA

There were no additions or deletions to the agenda.

A motion was made by Councilmember Freeman, seconded by Councilmember Dickson, to approve the agenda as presented. The motion passed unanimously.

D. CONSENT AGENDA

All items below are routine by the Town Council and will be enacted by one motion. There will be no separate discussion on these items unless a Councilmember so requests. In which event, the item will be removed from the Consent Agenda and considered with other items listed in the Regular Agenda.

2. a. Motion to approve the March 11, 2025 Regular Scheduled Meeting Minutes.
- b. Motion to accept the CDBG-I Semi-Annual Compliance Report.
- c. Motion to approve the Strive Not to Drive Special Event Permit.

A motion was made by Councilmember Dickson, seconded by Councilmember Feichter, to approve the consent agenda as presented. The motion passed unanimously.

E. PRESENTATION

3. Haywood Regional Medical Center Presentation
 - Chris Brown, CEO

Haywood Regional Medical Center CEO, Chris Brown, introduced his executive team. Mr. Brown presented several highlights of 2024 including the hiring of new staff, increased wages, new medical equipment, employee recognition programs, educational opportunities, and community partnerships. He said they are looking forward to accommodating more patients, retaining and recruiting more providers, and working with other WNC hospitals in 2025.

Councilmember Dickson asked how important Medicaid funding and expansion is to the hospital. Mr. Brown said that Medicaid and HASP funding that comes with Medicaid funding helped fund the hospital last year and it is critically important. He said that when there are less self-paid patients, there is less of a burden on others with insurance.

F. PUBLIC HEARINGS

4. A Public Hearing to consider text amendments related to the signage lighting ordinance
 - Alex Mumby, Land Use Administrator

A motion was made by Councilmember Freeman, seconded by Councilmember Dickson, to open the public hearing at 6:29pm. The motion passed unanimously.

Land Use Administrator Alex Mumby reported that the proposed text amendment includes removing “Point C: The luminous transmittance for the lettering or symbols shall not exceed thirty-five (35) percent” and “Point

D: The luminous transmittance for the background portion of the sign shall not exceed fifteen (15) percent” of the sign lighting ordinance because they are poorly defined and unenforceable. He said that staff recommends the removal of these two points for the purposes of conciseness of the ordinance. He said the Planning Board voted unanimously to recommend the text amendment.

There was no public comment.

A motion was made by Councilmember Feichter, seconded by Councilmember Freeman, to close the public hearing at 6:31pm. The motion passed unanimously.

A motion was made by Councilmember Dickson, seconded by Councilmember Freeman, to find the recommended changes to the Land Development Standards as attached as being consistent with the 2035 Land Use Plan and reasonable and in the public interest in that it continues to promote smart growth principles in land use planning and zoning, creates walkable and attractive neighborhoods and commercial districts, and reinforces the unique character of Waynesville and the town will maintain adequate legal authority through the most up to date ordinance that is clear and enforceable. The motion passed unanimously.

A motion was made by Councilmember Dickson, seconded by Councilmember Freeman, to adopt the ordinance as presented. The motion passed unanimously.

5. A Public Hearing to consider text amendments related to solar panels on private property and EV chargers as a use within civic space.
 - Alex Mumby, Land Use Administrator

A motion was made by Councilmember Dickson, seconded by Councilmember Freeman, to open the public hearing at 6:34pm. The motion passed unanimously.

Land Use Administrator Alex Mumby reported that the proposed text amendment includes allowing ground mounted solar panels (GMSPs) on private property and electrical vehicle (EV) charging as a use in civic space. He said the ordinance addresses several technologies: stand-alone, ground mounted solar panels, EV charging stations, and solar arrays. He said that the Environmental Sustainability Board requested that staff examine how the Land Development Standards could be applied to the use of ground mounted solar panels and arrays on residential and commercial lots. He said that staff would also like to incentivize the installation of electric vehicle charging stations and integrate EV Charging into common parking and civic space areas in major site plans. Mr. Mumby stated that Roof-mounted solar panels and EV Charging ports attached to buildings are already allowed, permitted and inspected by Town’s Building Inspections under the North Carolina Building Codes as part of a structure. He said that only a few stand-alone, ground-mounted solar arrays and panels (GMSPs) have been permitted in Town and were treated simply as mechanical equipment, without the application of zoning standards. Mr. Mumby said that residential solar ground mounted arrays and solar panels on poles must meet North Carolina electrical and wind load requirements and are not connected structurally to buildings. Mr. Mumby said for the incentives for EV charging stations in major site plans, staff is recommending that EV parking spaces can count toward parking requirements and civic space up to 1000 square feet. This would accommodate at least one ADA space and four standard spaces, plus equipment. He

said that staff recommends that the Town ordinance define and allow GMSPs in all districts, so that there is no zoning question in the future:

- Pole mounts and arrays settings should not count as accessory structures but should stay below the height as a ground mounted light fixture, at 15' in residential settings and 20' in commercial settings. They should be allowed within parking lots in commercial settings, but should be limited to the side or rear yard in residential settings. A variance from the ZBA should be sought for alternative locations or extended height requests where the height of neighboring structures or other impediments to the collection of solar energy exist, and when alternative placement is needed for tree preservation. Additionally, variance criteria should include evidence that the installation would not interfere with the neighboring properties or take away from the character of the neighborhood. Pole mounts and ground mount structures should meet the accessory structure setback of 5' feet.
- EV Charging stations should be encouraged in all large-scale development. As incentive for residential placement, EV chargers with adjacent designated parking could count toward civic space in addition to parking requirements. This would give design flexibility and hopefully give some incentive to include them.

Mr. Mumby read the text amendments verbatim. He said the Planning Board voted unanimously to recommend the text amendment.

Councilmember Feichter said section 4.5.3 says that residential solar panels shall be placed for maximum solar capture and tree preservation. He said it sounds a little too vague and would prefer the ordinance read as more quantifiable. Mr. Mumby said the goal of the text in that section was staff did not want to incentivize people cutting down trees to install solar panels. He said the ordinance allows for people to apply for a variance if they need to place the panel in the front yard. He said they can present an amendment at a future meeting.

There was no public comment.

A motion was made by Councilmember Freeman, seconded by Councilmember Feichter, to close the public hearing at 6:44pm. The motion passed unanimously.

A motion was made by Councilmember Dickson, seconded by Councilmember Freeman, to find the recommended changes to the Land Development Standards as attached as being consistent with the 2035 Land Use Plan and reasonable and in the public interest because it continues to promote smart growth principles in land use planning and zoning, in that it promotes conservation design to preserve important natural resources and it protects and enhances Waynesville's natural resources by continuing to engage in and promote best management practices related to energy use, efficiency, and waste management by protecting and enhancing water quality and forests, and by protecting rural lands, iconic views, and mountain vistas. The motion passed unanimously.

A motion was made by Councilmember Dickson, seconded by Councilmember Feichter, to adopt the ordinance as presented. The motion passed unanimously.

G. NEW BUSINESS

6. Request by Councilmember Jon Feichter to reduce the speed limit on Long Street from 35 to 20 MPH and Limit Traffic to “Local Traffic Only” on behalf of residents of Long Street.
 - Jon Feichter, Councilmember

Councilmember Feichter reported that residents of Long Street have contacted him to complain that Long Street is being used as a cut through for vehicles traveling from Allen’s Creek Rd to South Main Street. He requested that the Town possibly reduce the speed limit to 20 mph and have signage that says “No Thru Traffic”. He said that Long Street is a narrow road with a sharp turn and is not designed as a thoroughfare and cannot handle the speed and volume of traffic it is receiving. He added that the resident said she may go through the formal process to pursue traffic calming measures, but he would like to take these steps first to see if that helps.

Councilmember Dickson agrees with Feichter about not allowing thru traffic and introducing traffic calming devices. He said he remembered Councilmember Sutton saying something about a town road that falls between two state roads, that DOT would require a traffic study before changing anything, and the speed limit cannot be lowered below 30mph. Town Attorney Bradley said she did some research and found that the town can control and restrict access, as long as they do not restrict DOT access. Councilmember Feichter said they lowered the speed limit on Hendrix Street, the next street over, and only when it was not successful, did they install speed bumps.

Councilmember Dickson requested that staff research what Councilmember Sutton was talking about regarding the DOT. Mr. Hites said they can do that and bring an update to the next meeting.

A motion was made by Councilmember Feichter, seconded by Councilmember Dickson, to place “No Thru Traffic” signage on Long Street. The motion passed unanimously.

H. COMMUNICATION FROM STAFF

7. Manager’s Report
 - Town Manager, Rob Hites

Town Manager Rob Hites reported that the goal is to have the Depot Street Bridge re-opened a week from this Friday. He also said that FEMA Restoration and Mitigation crews will be doing their first on-site visits on April 8th and 9th. He said that architects from McAdams will be there as well to see what FEMA will and won’t pay for.

8. Town Attorney’s Report
 - Martha Bradley, Town Attorney

Nothing to report.

I. COMMUNICATIONS FROM THE MAYOR AND COUNCIL

Councilmember Dickson reported that he attended the Southwestern Commission meeting last night and the main presenter was Community Care, the same program Waynesville utilized for the social worker intern that worked with the police department. He said that Waynesville’s program was highlighted.

Councilmember Dickson said Council has received applications for several Advisory Boards and Commissions. Council agreed to review the applications for the Historic Preservation Commission and bring their recommendation at the next meeting. Councilmembers Feichter and Freeman agreed to interview the Waynesville Housing Authority and Planning Board applicants.

A motion was made by Councilmember Dickson, seconded by Councilmember Feichter, to appoint Alex McKay and John Mason to the Planning Board. The motion passed unanimously.

A motion was made by Councilmember Dickson, seconded by Councilmember Freeman, to appoint Nicole Kott to the Recreation Advisory Commission. The motion passed unanimously.

Councilmember Freeman reminded everyone of the Whole Bloomin Thing Festival in Frog Level on May 10th.

Council thanked staff for their hard work at the Planning Retreat.

J. ADJOURN

A motion was made by Councilmember Dickson, seconded by Councilmember Feichter, to adjourn at 7:12pm. The motion passed unanimously.

ATTEST:

Gary Caldwell, Mayor

Robert W. Hites, Jr. Town Manager

Candace Poolton, Town Clerk

**TOWN OF WAYNESVILLE TOWN COUNCIL
REQUEST FOR COUNCIL ACTION
Meeting Date: April 8, 2025**

SUBJECT: Resolution for Lineworker Appreciation Day

AGENDA INFORMATION:

Agenda Location: Resolution
Item Number:
Department: Public Works
Contact: Ricky Bourne, Public Works Director
Presenter: Mayor Gary Caldwell

BRIEF SUMMARY:

This Resolution honors Waynesville Lineworkers for Lineworker Appreciation Days April 14th, and April 18th.

MOTION FOR CONSIDERATION:

FUNDING SOURCE/IMPACT: N/A

ATTACHMENTS:

1. Resolution R-6-25

MANAGER'S COMMENTS AND RECOMMENDATIONS:

Resolution Honoring Public Power Lineworkers During Lineworker Appreciation Days: April 14 and April 18, 2025

R-6-25

WHEREAS, on Jan. 3, 2017, the 115th Congress of the United States adopted House Resolution 10, recognizing lineworkers, the profession of lineworkers, the contributions these brave people make to protect public safety, and expressing support for designating April 18 as National Lineman Appreciation Day; and

WHEREAS, on April 15, 2015, the North Carolina General Assembly ratified House Bill 140, which designates the second Monday in April of each year as Lineworker Appreciation Day in North Carolina; and

WHEREAS, the Town Council of Waynesville celebrates the profession of electric lineworkers and wishes to honor its electric department personnel for their exemplary service to the City/Town and its citizens; and

WHEREAS, electric utilities employ a special class of employees—electric lineworkers—responsible for building and maintaining the distribution lines that bring electricity to homes and businesses, consistently devoted to their responsibilities; and

WHEREAS, this profession demands passion, dedication, and ongoing training and requires lineworkers to maintain power lines around the clock, ensuring they provide safe, reliable energy to the community; and

WHEREAS, lineworkers are often first responders during storms, working to repair broken and damaged electric lines under hazardous conditions to make the area safe for other public safety heroes; and

WHEREAS, lineworkers play a vital role in the lives of our citizens by maintaining and growing our electrical infrastructure, putting their lives on the line every day by working with the many dangers of high-voltage electricity; and

WHEREAS, the lineworkers of Waynesville’s electric utility and their example of service above self are deserving of the respect, admiration, and appreciation of all the citizens of Waynesville; now, therefore

BE IT RESOLVED, that Waynesville, North Carolina, joins with all North Carolina public power communities and all public power systems in the United States in these celebrations of Lineworker Appreciation Days.

Adopted this 8th day of April, 2025.

Town of Waynesville

Attest:

Gary Caldwell, Mayor

Candace Poolton, Town Clerk

**TOWN OF WAYNESVILLE COUNCIL MEETING
REQUEST FOR COUNCIL ACTION
Meeting Date: April 8, 2025**

SUBJECT: Recognition of Heath Pressley's promotion

AGENDA INFORMATION:

Agenda Location: Presentation

Item Number:

Department: Police

Contact: Chief David Adams

Presenter: Chief David Adams

BRIEF SUMMARY:

Heath Pressley was promoted to Sergeant on March 27, 2025.

MOTION FOR CONSIDERATION: N/A

ATTACHMENTS: N/A

MANAGER'S COMMENTS AND RECOMMENDATIONS:

**TOWN OF WAYNESVILLE COUNCIL
REQUEST FOR COUNCIL ACTION
Meeting Date: April 8, 2025**

SUBJECT: Presentation on the projects of Waynesville’s Historic Preservation Commission

AGENDA INFORMATION:

Agenda Location: New Business
Item Number:
Department: Development Services
Contact: Alex Mumby, Land Use Administrator
Presenters: Alex Mumby, Land Use Administrator
Alex Mckay, Historic Preservation Commission Chair

BRIEF SUMMARY:

The Town of Waynesville’s Historic Preservation Commission works hard to provide engaging information about the history of Waynesville. In the last two fiscal years, the HPC has been very active and wishes to provide Council with a report on activities. These include:

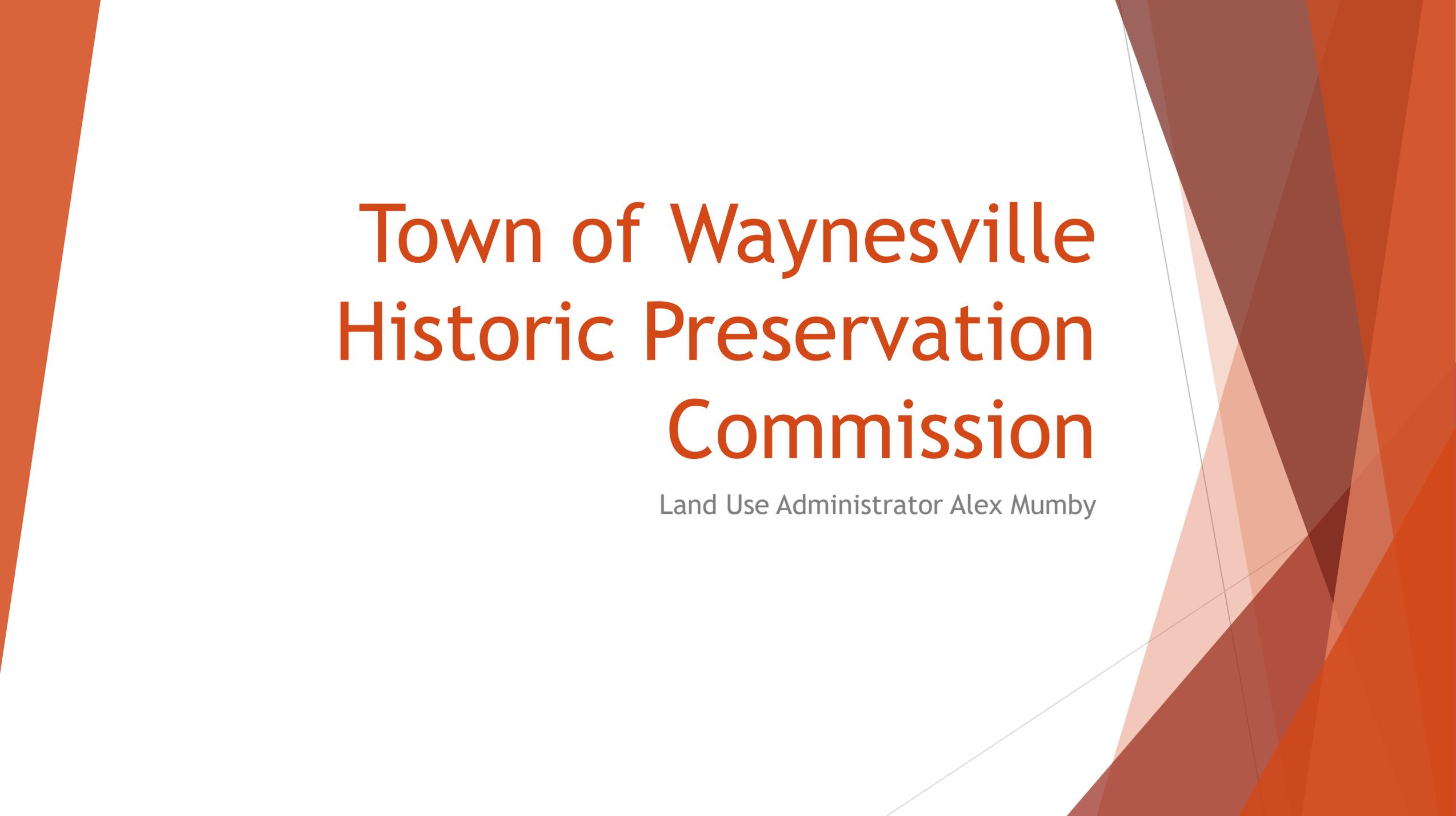
- Commission members visiting schools and handing out coloring books to fourth graders which have different historic places around Waynesville.
- Developing informational signage of historic sites and areas around Waynesville. Signs are being developed for the Historic Haywood County Courthouse, Waynesville’s Main Street District, Downtown Hazelwood, and Frog Level. A sign for Sulphur Springs Park and the Sulphur Springs Park springhouse and former hotel are also being developed as part of the Sulphur Springs Park improvement plan with the Waynesville Parks and Recreation Department.
- The development of a new edition of the Waynesville Self-guided Tour Book of historic structures. The updated book will feature more locations, updated photos and information, and a more legible map. A letter has been sent to owners of property featured in the book, and the final proof should go to press sometime in late April or May.
- Other initiatives of the HPC for a future CLG Grant, creating a mural in honor of the 250th anniversary of the signing of the Declaration of Independence, and the Preservation Plan will be presented as separate action items for the Council.

MOTIONS FOR CONSIDERATION: None.

FUNDING SOURCE/IMPACT: The funds have already been allocated via grants and private funds. No action is needed, this is just an update for the Town Council.

ATTACHMENTS: Power Point Presentation

MANAGER’S COMMENTS AND RECOMMENDATIONS:



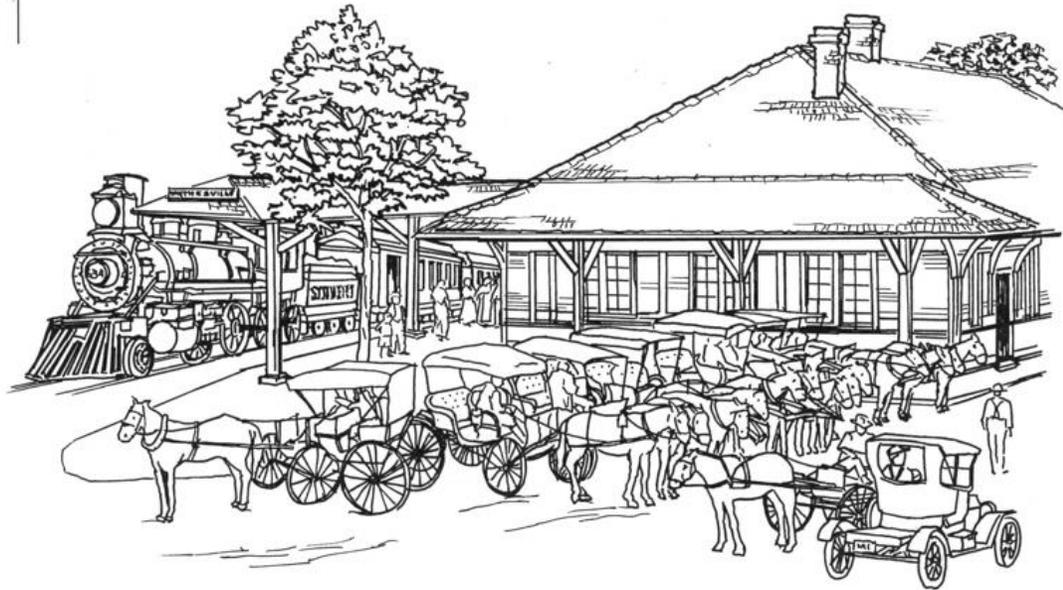
Town of Waynesville Historic Preservation Commission

Land Use Administrator Alex Mumby

Historic Coloring Books

17

The **Frog Level Depot** was built on land acquired and donated by James R. Love, the son of Waynesville's founder, Robert Love. On April 8, 1884 the first train arrived at this location, with more than 3,000 people welcoming its arrival. The first two depots were lost to fire, and the third was demolished in the 1970s.



- ▶ Since 2017, the HPC has handed out historic coloring books to Waynesville Fourth Graders
- ▶ The books feature different historic places around Waynesville
- ▶ Drawn by the local artist Chris Sylvester
- ▶ Descriptions on each page were written by Commission Chair Alex McKay



Hazelwood Elementary, 2024



Shining Rock, 2024

Historic Signs

- ▶ Will feature information about the History of Waynesville
- ▶ Three sign designs are close to completion
 - ▶ Historic Hazelwood
 - ▶ Sulphur Springs
 - ▶ Haywood County Courthouse
- ▶ Future signs are planned for Main Street and Frog Level

Historic Hazelwood

Incorporated in 1905, the Town of Hazelwood was originally described as "Waynesville's wasteland." A swampy area along Richland Creek, its biggest assets were the railroad tracks, access to timber, and flat, inexpensive land. Industries started to come in the 1890's with the Junaluska Tannery and W.F. Cole's Sawmill operations being the first. Haywood Manufacturing Company, Waynesville Furniture Company and Unaugusta Manufacturing Company soon followed. By 1910, Hazelwood was the largest shipping point in Haywood County with 20 train loads of goods leaving the Hazelwood Depot each day. By the 1950 Census, Hazelwood had grown to a tight-knit mill town of 1,781 residents. In 1995, Hazelwood merged with the Town of Waynesville, but still retains its unique character, downtown, and sense of community.

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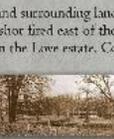
60 in

Haywood White Sulphur Springs

"The North-Carolinian"
Oct. 12, 1850

White Sulphur Springs Springhouse: A Gateway to Waynesville's History

The Sulphur Springs Springhouse stands as a significant cultural landmark in Haywood County, embodying the rich history of Waynesville and its surrounding areas. The valley, where the current park sits, was once the campsite of men from the Nathaniel Trace Expedition in 1776, marking the first arrival of white settlers in what would later become Haywood County. Approximately 30 years later, James Robert Love, the son of Waynesville's founder, built his colonial home about 100 yards from the present-day park. In 1843, under Love's ownership, the sulphur spring was discovered by "Uncle Jerry," an enslaved man working for the family, while digging a drainage ditch along the hillside. The Love family continued to live on the property until James Robert Love's death in 1864.



1. Original hotel building, destroyed in 1885.

2. The original springhouse, built in 1843.

3. The original hotel building, built in 1843.

4. The original hotel building, built in 1843.

5. The original hotel building, built in 1843.

6. The original hotel building, built in 1843.

7. The original hotel building, built in 1843.

In 1878, James Robert Love's daughter inherited the property and, along with her husband, transformed the estate into Waynesville's first resort, the Haywood White Sulphur Springs Hotel. Though the original hotel burned down in 1885, it was replaced by a larger brick structure the same year, and the current Springhouse was built around this time. Guests from across the world, including President Woodrow Wilson, who honeymooned here, came to drink and bathe in the mineral waters.

The spring and surrounding land also played a role in the closing days of the Civil War. In 1865, the park became the site of the last shot fired east of the Mississippi. A group of Union soldiers, descending from Greenhill Cemetery, attempted to steal horses from the Love estate. Confederate soldiers confronted them, and a brief skirmish ensued, resulting in the death of a Union soldier.

Construction of the hotel building was completed in 1843. The original hotel building was destroyed in 1885. The current hotel building was built in 1885. The original hotel building was destroyed in 1885. The current hotel building was built in 1885.

The hotel reopened in September 1919, when the U.S. Army leased the property to establish a tuberculosis hospital. During this period, the army held fund-raising events, selling the spring's water to support soldiers.

Today, the Springhouse and its park are cherished sites in the post-World War II history of Waynesville, by the Sloan family in 1971, preserving the rich history of the area for future generations.



Photo from the 1919 newspaper, The Citizen, Haywood, N.C. 1919. The photo shows the original hotel property to the U.S. Government for use as a tuberculosis hospital. The photo shows the original hotel property to the U.S. Government for use as a tuberculosis hospital.

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24x36

Haywood County Courthouse

The initial courthouse stood on what was once called the Goodyear Lawn, at the intersection of Central Street and Tate Street. Legend has it that this modest structure was made of logs. Preceding the Civil War, a second courthouse, constructed of brick, was erected at the corner of Main St. and East St., where our Town Hall now stands.

The third courthouse, completed in 1884 on the property before you, was distinguished by its imposing clock tower. Unfortunately, it fell into disrepair and was condemned in 1929 following a section of the courtroom ceiling collapsing under heavy snow. Following intense debates, Commissioners voted to replace the aging 45-year-old building.



1908 Street view of the "Old Brick Courthouse"



View from Depot Street, September 1932

The current structure, built in one year and finished in 1932, was crafted from North Carolina Granite. Contractors made a commitment to utilize as many North Carolina products or services procured through local agents as feasible.

Haywood's laborers and carpenters undertook the bulk of the construction. All hardware was sourced from Waynesville Hardware, and furnishings were provided by Massie Furniture Store. Granite blocks were transported by train and unloaded at the depot in Frog Level. Each block was numbered and sequentially brought up on the back of ice delivery trucks.



Siting of the Courthouse 1931, the Col. SA. Jones House in the foreground



Exterior work is nearing completion in the first months of 1932



Finished in one year, County Officials moved into their offices in time for its dedication in September.



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Date: / /

Walking Tour Book Update

- ▶ The original self-guided walking tour book was created in [DATE]
- ▶ The new update will feature more locations, updated information and pictures, and a better map
- ▶ Tour books will be going to print in late April
- ▶ They will be available in the Municipal Building with a recommended donation of \$5.

Post Office Building

16 South Main Street
National Register (1991)



Completed in 1917 in the Classical Revival style, this two-story Flemish brick building was the location of the Waynesville Post Office until 1966. Original street lamps are located in front of the building which features brick Doric pilasters with molded granite bases and caps beneath a full entablature; double hung eight over eight windows, and multi-paned transoms.

On June 15, 1966 the federal government sold the property to the town. The building then underwent extensive remodeling directed by architect, and future mayor, Henry Foy and opened as the Town of Waynesville Municipal Building in April of 1967. It features a large rear meeting room, the site of the former postal sorting room, as well as offices associated with local government.

**TOWN OF WAYNESVILLE COUNCIL
REQUEST FOR COUNCIL ACTION
Meeting Date: April 8th, 2025**

SUBJECT: Presentation on the Town of Waynesville's CLG Grant Application.

AGENDA INFORMATION:

Agenda Location: New Business
Item Number:
Department: Development Services
Contact: Alex Mumby, Land Use Administrator
Presenters: Alex Mumby, Land Use Administrator

BRIEF SUMMARY:

The North Carolina CLG Program provides resources for local governments to research and promote historic preservation. Part of this program are the CLG Grants which allow local governments to hire consultants to apply for assistance with National Register nominations for historic districts and buildings, and special studies, that document and promote the preservation of properties with historic and architectural significance.

Development Services and the Historic Preservation Commission are exploring application opportunities for a National Register nomination for the Love Lane neighborhood, or to further research the Country Club area based on feedback from North Carolina Historic Preservation Office staff. Staff is asking permission from Town Council to apply for this grant which is due April 30.

MOTIONS FOR CONSIDERATION:

Approve staff to apply for the CLG Grant.

FUNDING SOURCE/IMPACT:

The total budget will be \$10,000 with a 60/40 split. The grant will provide \$6,000 and the town should therefore provide \$4,000. Allocation has been requested in the professional services budget request for the FY 25-26.

ATTACHMENTS:

Grant information.

MANAGER'S COMMENTS AND RECOMMENDATIONS:



North Carolina Department of Natural and Cultural Resources
State Historic Preservation Office

Ramona M. Bartos, Administrator

Governor Roy Cooper
Secretary D. Reid Wilson

Office of Archives and History

January 7, 2025

TO: All Certified Local Governments (CLGs) in North Carolina

FROM: Ramona Bartos, Deputy State Historic Preservation Officer

SUBJECT: 2025 Historic Preservation Fund Pass-Through Grants

The State Historic Preservation Office (HPO) is now accepting applications for FY 2025 federal Historic Preservation Fund (HPF) pass-through grants, which are available to Certified Local Governments (CLGs). Eligible projects include architectural and archaeological surveys, nominations of eligible districts and properties to the National Register of Historic Places, survey publication manuscripts, local preservation design standards and preservation plans, public education programs (including archaeological), and restoration of National Register-listed properties. *Funds are not available for privately-owned properties.* Eligible applicants are local governments and local historic preservation commissions as well as nonprofit organizations and educational institutions within the jurisdiction of a CLG.

Please note that before preparing and submitting an application, applicants must contact HPO staff to discuss the scope of work and budget of their potential project along with the grant standards and requirements. HPO and Office of State Archaeology (OSA) staff contacts are listed in the attached instructions.

An estimated total of \$140,000 statewide may be available for projects in CLG municipalities and counties, in accordance with federal requirements. A list of CLGs is attached. Unfortunately, funds for non-CLG projects are not available through this program.

Grant awards, which normally cover up to sixty per cent of total project costs, generally range from \$1,000 to \$25,000 and are available on a reimbursement basis. *Local matching funds should try to cover at least forty per cent (40%) of the total project costs.* Grant projects will be selected for funding on a competitive basis. Please do not hesitate to contact the grants coordinator if you have a project in mind but may not have a forty percent match available.

Applications must be received electronically by 11:59 p.m. Thursday, April 30, 2025. Nonprofits and educational institutions submitting an application through a CLG should contact their local CLG as soon as possible to confirm internal deadlines to submit their proposed application. See the *Instructions for Completing the 2025 Application* for more details.

Based on federal appropriation timing, we expect to announce awards in June of 2025. Projects should be underway by the fall of 2025. All projects should be completed by February 26, 2027.

GUIDELINES FOR CLG GRANT APPLICATIONS

- CLG grant applications must be submitted by or through the CLG. Please see the attached list of CLGs in North Carolina.
- CLG governing boards and CLG historic preservation commissions submit their applications to the HPO.
- **NOTE:** Nonprofits and educational institutions may propose an application for a project in a CLG's jurisdiction. The CLG or CLG historic preservation commission would need to be willing to apply on behalf of the nonprofit or educational institution and submit the application to the HPO. The CLG would, therefore, be the grant applicant. The nonprofit or educational institution should submit the proposed application to the CLG commission as soon as possible, to allow time for the commission and local governing board to evaluate it and submit it with comments to the HPO by the **April 30, 2025**, deadline. If a grant is awarded for the project, the CLG would be the grant recipient and would administer the grant project, even if the nonprofit or educational institution provides the local matching funds.

If there are questions about the application process, or there is a project idea you would like to discuss, please contact Michele Patterson McCabe, grants coordinator, at michele.patterson.mccabe@dncr.nc.gov or 919-814-6582. For assistance with developing a project proposal and budget, please contact an HPO or OSA staff member listed in the instructions.

We look forward to hearing from you and receiving your application.

Enclosures

The North Carolina State Historic Preservation Office receives federal funds from the National Park Service, U. S. Department of the Interior. Regulations of the U.S. Department of the Interior strictly prohibit unlawful discrimination in federally assisted departmental programs on the basis race, color, national origin, religion, sex (including pregnancy and gender identity), age, disability, sexual orientation, or genetic information in its federally assisted programs. Any person who believes he or she has been discriminated against in any program, activity, or facility operated by a recipient of federal assistance should contact the Equal Opportunity Program Office, U.S. Department of the Interior, National Park Service, 1849 C Street, NW MS 2505, Washington, D.C. 20250; visit <https://www.doi.gov/pmb/eeo> or phone (202) 354-1871.

**TOWN OF WAYNESVILLE COUNCIL
REQUEST FOR COUNCIL ACTION
Meeting Date: April 8th, 2025**

SUBJECT: Presentation on the Town of Waynesville’s America 250 NC Grant.

AGENDA INFORMATION:

Agenda Location: New Business
Item Number:
Department: Development Services
Contact: Alex Mumby, Land Use Administrator
Presenters: Alex Mumby, Land Use Administrator

BRIEF SUMMARY:

July 4th, 2026 will be the 250th anniversary of the signing of the Declaration of Independence. To commemorate the occasion, the State of North Carolina created a grant fund for communities to hold events and create public art. The Town of Waynesville applied and was awarded a grant of \$27,000 to paint a mural of the Town’s history and its namesake General “Mad” Anthony Wayne. The mural will be painted on the back of the Strand Theater facing Wall Sreet.

Colonel Robert Love fought in the Revolutionary War under General Wayne and later named Waynesville in his honor. The mural will feature General Wayne surrounded by various historical events and places from Waynesville’s past. The mural will serve as a way to both educate residents and visitors about our history along with tying together Waynesville’s past and present. The Historic Preservation Commission will work with the Haywood County NC250 Committee, the owners of the Strand, and other citizens tp develop an RFQ and select an artist, similar to the approach of the Public Arts Commission with the Pigeon Community Center project.

MOTIONS FOR CONSIDERATION:

To adopt the resolution to accept the America 250 NC Grant as presented in the attached contract.

FUNDING SOURCE/IMPACT:

The grant is funded through the America 250 NC grant fund from the State of North Carolina. The grant will provide \$27,000 to the town to commission the mural with the Town providing a match of \$4,050 for a total of \$31,050.

ATTACHMENTS:

1. Resolution
2. Grant Contract

MANAGER’S COMMENTS AND RECOMMENDATIONS:

Grant Contract

This grant contract ("Contract") is hereby entered into by and between the North Carolina Department of Natural and Cultural Resources (the "Agency") and the Town of Waynesville, NC (the "Grantee") (referred to collectively as the "Parties").

Grantee Information:

Federal Tax ID #: 56-6001367

Address: 16 S Main Street, Waynesville, NC 28786

Source of Funds: State Appropriation, America 250 North Carolina

Account Information: 105106 56600185 46001AC

Fiscal Year End Date: June 30

Amount of Grant Award: \$27,000

The Parties agree to be bound by the terms, promises, and any other requirements appearing either directly or by reference in this Contract, as well as in the following documents, which are incorporated herein by reference, as though fully set forth herein:

- 1) The Scope of Work, description of services (Attachment A)
- 2) The line-item budget (Attachment B)
- 3) Notice of Certain Reporting and Audit Requirements (Attachment C)

DEFINITIONS

Except as otherwise provided in the Contract documents, the terms below shall have the following meanings in this Contract.

"Agency" means the North Carolina Department of Natural and Cultural Resources.

"Audit" means an examination of records or financial accounts to verify their accuracy.

"Certification of Compliance" means a report provided by the Grantee to the Agency that states that the Grantee has met the reporting requirements established by this Contract and included as a statement of certification by the Agency as part of the Grantee reporting package.

"Compliance Supplement" refers to the North Carolina State Compliance Supplement, maintained by the State and Local Government Finance Agency within the North Carolina Department of State Treasurer that has been developed in cooperation with agencies to assist the local auditor in identifying program compliance requirements and audit procedures for testing those requirements.

"Deliverable(s)" means any tangible and original works of authorship created by or on behalf of Grantee under the Contract.

"Director of State Budget" means the State Budget Director of North Carolina.

"Fiscal Year" means the annual operating year of the non-State entity.

"Financial Statement" means a report providing financial statistics relative to a given part of an organization's operations or status.

"Grant" means financial assistance provided by DNCR to an eligible grantee to carry out the activities and purpose identified in this Contract.

"Grantee" means an entity that receives State financial assistance.

"Non-State Entity" has the meaning in G.S. 143C-1-1(d)(18).

"Single Audit" means an audit that includes an examination of an organization's financial statements, internal controls, and compliance with the requirements of Federal or State awards.

"State financial assistance" means State funds disbursed as a grant, cooperative agreement, non-cash contribution, food commodities, or direct appropriation to a grantee or subrecipient as defined in this Contract.

"Special Appropriation" means a legislative act authorizing the expenditure of a designated amount of public funds for a specific purpose.

"State Funds" means any funds appropriated by the North Carolina General Assembly or collected by the State of North Carolina. State funds include federal financial assistance received by the State and transferred or disbursed to non-State entities. Both Federal and State funds maintain their identity as they are disbursed as financial assistance to other organizations.

"Subrecipient" means a non-State entity that receives State financial assistance from a Grantee to carry out part of a State program; but does not include an individual that is a beneficiary of such program.

GENERAL TERMS AND CONDITIONS

1. **Choice of Law:** The validity of this Contract and any of its terms or provisions, as well as the rights and duties of the Parties to this Contract, are governed by the laws of North Carolina. The Grantee, by signing this Contract, agrees and submits, solely for matters concerning this Contract, to the exclusive jurisdiction of the courts of North Carolina and agrees, solely for such purpose, that the exclusive venue for any legal proceedings shall be Wake County, North Carolina. The place of this Contract and all transactions and understandings relating to it, and their situs and forum, shall be Wake County, North Carolina, where all matters shall be determined.
2. **Grantee's Duties:** The Grantee shall provide the services as described in Attachment A, Scope of Work and Description of Services and in accordance with the approved budget in Attachment B. The Grantee may make line-item adjustments of less than ten percent (10%) for budgeted expenditures without prior approval from the Agency, except if the adjustment would exceed the total grant amount.

For line-item adjustments of ten percent (10%) or more for budgeted expenditures, the Grantee shall submit a written request for approval to the Agency and include a justification for the adjustment. Line-item adjustments requiring approval shall be effective only upon a dually executed amendment between the parties, in accordance with the terms of this Contract.

Amendments executed under this Paragraph shall include the new line-item adjustment(s) (Attachment B) and any changes in the Scope of Work and Description of Services (Attachment A) related to the duties and services affected by the line-item adjustment. An amendment that fails to comply with the

requirements of this Paragraph shall not be binding upon the parties. A violation of this Paragraph shall constitute a material breach and shall entitle the Agency to terminate the contract and pursue all rights and actions available to it under the law.

3. **Grant Payments:** Grant payments will be remitted based on the payment schedule included in Line-Item budget and Narrative (Attachment B). Upon successful submission of the grant report outlined in the payment schedule, Grantee may submit to Agency a request for payment according to the schedule.
4. **No Employment Relationship Between State and Grantee:** The Grantee is and shall be wholly responsible for the performance of this Contract and as such shall be wholly responsible for the work to be performed and for the supervision of its employees in the performance of this Contract. The Grantee's performance of this Contract does not create or establish any employment relationship, joint venture, or partnership between the Grantee and the State or the Agency. The Grantee represents that it has, or shall secure at its own expense, all personnel required to perform the services under this Contract. Such personnel of Grantee shall not be employees of, or have any individual contractual relationship with, the State or the Agency.
5. **Assignment:** No assignment of the Grantee's obligations or the Grantee's right to receive payment hereunder shall be permitted. However, upon written request approved by the Agency, the Agency may:
 - (a) Forward the Grantee's payment check(s) directly to any person or entity designated by the Grantee; or
 - (b) Include any person or entity designated by Grantee as a joint payee on the Grantee's payment check(s).

In no event shall such approval and action obligate the Agency to anyone other than the Grantee and the Grantee shall remain responsible for fulfillment of all contract obligations.

6. **Beneficiaries:** Except as otherwise provided herein, this Contract shall inure to the benefit of and be binding upon the Parties hereto and their respective successors. It is expressly understood and agreed that the enforcement of the terms and conditions of this Contract, and all rights of action relating to such enforcement, shall be strictly reserved to the Agency and the named Grantee. Nothing contained in this document shall give or allow any claim or right of action whatsoever by any other third person. It is the express intention of the Agency and Grantee that any such person or entity, other than the Agency or the Grantee, receiving services or benefits under this Contract shall be deemed an incidental beneficiary only.
7. **Indemnification:** The Grantee shall hold and save the State, its officers, agents, and employees, harmless from liability of any kind, including all claims and losses accruing or resulting to any other person, firm, or corporation furnishing or supplying work, services, materials, or supplies in connection with the performance of this Contract, and from any and all claims and losses accruing or resulting to any person, firm, or corporation that may be injured or damaged by the Grantee in the performance of this Contract and that are attributable to the negligence or intentionally tortious acts of the Grantee.
8. **Noncompliance and Use of Grant Funds:** The Grantee may only use the grant funds disbursed hereto in the manner allowed under this Contract. The Agency will review reporting from the Grantee to ensure that grant fund expenditures meet the requirements of this Contract, as well as any applicable laws, rules, or regulations. If DNCR finds that the Grantee is noncompliant with any requirements of this Contract or law, DNCR will take action consistent with applicable laws and regulations, including, but not limited to, the requirements of 09 NCAC 03M .0801.

9. **Termination by Mutual Consent:** The Parties may terminate this Contract by mutual consent with 60 days' written notice to the other Party, or as otherwise provided by law.
10. **Termination for Cause:** If, through any cause, the Grantee shall fail to fulfill its obligations under this Contract in a timely and proper manner, the Agency shall have the right to terminate this Contract by giving written notice to the Grantee and specifying the effective date thereof.
11. **Effect of Termination:**
 - (a) In the event the Contract is terminated by either party, the Grantee will be paid for work that is satisfactorily completed under the terms of this Contract, as determined by the Agency and under the terms herein.
 - (b) The Grantee will not incur new obligations for the terminated portion of the Contract and will cancel as many outstanding obligations as possible, immediately after receiving the notification of termination from the Agency or providing the Agency with the same if the Grantee is terminating the Contract. Costs incurred after receipt or provision of termination notice will be disallowed.
 - (c) The Grantee shall not be relieved of any liability owed to the Agency because of any breach of the Contract by the Subgrantee. The Agency may, to the extent authorized by law, withhold payments to the Subgrantee for the purpose of set-off until the exact amount of damages due the Agency from the Subgrantee is determined.
 - (d) In the event of termination by either Party, the Grantee shall provide to the Agency an itemized list of all Deliverables created under the Contract. At the Agency's option, the Grantee shall produce high-quality copies or recordings of all finished or unfinished Deliverables prepared by the Grantee under this Contract; such copies or recordings of the Deliverables shall become the property of the Agency. The Agency shall have all right and authority to use the copies or recordings of the Deliverables under the license provided in Paragraph 16.
12. **Waiver of Default:** A failure of either party to insist upon strict enforcement of any term or provision or to exercise any right, option, or remedy of this Agreement, or to require, at any time, performance of any provision hereof, shall not be construed as a waiver of any such term or provision. No waiver by either Party of any term or provision hereof shall be binding unless made in writing and signed by the other, approving party.
13. **Availability of Funds:** The Parties to this Contract agree and understand that the payment of the sums specified in this Contract is dependent and contingent upon and subject to the allocation and appropriation of funds for this purpose to the Agency.
14. **Force Majeure:** Neither Party shall be deemed to be in default of its obligations hereunder if and so long as it is prevented from performing such obligations by any act of war, hostile foreign action, nuclear explosion, riot, strikes, civil insurrection, earthquake, hurricane, tornado, or other catastrophic natural event or act of God.
15. **Survival of Promises:** Except as otherwise provided herein or unless superseded by applicable federal or State statute of limitations, all promises, indemnifications, requirements, terms, conditions, provisions, representations, guarantees, and warranties contained herein shall survive the Contract expiration or termination date.
16. **Intellectual Property Rights, Licensing, and Ownership of Deliverables:** The Grantee shall own all rights, title, and interest in deliverable items produced pursuant to this Contract. Notwithstanding the foregoing, the Grantee agrees to grant to the Agency, at no charge to the Agency, a non-exclusive, royalty-free, and irrevocable right and license to reproduce, publish, or otherwise use any deliverable item for Agency purposes, as well as purposes of the State, and to authorize others to do so. Further,

the Grantee shall require all subrecipients and subcontractors to include in all agreements relating to this Contract a clause giving the Agency the same rights, title, and license granted herein.

This license is not to be construed as a conveyance or surrender of copyright, trademark, or any other right or interest, based in intellectual property or otherwise, that is or may be vested in the Grantee's ownership of the deliverable items. Furthermore, the Grantee warrants and represents that it will only create deliverable items in which the Grantee is the sole owner of all rights, title, and interest thereto. Such rights, title, and interests include, but are not limited to, copyright, trademark, and any other intellectual property rights. The Grantee warrants and represents that this Contract and the rights licensed herein do not violate any other party's rights or interests in intellectual property or otherwise. In addition, the Grantee agrees to not use the deliverable items in any manner to suggest speech on the part of the Agency or the State of North Carolina or which would be unlawful by a government agency.

17. **Federal Intellectual Property Bankruptcy Protection Act:** The Parties agree that the Agency shall be entitled to all rights and benefits of the Federal Intellectual Property Bankruptcy Protection Act, Public Law 100-506, codified at 11 U.S.C. 365(n) and any amendments thereto.
18. **Compliance with Laws:** All Parties to this Contract shall comply with all laws, ordinances, codes, rules, regulations, and licensing requirements that are applicable to its conduct and to the administration of this Contract.
19. **Equal Employment Opportunity:** The Grantee shall comply with all federal and State laws relating to equal employment opportunity and fair and equal employment, including, but not limited to, Governor Cooper's Executive Order 24 as well as Title VII of the Civil Rights Act of 1964, as applicable.
20. **Access to Persons and Records:** The State Auditor, DNCR Internal Auditors, the Joint Legislative Commission on Governmental Operations (as well as applicable legislative employees), and any other authorized State entity shall have access to persons and records as such access is required under North Carolina law (including but not limited to N.C.G.S. §§ 143-49 & 147-64.7).
21. **Record Retention:** The Grantee shall retain documents and records relating to this Contract for a minimum of five years or until all audit exceptions have been resolved, whichever is longer. Also, if any litigation, claim, negotiation, audit, disallowance action, or other action involving this Contract has been started before expiration of the five-year retention period described above, the records must be retained until completion of the action and resolution of all issues which arise from it, or until the end of the regular five-year period described above, whichever is later.
22. **Amendment:** This Contract may not be amended orally or by performance. Amendments shall be made in writing on a form prepared by the Agency and duly executed by an authorized representative of the Agency and the Grantee.
23. **Severability:** In the event that a court of competent jurisdiction holds that a provision or requirement of this Contract violates any applicable law, each such provision or requirement shall continue to be enforced to the extent it is not in violation of law or is not otherwise unenforceable and all other provisions and requirements of this Contract shall remain in full force and effect.
24. **Headings:** The Section and Paragraph headings in these General Terms and Conditions are not material parts of the Contract and should not be used to construe the meaning of any text or content thereof.

25. **Sales/Use Tax Refunds:** If eligible, the Grantee and all subrecipients shall: (a) ask the North Carolina Department of Revenue for a refund of all sales and use taxes paid by them in the performance of this Contract, pursuant to N.C.G.S. § 105-164.14; and (b) exclude all refundable sales and use taxes from all reportable expenditures before the expenses are entered in their reimbursement reports.
26. **Travel Expenses:** Travel expenses shall not be reimbursed in the performance of this Contract. If travel is necessary in the performance of this Contract, it shall be included in the approved project budget and narrative.
27. **Entire Agreement:** This Contract and any documents incorporated specifically by reference represent the entire agreement between the Parties and supersede all prior oral or written statements or agreements. This Contract and any addenda thereto, are incorporated herein by reference as though set forth verbatim. All promises, requirements, terms, conditions, provisions, representations, guarantees, and warranties contained herein shall survive the Contract expiration or termination date unless specifically provided otherwise herein, or unless superseded by applicable Federal or State statutes of limitation.
28. **Gifts and Favors Regulated:** Under N.C.G.S. §133-32, it is unlawful for any vendor or contractor (e.g., architect, bidder, contractor, construction manager, design professional, engineer, landlord, offeror, seller, subcontractor, supplier, or vendor) to make gifts or to give favors to any State employee of the Governor's Cabinet Agencies. This prohibition covers those vendors and contractors who:
- (1) have a contract with a government agency;
 - (2) have performed under such a contract within the past year; or
 - (3) anticipate bidding on such a contract in the future.
- The requirements of N.C.G.S. § 133-32 are hereby incorporated by reference, including any subsequent amendments thereto, and shall apply to all vendors and subcontractors under this Contract
29. **Effective Period:** This Contract shall be effective upon signature by all Parties to this Contract and shall terminate upon final expenditure of all funds and submission of all reports as required by law.
30. **Reversion of Unused Funds at Termination or Expiration of Contract and upon Certain Audit Findings:** Upon the expiration or termination of this Contract or upon certain audit findings, unexpended or unused Grant funds held by the Grantee shall revert to the Agency.
31. **Conflict of Interest Policy:** The Grantee shall have on file with the Agency a copy of the Grantee's policy addressing conflicts of interest that may arise involving the Grantee's management employees and the members of its governing body as set forth in N.C.G.S. § 143C-6-23(b). The policy shall address situations in which any of these individuals may directly or indirectly benefit, except as the Grantee's employees or members of its board or other governing body, from the Grantee's disbursing of State Funds and shall include actions to be taken by the Grantee or the individual, or both to avoid conflicts of interest and the appearance of impropriety. The policy shall be filed before the Agency may disburse the grant funds.
32. **Compliance with Certain Reporting and Audit Requirements:** This Contract is subject to the reporting requirements described in the Notice of Certain Reporting and Audit Requirements (Attachment C).
33. **Disbursements:** As a condition of this Contract, the Grantee acknowledges and agrees to make disbursements in accordance with the following requirements:

- (a) Implement adequate internal controls over disbursements;
- (b) Ensure sufficient account coding information to provide for tracking of grant funds through the Grantee's accounting system;
- (c) Assure adequate control of signature stamps/plates;
- (d) Assure adequate control of negotiable instruments; and
- (e) Implement procedures to ensure that all account balances are solvent and reconcile the account monthly.

34. **Outsourcing/Assignability/Subcontracting:** The Grantee shall not subgrant or subcontract any of the work contemplated under this Contract without prior written approval from the Agency. The Agency shall not be obligated to pay for any work performed by any unapproved subgrantee, subrecipient, or subcontractor. The Grantee is not relieved of any of the duties and responsibilities of this Contract upon assignment of this Contract or outsourcing or subcontracting for work to be performed under this Contract. Furthermore, any subrecipient or subgrantee must agree to abide by the standards contained in this Contract and to provide all information to allow the Grantee to comply with these standards.
35. **Contract Administrators:** All notices permitted or required to be given by one Party to the other and all questions about the Contract from one Party to the other shall be addressed and delivered to the other Party's Contract Administrator. The name, post office address, street address, telephone number, fax number, and email address of the Parties' respective initial Contract Administrators are set out below. Either Party may change the name, post office address, street address, telephone number, fax number, or email address of its Contract Administrator by giving written notice to the other Party within 30 calendar days of such change.

For the Agency:

IF DELIVERED BY US POSTAL SERVICE	IF DELIVERED BY ANY OTHER MEANS
<p>Dan Brosz, Project Coordinator America 250 North Carolina Department of Natural and Cultural Resources 4601 Mail Service Center Raleigh, NC 27699-4601</p> <p>(919) 814-6633 dan.brosz@dncr.nc.gov</p>	<p>Dan Brosz, Project Coordinator America 250 North Carolina</p> <p>Department of Natural and Cultural Resources 109 E. Jones Street Raleigh, NC 27601</p>

For the Grantee:

IF DELIVERED BY US POSTAL SERVICE	IF DELIVERED BY ANY OTHER MEANS
<p>Alexander Mumby, Land Use Administrator Town of Waynesville, NC 9 S Main Street Waynesville, NC 28786</p> <p>(828) 456-8647 amumby@waynesvillenc.gov</p>	

36. **State Property:** The Grantee shall be responsible for the proper custody and care of any State-owned property furnished to it for use in connection with this Agreement and shall reimburse the State for any loss or damage to said property.

37. **Signature Warranty:** The undersigned represent and warrant that they are authorized to bind their principals to the terms of this Contract.

[THIS SPACE INTENTIONALLY LEFT BLANK]

In Witness whereof, the Grantee and the Agency have executed this Contract in duplicate originals, with one original being retained by each Party.

GRANTEE

Ian Barrett
Finance Director

Date

Rob Hites
Town Manager

Date

[CORPORATE SEAL] – (optional)

NORTH CAROLINA DEPARTMENT OF NATURAL AND CULTURAL RESOURCES

Sarah E. Koonts
Director, Division of Archives and Records

Date

Dr. Darin J. Waters
Deputy Secretary, Office of Archives and History

Date

Attachment A Scope of Work

- Any changes to the grant project team must be reported to DNCR as soon as possible along with reasons for the change and must include the new team member's contact information.
- Grantee must follow the agency's [branding guidelines](#) and use the official America 250 NC logo on all printed materials and online webpages related to the grant-funded project.
- Grantee must use following acknowledgement statement regarding the source of project funding: *"This project was produced with assistance from the America 250 North Carolina initiative, administered by the North Carolina Department of Natural and Cultural Resources. Any opinions, finding, and conclusions or recommendations expressed in this material are those of the author(s) and do not necessarily reflect the views of the State of North Carolina."*
- Grantee must submit grant funded events to the America 250 NC [online calendar](#).
- Grantee must provide the Department with link(s) to online, grant-funded resources for use and/or reference on the Department's America 250 NC webpages.
- Grantee must submit all printed materials funded by the grant for Department review and comment on the historical accuracy of the printed **materials prior to printing**.
- Grantee must send links and print materials to the Grant Administrator as they are published and should include the acknowledgement statement above as applicable.
- If the project impacts properties listed in the National Register of Historic Places, grantee must compile project information for review by the North Carolina State Historic Preservation Office (HPO). Grantee must provide America 250 NC staff a copy of the final review letter from HPO and work in good faith effort to resolve any adverse effect findings with the HPO on a case-by-case basis.
- Grantee must send award notifications to the elected officials in the North Carolina General Assembly that represent their organization's legislative districts, as well as those in which the projects occur, if different. Notifications must specifically reference the America 250 NC County Committees grant created by the General Assembly as part of SL 2023-134 and administered by the North Carolina Department of Natural and Cultural Resources. Grantees must also provide a brief description of what the grant award will fund or funded.

Project deliverables

Project deliverables are listed below as found in the grant application. Any change in deliverables or scope of the project must receive approval from the Grant Administrator.

1. Create a mural with an image of General "Mad" Anthony Wayne, as well as other historic figures, events, and locations connected to the Waynesville area.
 - a. There will be a public unveiling/dedication event with printed informational brochures/programs created.
2. Add event information to the America 250 NC online event calendar.

3. Send award notifications to all elected officials to the North Carolina General Assembly that represent districts in which the grantee resides and/or the project occurs.
4. Final report.

Reporting

America 250 NC Reporting Schedule			
Reporting Period Start Date	Reporting Period End Date	Report Type	Reporting Period Due Date
7/1/2024	6/30/2025	Interim	7/31/2025
7/1/2024	6/30/2026	Final	7/31/2026

Interim Reports

The purpose of interim reports is to explain progress to date of the grant project and to provide an idea of the overall accomplishments and challenges that the project has experienced during a particular reporting period. Please use the **Interim Project Worksheet** to provide both the narrative and budget reports

Draft Documents/Products Review

Drafts of documents must be submitted to DNCR for review prior to publication. Please submit the documents for review electronically to the Grants Administrator listed in your grant agreement. DNCR staff will make all efforts to review materials in a timely manner. Submit materials early to minimize the chance of project delay. Allow time for DNCR staff review while creating your overall project timeline.

- Submit final artist’s rendering at least four weeks prior to the start of work on the physical mural.
- Submit final draft of the informational brochure/program at least four weeks prior to production.

Final Report

The Final Report will provide a record of grant-funded project accomplishments at the conclusion of the grant. DNCR uses these narratives to report the agency’s progress addressing its strategic goals. If you have questions concerning the final reporting requirements, you may address them to the Grants Administrator assigned to your grant and whose name and contact information appears in your Grant Agreement. DNCR may share final reports with grantees, potential grantees, and the general public to further the mission of the agency and the development of America 250 North Carolina. Reports may be disseminated in a variety of ways and formats, including online. Final narrative reports must contain:

- Narrative reports are to include a summary of all activities of the project, specifically those tied to the project deliverables as found in Attachment A of the grant agreement. If there were changes to deliverables or activities, those changes should be explained.
- Final copies of all grant products
- Statistics on impact of project as applicable. Sample table below.
- Analysis of the impact of the project and the beneficial results. If there were unanticipated pitfalls for the project, please discuss those as well as remedies to solve those issues.
- Next steps, if any, to describe how this project will generate long-term results for the intended audiences.

Attachment B
Line-Item Budget and Narrative

Approved Budget:

	Year 1		Year 2		Totals		
	Grant Funds	Cost Share	Grant Funds	Cost Share	Grant Funds	Cost Share	Total
Salaries and Wages	\$1,000	\$150	\$1,000	\$150	\$2,000	\$300	\$2,300
Travel	0	0	0	0	0	0	0
Supplies & Equipment	0	0	0	0	0	0	0
Contracts	\$25,000	\$3,750	0	0	\$25,000	\$3,750	\$28,750
Other Costs	0	0	0	0	0	0	0
Totals	\$26,000	\$3,900	\$1,000	\$150	\$27,000	\$4,050	\$31,050

Any changes to the budget as shown above must be approved by the America 250 NC Grants Administrator prior to expenditures.

Budget Narrative:

Grantee will provide explanations of expenditures and cost sharing measures in interim and final reports. Proof of expenditures (invoices, payments, receipts, volunteer logs, etc.) will be required for final report submission.

Payment Schedule:

Payment schedules are negotiated when grant agreements are signed. If the agreed upon payment schedule has become a burden, please reach out to your America 250 NC Grants Administrator. Payment schedules will coincide with reporting schedules unless otherwise noted below. Payment beyond the initial disbursement requires the submission of proof of expenditure (invoice, receipt, etc.) prior to processing. A request for payment template will be provided.

- **Initial Grant Award Payment: \$17,000 upon receipt of executed contract and receipt of first request for payment.**
- **Final Grant Award Payment: \$10,000 upon DNCR approval of final report and receipt of second request for payment.**

Attachment C
Notice of Certain Reporting and Audit Requirements

The Grantee shall comply with all rules and reporting requirements established by State statute or administrative rules. For convenience, the requirements are set forth in this Attachment.

Reporting Thresholds.

There are two reporting levels established for grantees and subrecipients receiving State financial assistance. Reporting levels are based on the level of State financial assistance from all funding sources. The reporting levels are:

- (1) Level I – A grantee or subrecipient that receives, holds, uses, or expends State financial assistance in an amount less than seven hundred and fifty thousand dollars (\$750,000) within its fiscal year.
- (2) Level II – A grantee or subrecipient that receives, holds, uses, or expends State financial assistance in an amount equal to or greater than seven hundred fifty thousand dollars (\$750,000) within its fiscal year.

Reporting requirements for grantees that meet the following reporting standards on an annual basis:

- (1) All grantees and subrecipients shall provide a certification that State financial assistance received or, held was used for the purposes for which it was awarded.
- (2) All grantees and subrecipients shall provide an accounting of all State financial assistance received, held, used, or expended.
- (3) All grantees and subrecipients shall report on activities and accomplishments undertaken by the Grantee, including reporting on any performance measures established in this Contract.
- (4) Level II grantees and subrecipients shall have a single or program-specific audit prepared and completed in accordance with Generally Accepted Government Auditing Standards, also known as the Yellow Book.

All reports shall be filed with the Agency in the format and method specified by the Agency no later than three months following the end of the Grantee's fiscal year. Audits must be provided to the funding Agency no later than nine months following the end of the Grantee's fiscal year. The Grantee shall use the reporting package forms provided by the Agency in making and submitting reports to the Agency.

Unless prohibited by law, the costs of audits made in accordance with the provisions of this Contract shall be allowable charges to State and Federal awards. The charges may be considered a direct cost or an allocated indirect cost, as determined in accordance with cost principles outlined in the Code of Federal Regulations, 2 CFR Part 200. The cost of any audit not conducted in accordance with this Contract shall not be charged to State awards.

Notwithstanding the provisions of this Contract, a grantee may satisfy the reporting requirements of this Contract by submitting a copy of the report required under federal law with respect to the same funds.

RESOLUTION BY GOVERNING BODY OF RECIPIENT
R-5-25

WHEREAS, the America 250 North Carolina grant program is funded through the State of North Carolina.

WHEREAS, the North Carolina Department of Natural and Cultural Resources has offered funding in the amount of **\$27,000** to perform the work detailed in the submitted application, and

WHEREAS, the **Town of Waynesville** intends to perform said project in accordance with the agreed scope of work,

NOW, THEREFORE, BE IT RESOLVED BY THE Town Council OF THE Town of Waynesville:

That the **Town of Waynesville** does hereby accept the America 250 NC grant offer of **\$27,000**; and

That the **Town of Waynesville** does hereby give assurance to the North Carolina Department of Natural and Cultural Resources that any *Conditions* or *Assurances* contained in the *Funding Offer and Acceptance* (award offer) will be adhered to; has substantially complied, or will substantially comply, with all federal, State of North Carolina (State), and local laws, rules, regulations, and ordinances applicable to the project; and to federal and State grants and loans pertaining thereto; and

That **Rob Hites, Town Manager, Ian Barrett, Finance Director, and Alex Mumby, Land Use Administrator**, and successors so titled, is hereby authorized and directed to furnish such information as the appropriate State agency may request in connection with this project; to make the assurances as contained above; and to execute such other documents as may be required by the North Carolina Department of Natural and Cultural Resources.

Adopted this the April 8th, 2025 at 9. S Main St, Waynesville, North Carolina.

Town of Waynesville

Gary Caldwell, Mayor

Attest:

Candace Poolton, Town Clerk

**TOWN OF WAYNESVILLE COUNCIL
REQUEST FOR COUNCIL ACTION
Meeting Date: April 8, 2025**

SUBJECT: Presentation of the Preservation Plan for Waynesville’s Business Districts

AGENDA INFORMATION:

Agenda Location: New Business
Item Number:
Department: Development Services
Contact: Alex Mumby, Land Use Administrator
Presenters: Annie McDonald, Historic Preservation Specialist

BRIEF SUMMARY:

The Town of Waynesville’s Historic Preservation Commission received a grant in 2023 through the Certified Local Government (CLG) program of the State Historic Preservation Office of the North Carolina Department of Natural and Cultural Resources for undertaking a Preservation Plan for Waynesville’s Historic Commercial Districts. The Town of Waynesville has three distinct areas that could each be considered a “downtown” area: Main Street, Frog Level, and Hazelwood. Main Street and Frog Level are both National Register-listed Historic Districts.

The HPC worked with consultant Annie McDonald to develop a Preservation Plan to with public involvement. The draft Plan was revised with HPC and staff input over several months in 2024, and the HPC recommends adoption of the Preservation Plan by the Town Council.

MOTIONS FOR CONSIDERATION:

- 1) Motion to adopt the Preservation Plan as a planning document to guide HPC activities.

FUNDING SOURCE/IMPACT:

The funds have already been allocated for the development of the plan and this presentation to Council.

ATTACHMENTS:

1. Preservation Plan for the Main Street, Frog Level, and Hazelwood Commercial Districts.

MANAGER’S COMMENTS AND RECOMMENDATIONS:

PRESERVATION PLAN FOR THE MAIN STREET, FROG LEVEL, AND HAZELWOOD COMMERCIAL DISTRICTS



PREPARED FOR:

Waynesville Historic Preservation Commission
Town of Waynesville
16 South Main Street
Waynesville, North Carolina 28786

October 2023



RICHARD
GRUBB &
ASSOCIATES

PRESERVATION PLAN FOR THE MAIN STREET, FROG LEVEL, AND HAZELWOOD COMMERCIAL DISTRICTS

Principal Investigator:

Annie McDonald, Senior Architectural Historian

Author:

Annie McDonald, Senior Architectural Historian

Prepared by:

Richard Grubb & Associates, Inc.
525 Wait Avenue
Wake Forest, North Carolina 27587

Prepared for:

Waynesville Historic Preservation Commission
Town of Waynesville
16 South Main Street
Waynesville, North Carolina 28786

Date:

October 26, 2023

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1.0 MANAGEMENT SUMMARY

On behalf of the Town of Waynesville, Richard Grubb & Associates, Inc. (RGA) has completed a preservation plan for Waynesville's three historic commercial districts: Main Street, Frog Level, and Hazelwood. The purpose of this plan is to document Waynesville's preservation achievements, identify challenges, and prioritize preservation goals, objectives, and activities over the next 10 years. This plan's intended audience includes elected and appointed officials, town staff, property and business owners, and residents of Waynesville.

In May 2023, RGA Senior Architectural Historian Annie McDonald and Architectural Historian Amber Perry conducted two community meetings and two stakeholder group meetings to identify the special character of Waynesville's three historic commercial districts, discuss tools for preserving historic buildings and structures, and prioritize the community's preservation goals. Following these meetings, they distributed an online survey to property and business owners in the three commercial districts. Ms. McDonald conducted fieldwork in the commercial districts and surrounding neighborhoods and research in the architectural survey records of the North Carolina State Historic Preservation Office (HPO). RGA compiled and analyzed the information gathered during the public engagement process, fieldwork, and research and prepared the following preservation plan, which makes recommendations in the areas of administration, survey, outreach, and designation.

This publication/project has been financed in part with federal funds from the National Park Service, U.S. Department of the Interior. The contents and opinions, however, do not necessarily reflect views or policies of the U.S. Department of the Interior, nor does the mention of trade names, commercial products, or organizations constitute endorsement or recommendation by the Department of the Interior.

2.0 PROJECT BACKGROUND AND METHODOLOGY

2.1 Project Location and Setting

The project focuses on three historic commercial districts in Waynesville, the seat of government of Haywood County. A town of 10,178 inhabitants (2020 Census), Waynesville is the largest of the county's four incorporated municipalities. Canton, with 4,418 residents, and Clyde, whose population is 1,385, are situated along the Western North Carolina Railroad and feature historic commercial districts of one- and two-story buildings surrounded by residential neighborhoods. By contrast, Maggie Valley, whose population is 1,691, is more spread out and rural, lacking the densely developed commercial district that characterizes the other municipalities.

As the commercial and governmental center of Haywood County, Waynesville's Main Street district includes the county courthouse and several blocks of one- and two-story commercial buildings lining the arterial corridor and side streets. Main Street follows a low ridge that extends from the northeast to the southwest, roughly parallel to Richland Creek, a tributary of the Pigeon River, roughly one-third of a mile to the northwest. In the late nineteenth century, the Western North Carolina Railroad was extended westward through Haywood County and the towns of Canton, Clyde, and Waynesville. The railroad traversed the Richland Creek valley from Lake Junaluska to the northeast through Waynesville, where it stimulated the development of the Frog Level commercial district, a few blocks of densely developed one- and two-story commercial and light industrial buildings at the intersection of Depot and Commerce streets. From Frog Level, the railroad traveled southwest to the formerly independent town of Hazelwood, which bordered Waynesville. From Hazelwood, the railroad continued southwest through Balsam Gap to Sylva and points west. Incorporated in 1905, Hazelwood was annexed by Waynesville in 1995, leading to the addition of the third commercial district, primarily along Hazelwood Avenue, to Waynesville's collection of commercial resources. The Hazelwood commercial district comprises two blocks of one-story commercial buildings, with a single two-story building at one end (Figure 2.1).

2.2 Project Background

Goal 4 of Waynesville's comprehensive plan is the protection and promotion of the town's cultural resources through investment in the restoration, preservation, and promotion of its history; integration of art within the public realm; and collaboration among local cultural and heritage organizations and artists to enrich the community with events and education (Town of Waynesville [TOW] 2020:20). In its capacity as an advisor to the Waynesville Town Council, the Waynesville Historic Preservation Commission (HPC) sought to elaborate on Goal 4 of the comprehensive plan through the creation of a preservation plan focusing on the town's three commercial districts of Main Street, Frog Level, and Hazelwood.

This plan was funded with a \$10,000 Historic Preservation Fund (HPF) grant for Certified Local Governments (CLGs) from the National Park Service, Department of the Interior, through the HPO, and a local match of \$6,000 provided by the Town of Waynesville. The grant application was submitted in the spring of 2022, and the HPO announced the award the following summer. In response to the Town's January 2023 advertisement of a request for proposals, which stated a March 10th deadline, RGA submitted a proposal by e-mail on March 9, 2023. The Town notified RGA of the HPC selection committee's decision on March 21, 2023.

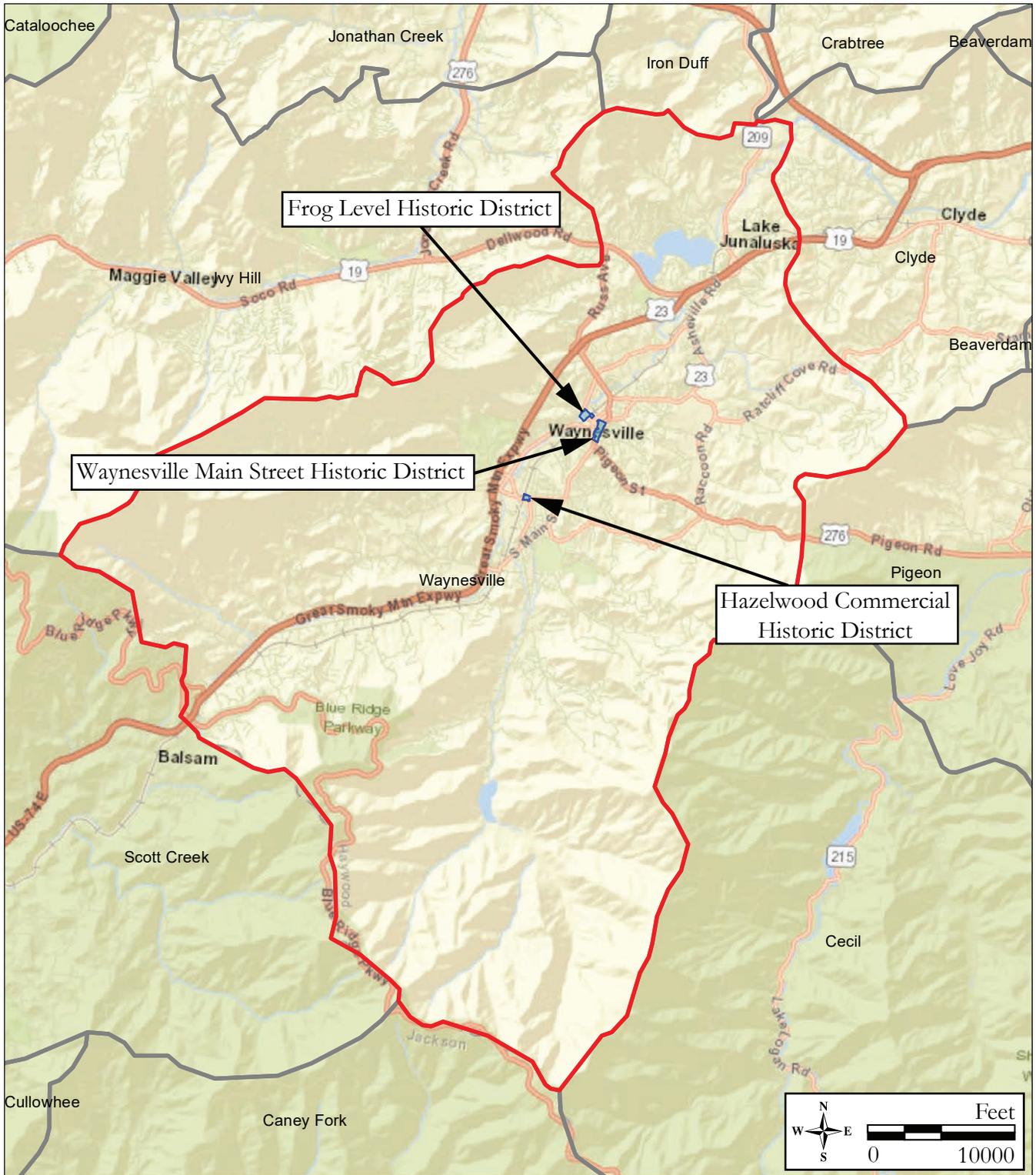


Figure 2.1: Street map showing the locations of the Main Street Historic District, Frog Level Historic District, and Hazelwood Commercial District in Waynesville (ESRI Street Map 2023).

2.3 Project Initiation Meetings

On April 5, 2023, Annie McDonald and Amber Perry participated in the regularly scheduled meeting of the HPC via telephone for informal introductions and a brief overview of the project. On April 24, 2023, Ms. McDonald and RGA Principal Senior Historian Ellen Turco met via teleconference with Byron Hickox to officially begin the project with a discussion of the plan for public engagement in May. On May 3, 2023, Ms. McDonald and Hannah Beckman-Black, HPO Preservation Specialist, met in person with the HPC to discuss the project and, specifically, the plan for public engagement.

2.4 Background Research and Previous Surveys

Waynesville received only minimal survey coverage in the 1978 10-county reconnaissance-level survey completed by architectural historians Roger Manly and Margaret Owen during the Far West Regional Survey sponsored by Western North Carolina Tomorrow. In 1983, architectural historian Randall Cotton conducted a comprehensive county-wide survey of Haywood that included Waynesville and the other municipalities in addition to the unincorporated areas. In 1996, Waynesville sponsored a grant-funded municipal survey completed by the Charlotte-based firm Mattson, Alexander, and Associates (MAA). MAA recorded numerous individual resources and “blockface” records of multiple properties in Waynesville and newly annexed Hazelwood. In 2018, Waynesville completed a grant-funded survey of neighborhoods and resources historically associated with the town’s Black community. In 2021, another grant-funded survey updated existing survey records and newly recorded additional properties along and in proximity to primary transportation corridors. In addition to these survey projects, properties in the Frog Level and Main Street commercial districts were recorded in 2003 and 2005 for their respective nominations to the National Register of Historic Places (NRHP). The survey records, survey reports, and related materials for Haywood County are curated at the HPO’s Asheville-based Western Office at 176 Riceville Road, 28805.

Ms. McDonald conducted extensive background research in the HPO’s survey file collection at the Western Office. She also conducted newspaper research to document how Waynesville’s preservation activities were publicized locally. Lastly, she consulted with Byron Hickox, Waynesville’s Land Use Administrator and staff liaison to the HPC, for local records on the history of the HPC and the town’s preservation activities.

2.5 Field Methods

On May 3 and May 18, 2023, Ms. McDonald conducted fieldwork in the Main Street, Frog Level, and Hazelwood commercial districts. She photographed individual properties and streetscapes representing common building forms and styles as well as individual buildings that are unique and stand out from their neighbors. She also noted common characteristics, such as height, and problems, such as those affecting maintenance.

2.6 Public Engagement

RGA employed a three-pronged approach for the public engagement phase of the project. Ms. McDonald coordinated with Town staff and the HPC on the organization of two community input meetings, two small-group stakeholder meetings, and an online survey of community members distributed via the Survey Monkey platform. The information collected through the public engagement process informs this plan, and the feedback received is integrated throughout the document.

Community Input Meetings

RGA led community input meetings on May 11 and May 18, 2023. On May 11, 2023, 30 community members met in the Town Council Chambers in Town Hall at 9 South Main Street. Main Street and Frog Level were the subject of the meeting as they are both close to the Town Hall and listed in

the NRHP. The audience consisted of individuals native to Waynesville as well as those who have relocated to the community. Of the latter, the proportion was roughly evenly divided between those who have moved to town within the past 5 years, between 5 and 10 years ago, and more than 10 years ago. The audience included commercial property owners, business owners, and interested members of the public. Organizations represented included the Waynesville HPC, the Downtown Waynesville Commission, and the Haywood County Historical and Genealogical Society. Hannah Beckman-Black of the HPO also attended the meeting.

On May 18, 2023, Ms. McDonald and Ms. Perry led the second community meeting, which was held at the Folkmoot Center at 112 Virginia Avenue and focused on the Hazelwood commercial district. Approximately nine members of the public attended the meeting. Hannah Beckman-Black and NC HPO Restoration Specialist Jennifer Cathey also attended the meeting. Both meetings, which took place from 6:00–7:30 p.m., served the dual purpose of educating the community about historic preservation and gathering community input through “listening sessions.” Information shared with the audience included the history of Waynesville’s HPC and preservation program, tools for preservation such as the federal and state tax credits for NRHP-listed properties, and the benefits of Local Landmark and Local Historic District designation. Community feedback focused on the special character and historic resources of each area and the audience’s preservation priorities. The transcribed minutes and notes from each meeting are included as Appendix A.

Stakeholder Meetings

RGA worked with Town staff and the HPC to identify individuals to participate in two small-group stakeholder meetings. On May 23, 2023, Ms. McDonald led a 10:00 a.m. stakeholder meeting at the Waynesville Town Hall. Attending were Alex McKay, HPC Chair; Beth Gilmore, Director of the Downtown Waynesville Commission; CeCe Hipps, Executive Director of the Haywood County Chamber of Commerce; Kristen West, property owner in Main Street and Frog Level; and Jeremy Rogers, owner of Plott Creek Builders.

On May 24, 2023, Ms. McDonald led a 3:00 p.m. stakeholder meeting at the Waynesville Municipal Building at 16 South Main Street. Attending were Alex McKay; Mike McLean, President of the Haywood County Historical and Genealogical Society; and Julia Bonomo, property and business owner in the Frog Level Historic District. The hour-long meetings addressed such topics as challenges facing commercial property owners and businesses, priorities for preservation, and the benefits of NRHP listing and designation as Local Landmarks and Local Historic Districts. During the meeting on May 23rd, participants responded directly to questions that were posed in a sequential format. Although Ms. McDonald asked the same questions during the meeting on May 24th, the conversation meandered and frequently revisited earlier topics. The notes from each stakeholder meeting are included as Appendix B.

Community Survey

On May 19, 2023, RGA distributed via e-mail an online survey using the Survey Monkey platform. Consisting of 22 questions, the survey collected information about residency, ownership status, interest in historic buildings and places, concerns about historic preservation, and priorities for preservation-related activities in Waynesville and Hazelwood. Detailed survey results are presented in Appendix C.

2.7 Reporting and Qualifications

This plan is organized in the following chapters: Section 3.0 briefly summarizes the history and commercial architecture of Waynesville and Hazelwood; Section 4.0 discusses the status of heritage preservation in Waynesville; Section 5.0 reviews the applicable sections of Waynesville’s land development standards and comprehensive plan; Section 6.0 presents documented and designated heritage resources in Waynesville and Hazelwood; Section 7.0 discusses issues affecting heritage preservation in the community; Section 8.0 synthesizes information gained during the fieldwork, public engagement, and research into heritage preservation goals and objectives; and Section 9.0 prioritizes

the heritage preservation goals and objectives into an action plan. The references are provided in Section 10.0. Appendices A–C provide supporting documentation from the public engagement phase of the project.

Ms. McDonald served as the Principal Investigator and report author. Amber Perry provided research assistance. Ellen Turco, Principal Senior Historian and North Carolina Branch Manager, reviewed and edited the report. Ms. McDonald, Ms. Perry, and Ms. Turco meet the professional qualifications standards of 36 CFR 61 set forth by the National Park Service. Dr. Emma Durham served as technical editor and formatted the report.

3.0 SUMMARY HISTORY OF WAYNESVILLE AND HAZELWOOD

3.1 Overview of Waynesville's History and Commercial Architecture

Haywood County was created in 1808 from the western portion of Buncombe County. The following year, the town of Mount Prospect, founded by Colonel Robert Love, was designated the seat of government. Mount Prospect was renamed Waynesville in 1810. Colonel Love laid out 30 0.5-acre lots along Main Street, which he established along a low ridge that runs from the northeast to the southwest. The town's status as the county seat made it the commercial and professional nucleus of Haywood County (Figure 3.1). In 1883, the Western North Carolina Railroad was extended through Waynesville to the northwest of Main Street along Richland Creek. The arrival of the railroad stimulated commercial and industrial development in the area known as Frog Level a short distance northwest of Main Street (Figure 3.2). Depot Street connected Frog Level to the Main Street corridor and provided travelers easy access between the two commercial districts. Neighborhoods grew up around these commercial nodes, and Waynesville's growth continued through the first quarter of the twentieth century. Although the Great Depression slowed development through the 1930s, development picked up again after World War II. The post-war period saw continued growth around and infill development within Waynesville (Bowers 2005; Mattson, Alexander & Associates [MAA] 1996:4–5). By the 1980s, the need for parking downtown led to the demolition of several buildings between the Main Street and Frog Level commercial districts. In addition, the strip commercial development at 137 Depot Street, was constructed in the late twentieth century (Bowers 2005; MAA 1996). While it remains commercial, the area between the Main Street and Frog Level Historic Districts, particularly along Depot, Montgomery, and North Haywood Streets, saw extensive changes from the late 1900s and early 2000s.

Main Street Historic District

The Main Street Historic District retains a significant concentration of attached one- and two-story commercial buildings roughly between Walnut Street to the northeast and Pigeon Street to the southwest. Wall Street defines the southeast edge of the Main Street Historic District, and most of the commercial buildings on the southeast side of Main Street occupy “through-” or “double-frontage” lots. The rear elevations of buildings on this side of the street face Wall Street, and many buildings only occupy one-half or two-thirds of the depth of their respective lots. Parking lines the southeast side of Wall Street opposite the historic district. Montgomery Street roughly defines the northwest edge of the Main Street commercial district. While many of the buildings on the northwest side of Main Street occupy through- or double-frontage lots, several lots face northwest toward Montgomery Street with separate buildings. In addition, there are several parking lots along Montgomery Street where historic buildings have been demolished (Figure 3.3). Most of the buildings along Main Street display brick exterior walls and traditional storefront configurations. Notable buildings that stand out from the typical commercial block include the Citizens Bank & Trust Company at 74 North Main Street, the former Waynesville Library at 113 North Main Street, the former U.S. Post Office at 16 South Main Street, the Masonic Hall at 37 Church Street, and the Waynesville Hardware Building at 226 North Main Street. While most of the buildings in the Main Street corridor display common features of early to mid-twentieth-century commercial design, these five buildings are distinctive and stand out from the rest.

Constructed in 1925, the two-story Citizens Bank & Trust Company at 74 North Main Street is unique within the district for its architectural elan and exterior display of abundant classical ornament. While the side and rear walls are brick, the façade is finished with stone. Fluted pilasters capped by Ionic capitals define the three bays (Figures 3.4–3.5). The Citizens Bank & Trust Company was individually listed in the NRHP in 1991 for its local architectural significance and it is a contributing resource in the NRHP-listed Main Street Historic District. It was designated a Local Landmark by the Waynesville Board of Aldermen in 2001.



Figure 3.1: View southwest along North Main Street from Depot Street circa 1940 (Vaillancourt 2023).



Figure 3.2: View north at the intersection of Depot and Commerce streets in Frog Level circa 1996 (NC State Historic Preservation Office).



Figure 3.3: View southeast of the Citizens Bank & Trust Company at 74 North Main Street.



Figure 3.4: View east of the Citizens Bank & Trust Company at 74 North Main Street, showing architectural details of the second story.



Figure 3.5: View northwest of the Citizens Bank & Trust Company at 74 North Main Street, showing the rear elevation and the alley connecting Main Street to Wall Street.

The former Waynesville Library at 113 North Main Street stands out for its architecture as the only building in the district with a roughly coursed rubble stone façade (Figures 3.6–3.7). Constructed in 1918, the one-story building is connected to the two adjacent buildings in the block between Miller and Depot Streets. It features a tall, one-story façade with a front-gabled roof behind a stone parapet wall. It has a round-arched window at the center of the façade. The window consists of three vertical panes separated by molded wood mullions below a row of horizontally oriented panes below three vertical panes within the arch. To the north is a small double-hung window in a round-arched opening. To the south is the entry door within a round-arched opening. The building’s overall design is unique within the district. Another notable feature is the fact that it retains its original wood window sash. The former Waynesville Library was placed on the National Register Study List in 1997 and is a contributing resource in the NRHP-listed Main Street Historic District. The property is privately owned, and the building has housed various commercial tenants in recent decades.

The former U.S. Post Office at 16 South Main Street was built in 1916 and stands out among the other buildings along the Main Street corridor for its scale and architecture (Figures 3.8–3.9). The former post office is a freestanding building on the southwest corner of Main and Church streets, with a parking lot to the southwest and northwest. The two-story building has a brick exterior and restrained classical ornament. It displays a symmetrical façade, with a central double-leaf entrance door flanked by two double-hung, eight-over-eight wood sash windows to either side. The door and flanking windows all feature multi-light transoms. The outer windows at the corners of the façade contain double-hung, six-over-six wood sash. Two double-hung, three-over-six wood sash windows pierce the second story at the outer corners. The façade openings are separated by flat brick pilasters capped by cast stone capitals below a cast stone beltcourse and entablature that spans the perimeter of the building above the second story and below the parapet. The Post Office was individually listed in the National Register of Historic Places in 1991 and is a contributing resource in the NRHP-



Figure 3.6: View west of the former Waynesville Library at 113 North Main Street.



Figure 3.7: View north of the former Waynesville Library at 113 North Main Street.



Figure 3.8: View north of the former U.S. Post Office at 16 South Main Street.



Figure 3.9: View northwest of the former U.S. Post Office at 16 South Main Street.

listed Main Street Historic District. The federal government vacated the building in the late twentieth century, and the Post Office served as the Waynesville Town Hall until the construction of a new Town Hall across the street at 9 South Main Street. The Post Office, which continues to house town offices, was then renamed the Municipal Building.

Constructed in 1927, the Masonic Hall is the only three-story brick building in the Main Street Historic District, although a projection room above the third story conveys the appearance of a full fourth story (Figures 3.10–3.11). Addressed at 37 Church Street, it is freestanding on the southwest side of the street with parking lots to either side. The building stands out for its Neoclassical design and ornament. The symmetrical façade displays the form of a two-part commercial block with a monumental entrance on the first story. The central entrance is deeply recessed behind a pair of stout Doric columns supporting a short entablature with triglyph motif. A round-arched, fanlight transom tops the double-leaf entrance door. Flanking the entrance, four Ionic columns sit proud of the façade, paired with flat Ionic pilasters on the building face. These columns and pilasters are taller than the Doric columns and entablature. The Ionic columns support a wide entablature with dentil molding and cornice that projects from the face of the building over the columns. The columns and entablatures are of pre-cast concrete that simulates the appearance of ashlar stone. Between the Ionic pilasters, the façade is veneered in pre-cast concrete. The outer ends of the first story are finished with brick. Above the first story and rising from the Ionic pilasters are four tall Corinthian pilasters that extend to a wide entablature that spans the façade at the top of the parapet. Tall windows fill the space between the pilasters, with pre-cast concrete panels between each story. The property was individually listed in the NRHP in 1988 and is a contributing resource in the NRHP-listed Main Street Historic District. The Masonic Hall now serves as a professional office building with The Scotsman restaurant on the first floor.



Figure 3.10: View southwest of the Masonic Hall at 37 Church Street.



Figure 3.11: View south of the Masonic Hall at 37 Church Street.

The Waynesville Hardware Building, at 226 North Main Street, was constructed circa 1905. It is connected to the adjacent buildings in a block of commercial buildings opposite the Haywood County Courthouse (Figures 3.12–3.13). While the two-story building does not display unique or high-style architectural design and ornament, it stands out among the other commercial buildings from the late nineteenth and early twentieth centuries for its highly intact exterior storefront design and interior features. On the exterior, the first story features a deeply recessed central entrance with a double-leaf wood door with abundant glazing above narrow panels at the base. Large plate glass windows above a paneled wood bulkhead flank the entrance and extend outward to the face of the building. A continuous transom pierces the façade. The transom features four vertical lights over the display windows at the outer edges of the façade. Where the storefront angles inward to the recessed entrance, the transom holds three panels of ornamental glazing evocative of the Queen Anne style. On the interior, the storefront displays are separated from the retail space by glazed wood doors. The second story is covered with wood shingles, and three double-hung, one-over-one windows are evenly spaced across the façade. The wood shingles were added in the late twentieth century. The property was placed on the National Register Study List in 1997 and is a contributing resource in the NRHP-listed Main Street Historic District. After serving for many decades as the Waynesville Hardware Company, the building is now unoccupied.

The remaining properties in the Main Street Historic District display forms, designs, and materials common among commercial buildings constructed from the late nineteenth through the mid-twentieth centuries. Many are one-story tall and only one retail space wide, while others are two stories tall and one retail space wide. Yet others are larger commercial blocks that are either one or two stories tall with more than one retail space within a single large building. Many retain original transom windows and/or other façade details. In some cases, historic buildings were altered during the second half of the twentieth century by the application of metal screens or other materials that obscured original façade elements. More recently, several of the buildings have received storefront upgrades that introduced new materials or designs. In many cases, the second-story windows of two-story buildings have been replaced with new vinyl sash (Figures 3.14–3.17).



Figure 3.12: View east of the Waynesville Hardware Building at 226 North Main Street.



Figure 3.13: View northeast of the Waynesville Hardware Building, showing original storefront details.



Figure 3.14: View south of historic commercial buildings on the southeast side of the 100 block of North Main Street.



Figure 3.15: View northeast of historic commercial buildings on the southeast side of North Main Street at its intersection with Church Street.



Figure 3.16: View west of historic commercial buildings on the northwest side of North Main Street south of Miller Street.



Figure 3.17: View northwest of the historic commercial building at 111 North Main Street.

Frog Level Historic District

The Frog Level Historic District retains a significant concentration of commercial and industrial buildings related to the development of the Western North Carolina Railroad in the early 1880s (Figures 3.18–3.21). Oriented around the intersection of Depot and Commerce streets, the Frog Level district consists of nine one-story buildings and seven two-story buildings. Because of its proximity to the railroad corridor, Frog Level features a range of commercial and industrial buildings. Some are similar to those of the Main Street district, but unlike the Main Street Historic District, buildings in Frog Level utilize a wider mix of construction methods and materials. The G. C. Logan Auto Company, at 70 Commerce Street, is of wood frame construction sheathed in weatherboard with a front-gabled roof (Figure 3.22). The Grady Honeycutt Building, at 313 Depot Street, is another one-story, wood-frame commercial building in the district. Warehouses, a building type not present along Main Street, exist at 40 and 66 Commerce Street (Figure 3.23). The Cherokee Garage, at 222 Depot Street, is the only building in either district with a bowstring truss roof. The former North Carolina National Guard Armory, at 44 Boundary Street, is a monumental two-story building constructed in 1945 that displays restrained classical elements in its form and ornament. It now serves as the Town of Waynesville’s Old Armory Recreation Center (Figure 3.24).



Figure 3.18: View east of historic commercial buildings on the northeast side of Depot Street.



Figure 3.19: View northeast of the historic Cherokee Garage at 222 Depot Street.



Figure 3.20: View west of the historic commercial buildings and warehouses on the northwest side of Commerce Street.



Figure 3.21: View northwest of the historic commercial building at 10–24 Commerce Street.



Figure 3.22: View north of the C. G. Logan Auto Company building at 70 Commerce Street.



Figure 3.23: View north of the J. B. Henry Warehouse–Boyd Wholesale Grocery building at 66 Commerce Street.



Figure 3.24: View east of the former Armory building at 44 Boundary Street.

The most notable buildings that stand out in the Frog Level Historic District for their architecture and original design and materials are the two two-story, two-part commercial blocks along Depot Streets. The former T. N. Massie & Son, at 244 Depot Street, was constructed circa 1900 and expanded in 1912 to include the former Medford Furniture Company (Figures 3.25–3.26). It houses four separate retail spaces at the first story. The two spaces on the southeast end of the building, which date to circa 1900, appear to retain their original storefront configuration, with recessed central entrances consisting of double-leaf wood doors flanked by display windows above brick bulkheads with original interior access doors and beaded board ceilings. Both storefronts retain their original multi-light transom windows. Most recently, one of these storefronts housed the Waynesville Candy Company. The third storefront appears to have been altered during the third quarter of the twentieth century to reconfigure the central double-leaf entrance to a position at one end of the storefront. The display window angles back toward the entrance above a brick bulkhead. The plate-glass storefront windows appear to have been changed in the early twenty-first century. The storefront retains an historic multi-light transom window. This space is currently the home of Cultivate Garden Shop. The storefront at the northwest end of the building is different from the others in that its entrance is slightly off-center, and the storefront display windows are flush with building façade rather than angled back to a recessed entrance. The doors appear to be original, and the storefront windows are framed in wood. It is presently unknown if this is the original storefront configuration from 1912 or a later alteration. The area above the entrance and display windows, which incorporates a sign band above a multi-light transom in the other three storefronts, has been paneled over with wood. This retail space currently houses White Fox Studios. Although two storefronts have been altered, they appear to retain original double-leaf wood doors and other features, such as their transom windows and sign bands. The second story retains its original single and paired double-hung, two-over-two wood windows within segmental-arched openings. Wide wood mullions separate the paired windows. Brick pilasters define the storefront bays and rise to the ornately corbeled brick cornice. The second story appears to be vacant or used for storage. The building is a contributing property in the Frog Level Historic District.



Figure 3.25: View northwest of the T. N. Massie & Son and Medford Furniture Company buildings at 244 Depot Street.



Figure 3.26: View northwest of the T. N. Massie & Son and Medford Furniture Company buildings, showing original storefront details.

Constructed in 1931, the former Burgin's Market, at 282 Depot Street, is a two-story, two-bay-wide brick building with a single retail space on the first story (Figures 3.27–3.28). The southeast bay is filled with seven vertical panes of glass above a brick bulkhead with a pre-cast concrete cap. The northwest bay features a deeply recessed corner entrance beside a storefront window composed of four vertical panes of glass above the brick bulkhead with pre-cast concrete cap. The area that likely holds or held the transom window has been covered with metal sheeting stamped to imitate rock-faced concrete block. The ceiling above the recessed entrance is covered in stamped metal. The entrance appears to retain its original double-leaf doors below a one-light transom window. Three individual window openings pierce each bay of the second story. Although five of these openings have been boarded over with plywood, the sixth opening, above the recessed entrance, is uncovered and holds a nine-light upper sash. The lower sash is missing or not visible. The building houses The Trader, a resale store. It is a contributing property in the Frog Level Historic District.

3.2 Overview of Hazelwood's History and Commercial Architecture

The arrival of the Western North Carolina Railroad led to the settlement of Hazelwood in the late nineteenth century and its incorporation as a town in 1905. Spread across the fertile bottomlands of Richland Creek south of Waynesville, Hazelwood was well situated for industrial development. The Unagusta Manufacturing Company, Junaluska Leather Company, Hazelwood Manufacturing Company, Unagusta Furniture Company, Waynesville Furniture Company, Royal & Pilkington textile mill, and Dayco Manufacturing Company were concentrated along the railroad corridor near its intersection with Hazelwood Avenue (Figure 3.29). The proximity to industrial and railroad resources led to the commercial development of Hazelwood Avenue, which served as a small downtown for the growing community. Commercial development also occurred along South Main Street, which extended into



Figure 3.27: View northeast of the Burgin's Market building at 282 Depot Street.



Figure 3.28: View northeast of the Burgin's Market building, showing details of the corner entrance.

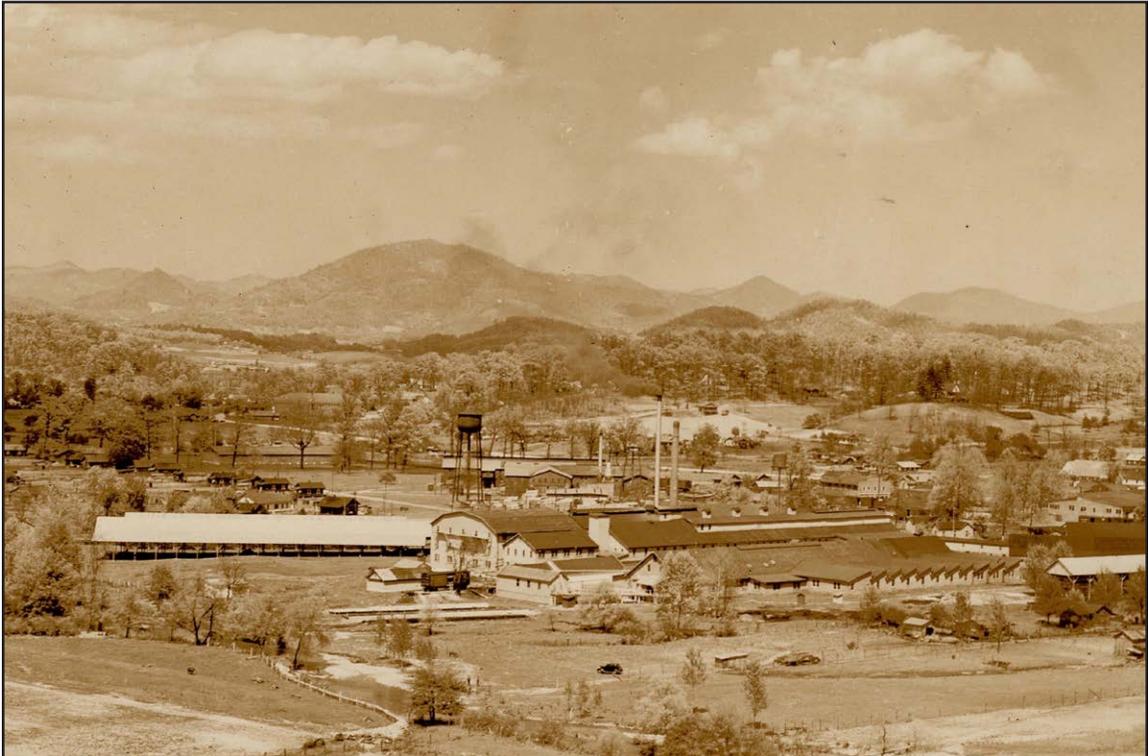


Figure 3.29: Aerial view of Hazelwood, circa 1950, showing the industrial corridor along the railroad line (courtesy of Alex McKay).



Figure 3.30: View southwest of the 1923 Hazelwood School.



Figure 3.31: View northwest of the additions to the Hazelwood School.

Hazelwood from Waynesville. Large neighborhoods of small, one-story worker houses grew around the industrial plants and commercial areas. Early twentieth-century industrial growth coincided with a modest population boom, necessitating the expansion of the Hazelwood School in 1939 (Figures 3.30–3.31; MAA 1996:4–5).

The Hazelwood commercial district developed primarily from the late 1920s through the early 1950s. The district is roughly bounded by the railroad tracks to the west and Brown Avenue to the east. The north and south boundaries are irregular and follow the rear property lines of the buildings that face Hazelwood Avenue (Figure 3.32). A concentration of 12 attached and detached commercial buildings remains along the north and south sides of Hazelwood Avenue. All but one are one-story tall. Most feature flat or low-pitched shed roofs obscured behind parapet walls, with traditional storefronts. Some retain original features such as upper-level panels set within the brick, prismatic glass storefront transoms, and recessed entrances (Figures 3.33–3.36).

In the 1970s or 1980s, a block of commercial buildings on the south side of Hazelwood Avenue east of Brown Avenue were demolished to make way for a self-storage complex consisting of one-story connected garages with low-pitched gable roofs. Around this time, a metal mansard roof was added to the commercial building at 428 Hazelwood Avenue, which currently houses Blue Ridge Books, on the northwest corner of Hazelwood and Brown Avenues (Figure 3.37). More recently, the two commercial buildings on the south side of Hazelwood Avenue at its intersection with Brown Avenue, which house the Beach Mountain Diner and Hazelwood Soap Company, have been renovated and upgraded (Figures 3.38–3.39). On the west side of the commercial district, the sole two-story building, which originally housed the Hazelwood Post Office, sits on the north side of Hazelwood Avenue immediately east of the railroad line. The building features randomly laid, mortared rubble stone on the first story and a wood-framed second story that is now covered in cementitious siding (Figures 3.40–3.41).



Figure 3.32: View west along Hazelwood Avenue, showing commercial buildings on the north and south sides of the street.



Figure 3.33: View northwest of historic commercial buildings on the north side of Hazelwood Avenue.



Figure 3.34: View southeast of the historic Waynesville Pharmacy building at 477 Hazelwood Avenue.



Figure 3.35: View north of historic commercial buildings on the north side of Hazelwood Avenue.



Figure 3.36: View northeast of historic commercial buildings on the north side of Hazelwood Avenue.



Figure 3.37: View northwest of the historic commercial building at 428 Hazelwood Avenue.



Figure 3.38: View southwest of the historic commercial building at 429 Hazelwood Avenue.



Figure 3.39: View southwest of the historic commercial building at 435 Hazelwood Avenue.



Figure 3.40: View northeast of the former Hazelwood Post Office building at 486 Hazelwood Avenue.



Figure 3.41: View northwest of the former Hazelwood Post Office building.

Highly intact commercial buildings along Hazelwood Avenue include 493–495 Hazelwood Avenue, home of Hazelwood Gun and Tactical (Figure 3.42), and 444 Hazelwood Avenue, home of Smoky Mountain Coffee Roasters (Figure 3.43). Despite its metal-clad awning roof, Hazelwood Gun and Tactical appears to retain most of its original exterior design and materials. Smoky Mountain Coffee Roasters retains its original prismatic glass transom across the façade as well as its off-center, recessed entrance flanked by angled walls.

The few scattered historically commercial properties along South Main Street are situated between Belle Meade Drive to the north and Allens Creek Road to the south. Examples include the two one-story, attached commercial buildings at 465 Riverbend Street (Figure 3.44), the detached two-story building at 1794 South Main Street (Figure 3.45), the Maple Grove Motel at 1659 South Main Street (Figure 3.46), and Clyde’s Restaurant at 2107 South Main Street (Figure 3.47). As commercial uses expanded into historically residential and mixed-use areas along the arterial transportation corridors during the second half of the twentieth century, dwellings were frequently converted to commercial use. One example of this change is the historic dwelling at 1534 South Main Street (Figure 3.48).



Figure 3.42: View southwest of the historic commercial buildings at 493–495 Hazelwood Avenue.



Figure 3.43: View northeast of the historic commercial building at 444 Hazelwood Avenue.



Figure 3.44: View northwest of the historic commercial buildings at 465 Riverbend Street, in the South Main Street corridor.



Figure 3.45: View west of the historic commercial building at 1795 South Main Street.



Figure 3.46: View southwest of the Maple Grove Motel in the 1600 block of South Main Street.



Figure 3.47: View south of Clyde's Restaurant at 2107 South Main Street.



Figure 3.48: View northwest of the historic dwelling at 1534 South Main Street.

4.0 STATUS OF HISTORIC PRESERVATION IN WAYNESVILLE

4.1 Early Survey and Documentation Projects

In 1979, Haywood County was included in a 10-county reconnaissance survey sponsored by the non-profit organization Western North Carolina Tomorrow (WNCT). Based at Western Carolina University in Cullowhee, WNCT served a 17-county territory in the far southwest region of the state. A regional leadership council, its mission was to “deal with the problems of change” and improve the quality of life in the southern Appalachian region of the state (Asheville Citizen-Times 10 October 1978:15, 28 November 1978:17). Completed by architectural historians Roger Manly and Margaret Owen, the project covered a large geographic area and recorded only a scattering of resources across Haywood County. Included among the surveyed properties were the oldest extant buildings at the time as well as outstanding examples of popular architectural styles from the nineteenth century through the early twentieth century. The survey did not systematically record commercial districts or substantial numbers of residential, civic, institutional, or industrial buildings. No properties in the Main Street, Frog Level, or Hazelwood commercial districts were documented during this project. Additionally, the products resulting from this regional reconnaissance survey were minimal, with nominal written documentation, very little supporting material, and virtually no analysis of historic or architectural significance.

In 1983, the HPO employed consulting architectural historian Randall Cotton to complete a comprehensive county-wide architectural survey of Haywood County that included numerous properties in Waynesville and what was then the independent municipality of Hazelwood. Although it is now 40 years old, the comprehensive Haywood County survey produced thorough files documenting a wide range of resources to establish a basis for the analysis of architectural and historic significance of that appeared especially notable. Following the survey, 20 properties were approved for placement on the North Carolina National Register Study List at the July 14, 1983, meeting of the State Professional Review Committee (SPRC). Five of the properties were in Waynesville:

- Miller-Francis House (HW0081), 1449 Asheville Road
- Charles Ray House (HW0055), 205 Hillview Circle
- Smathers-Gautier House (HW0045), 124 Daisey Avenue¹
- Barber Estate (HW0018), 304 Love Lane²
- First Presbyterian Church (HW0075), 305 North Main Street

4.2 Establishment of the HPC and Town-Sponsored Preservation Activities

In 1996, the Town of Waynesville adopted a preservation ordinance creating the HPC and establishing a process for the local, ordinance-based designation of historic landmarks. Shortly after adoption of the preservation ordinance, the town engaged the cultural resources

1. Although HPOWEB identifies this property as placed on the Study List in 1992, the minutes of the July 14, 1983, meeting of the SPRC indicate that it was among the properties that were Study Listed as a result of the Haywood County survey.

2. Although the Barber Estate was listed among the properties included in the Study List in the July 14, 1983, minutes of the SPRC, a subsequent individual Study List entry for the property exists on the agenda and in the minutes for the April 4, 1996 meeting of the State Professional Review Committee. Complicating the status of this property is the fact that the minutes for the meeting indicate a staff recommendation of denial of Study List designation due to exterior alterations to the property. Further discussion documented in the minutes suggests that one of the reasons for the recommendation of denial was due to a rear addition to the house. The SPRC accepted the staff recommendations. The status of this property requires additional research that is outside the scope of this project.

management consulting firm of Mattson, Alexander, and Associates to complete a comprehensive municipal survey of Waynesville and Hazelwood, which was annexed to Waynesville in 1995.

Following the comprehensive municipal survey, 16 individual properties were placed on the National Register Study List at the January 9, 1997, meeting of the National Register Advisory Committee (NRAC):³

- Dr. Thomas Stringfield House (HW0114), 52 Walnut Street
- House (HW0116), 219 Walnut Street
- House (HW0117), 99 Walnut Streets
- Apartment Building (HW0118), 177 Walnut Street
- Apartment Building (HW0119), 152 Walnut Street
- Hannah Graham House (HW0037), 437 Boundary Street
- Frank Smathers House (HW0072), 720 Smathers Street⁴
- The Gables Apartments (HW0096), 1 Gables Place
- Palmer House (HW0115), 58 Pigeon Street
- Robert Gilmer House (HW0092), 31 Suyeta Park Drive
- Lingamore Hotel (HW0061), 85 Lingermore Drive
- Waynesville Junior High School (HW0048), 495 Brown Avenue
- Hazelwood Elementary School (HW0097), 112 Virginia Avenue
- (former) Waynesville Library (HW0069), 113 North Main Street
- Royal and Pilkington Company (HW0065), 1677 Brown Avenue
- Sherrill's Studio (HW0038), 37 Depot Street

In addition to these individual properties, the Woolsey Heights Historic District was also placed on the National Register Study List at the NRAC meeting on January 9, 1997.

The Town of Waynesville was designated a CLG community on June 4, 2001. This designation qualified the town and the HPC to apply for grant funds passed through the HPO from the federal Historic Preservation Fund (HPF). Established in 1977, the HPF is generated from money received by the federal government from revenue from oil and gas leases on the outer-continental shelf. Managed by the National Park Service (NPS), revenues from the HPF are distributed to each state to implement the mandates of the National Historic Preservation Act of 1966, as amended (NHPA). Federal requirements stipulate that 10 percent of the HPF money distributed to each state must be sub-granted to CLG communities annually.

Each state is responsible for administering the HPF sub-grants to CLGs. Generally, grants are available on a 60–40 matching basis for activities related to survey, planning, designation, acquisition, and rehabilitation. The HPO has established funding priorities based on North Carolina's Statewide Preservation Plan. The Statewide Preservation Plan prioritizes architectural survey and documentation, followed by planning activities and building rehabilitation.

Since 1995, Waynesville has received six grants for preservation projects, leveraging a total of \$38,800 in federal funds (Table 4.1). Awarded prior to the creation of the HPC, the first grant funded an architectural survey completed by the cultural resources management consulting firm Mattson, Alexander, and Associates. The next two grants, in 2004 and 2009, paid for consultant services to complete NRHP nominations for the Main Street Historic District and Spread Out Historic District. In 2012, the town received a grant to complete a comprehensive set of design standards for the planning and review of applications for Certificates of Appropriateness. A 2017 CLG grant funded the survey of properties associated with Waynesville's African American heritage. Another survey

3. Between 1983 and 1997, the SPRC was renamed the NRAC.

4. The property was surveyed and Study Listed as the Smathers House, but the name has been updated here for specificity, given the number of properties historically associated with the Smathers family.

Table 4.1: Historic Preservation Fund grants awarded to Waynesville.

Year	Project	Federal Share	Local Match
1995	Municipal Architectural Survey	\$5,000	\$0
2004	Main Street Historic District NRHP Nomination	3,000	2,500
2009	Spread Out Historic District NRHP Nomination	3,800	2,612
2012	Design Guidelines	10,000	5,000
2017	Survey of African American Heritage Resources	6,000	4,000
2020	Architectural Survey Update	12,000	8,000
Total		\$39,800	\$22,112

grant awarded in 2020 resulted in updated documentation for previously recorded resources as well as new documentation for properties located along arterial transportation corridors throughout the town.

In addition to its grant-funded activities, the HPC has a strong outreach and education program. The HPC sponsors an annual speaker series, which focuses on specific topics in local history and historic preservation. The HPC also sponsors a living history tour of the Green Hill Cemetery that highlights the lives of important people interred there. Another outreach effort of the HPC is the creation of a coloring book of important local buildings that is distributed to local elementary schools.

A second local government agency advancing heritage preservation efforts in Waynesville is the Downtown Waynesville Commission. Established in 1987, the 501c(3) non-profit Downtown Waynesville Association served as the community’s Main Street organization, affiliated with the North Carolina Department of Commerce and the National Main Street Center. The Downtown Waynesville Association organized events showcasing the historic character of the Main Street commercial district. The organization focused on arts and culture, urban development, and community and economic development. In 2022, the Downtown Waynesville Association was reorganized to fall within the administrative leadership of the Town of Waynesville. Now named the Downtown Waynesville Commission, the organization is still a Main Street affiliate following the four-point approach of the National Main Street Center, which focuses on economic vitality, design, promotion, and organization.

Through the late twentieth and early twenty-first centuries, Haywood County and the Town of Waynesville have completed preservation projects with a high degree of visibility in the community. Haywood County rehabilitated the historic courthouse at 285 North Main Street, which anchors the north end of the Main Street Historic District (Figure 4.1). The town has completed repairs to the former Post Office/Old Town Hall at 16 South Main Street (Figure 4.2), which now serves as the Municipal Building. Town staff and the HPC are currently in the process of developing interpretive signage for the Main Street and Frog Level historic districts and the Hazelwood commercial district.

4.3 Non-Profit Preservation Activities

Neither Waynesville nor Haywood County have a non-profit organization specifically dedicated to the preservation of historic properties. As an example, the Preservation Society of Asheville & Buncombe County (PSABC) was established in the 1970s to advocate for the preservation of historic buildings and neighborhoods throughout Buncombe County. PSABC engages in preservation activities that government-based preservation entities such as HPCs and Main Street communities often do not undertake. PSABC acquires and preserves historic properties, holds easements and covenants that protect the historic character of buildings, and advocates on behalf of historic places to elected officials at the local and state levels. No such entity exists in Waynesville or Haywood County.

Despite the absence of a non-profit preservation-focused organization, Haywood County is home to several organizations whose missions and activities are preservation-related or preservation-adjacent. In other cases, an organization may own and/or care for one or more historic buildings that are



Figure 4.1: View west of the Haywood County Courthouse at 215 North Main Street.



Figure 4.2: View northwest of the U. S. Post Office at 16 South Main Street, which now serves as the Municipal Building.

important to the history of Waynesville and Haywood County. By accomplishing their individual missions, these organizations also accomplish goals and objectives that advance the cause of historic preservation. Organizations with a focus on history and heritage are the Haywood County Historical and Genealogical Society (HCHGS) and the Museum of North Carolina Handicrafts (MNCH).

The HCHGS is headquartered at 178 Morgan Street in the nearby town of Canton. In 2011, the organization received a donation of the historic Shook-Smathers House from a Shook family descendant. The HCHGS operates the Shook-Smathers House as the Museum of Haywood County History and also maintains a small history museum in the Haywood County Courthouse in downtown Waynesville.

Established in 1977, the Museum of North Carolina Handicrafts is headquartered at the historic Shelton House at 250 Pigeon Street in Waynesville (Figure 4.3). Built in the late 1870s, the Shelton House was listed in the NRHP in 1979 for its local architectural significance. The Museum of North Carolina Handicrafts operates the Shelton House as a local history museum and event venue. As a steward of the property, the organization is dedicated to maintaining the dwelling's historic design and materials.

The North Carolina International Folk Festival, Inc., better known as Folkmoot, is a non-profit 501(c)3 organization dedicated to cultural exchange through dance and social inclusion. Since 1983, Folkmoot has hosted an international folk festival that showcases cultural music and dances from around the globe. Although its mission is not related to preservation of the built environment, Folkmoot is headquartered in the historic Hazelwood School, a 40,000-square-foot facility, which the organization has converted into a cultural and educational center (Figure 4.4). The earliest extant portion of the Hazelwood School is a two-story brick building constructed in 1923. It was expanded in 1939 in response to significant population growth resulting from the local industrial boom. Folkmoot has served as a strong and responsible steward of the Hazelwood School, retaining the property's historic character through its adapted use. The property was placed on the National Register Study List in 1997 but has not been listed in the NRHP or locally designated as a historic landmark.

Established in 2004, the 501(c)3 non-profit Pigeon Community Multicultural Development Center operates out of the historic Pigeon Street School, at 450 Pigeon Street (Figure 4.5). The organization's social service mission includes strengthening harmony and inclusiveness among the families and residents of Waynesville and Haywood County. It offers after-school and summer enrichment programs for children as well as community engagement through reading and oral history initiatives. Constructed in the mid-1950s, the Pigeon Street School was a segregated school that served Black school children from 1957 until Haywood County schools were desegregated in 1966. The Pigeon Community Multicultural Development Center worked with the town of Waynesville to hire a consultant to complete a NRHP nomination for the property. The Pigeon Street School was listed in the NRHP in 2021 for its local educational and architectural significance. It has not been locally designated as a historic landmark. The Pigeon Community Multicultural Development Center serves as a steward for the historic building by maintaining its historic character.

Created in 2012, the Frog Level Merchants Association is focused on the commercial node at the intersection of Depot and Commerce Streets. Its mission is to honor, restore, and promote the history of Frog Level for future generations. The organization hosts an annual outdoor festival called The Whole Bloomin' Thing the weekend of Mothers' Day in May. The festival occurs against the backdrop of the historic commercial buildings of Frog Level and provides pedestrian activity and engagement for business owners.

Established in 1973, the Greater Haywood County Chamber of Commerce is headquartered in the Dr. Samuel Stringfield House at 28 Walnut Street. The property is a contributing resource in the Spread Out Historic District and is also locally designated a Historic Landmark. The mission of the Chamber of Commerce is to promote business development across Haywood County. Its membership includes many businesses in the Main Street, Frog Level, and Hazelwood commercial districts.



Figure 4.3: View south of the Shelton House at 250 Pigeon Street, which is now the Museum of North Carolina Handicrafts.



Figure 4.4: View west of the Hazelwood Elementary School at 112 Virginia Avenue, which is now the Folkmoot Center.



Figure 4.5: View south of the Pigeon Street School, which is now the Pigeon Community Multicultural Development Center.

4.4 Private Preservation Activities

The nature of building preservation activities by private owners or developers makes it difficult to identify every example within the community. Nevertheless, two notable cases perfectly illustrate the wide-ranging scale and type of projects that have occurred. When the Main Street Historic District was listed in the NRHP in 2005, the two-story commercial building at 33 South Main Street was severely deteriorated. Despite its condition, the property was documented as contributing to the historic and architectural character of the historic district because it retained much of its original design and materials. Its contributing status within the district made the property eligible for the state and federal income tax credits for rehabilitation of income-producing commercial buildings. Circa 2010, the property owner rehabilitated the building using the tax credit program, and the property is now the home of Watami Sushi.

More recently, a larger project has rehabilitated a historic building to the north of downtown Waynesville. The Haywood County Hospital, at 1230 North Main Street, served the healthcare needs of citizens from its construction in 1927 until 1979, when it vacated the property for a new hospital facility in the nearby community of Clyde. In 1981, the building became the central office of the Haywood County Board of Education and Haywood County Schools. An arrangement between the Board of Education, Haywood County, and a private developer resulted in the relocation of the Board of Education's offices to a more suitable facility across the street and the acquisition of the historic hospital by Landmark Properties, Inc. In 2018, the property was listed in the NRHP for its local historical and architectural significance. Using the state and federal income tax credits for the rehabilitation of income-producing properties, layered with affordable housing and Opportunity Zone incentives, the new property owner converted the hospital into 54 affordable housing units. This project is highly significant because it achieves the important community goal of affordable housing through a multi-faceted project that incorporates historic preservation tools. The complex was renamed Brookmont Lofts. A Local Landmark designation application for the property is currently pending review and approval by the Town Council (Figures 4.6–4.7).



Figure 4.6: View southeast of the Haywood County Hospital at 1230 North Main Street, which is now an affordable housing development.



Figure 4.7: View north of the Haywood County Hospital at 1250 North Main Street, showing the mid-twentieth-century addition that was also renovated for affordable housing.

5.0 PUBLIC POLICY REVIEW

5.1 Review of Applicable Land Development Standards

Table 5.1 below presents the land development standards that apply to the HPC and local preservation program. On the left are the standards, listed by section number. On the right are observations and recommendations for updating the standards.

Table 5.1: Review of Applicable Land Development Standards .

<u>Applicable Land Development Standards</u>	<u>Observations and Recommendations</u>
14.5 Historic Preservation Commission	
14.5.1 Powers and Duties	
The Historic Preservation Commission of Waynesville shall have the following powers and duties to be carried out in accordance with the terms of this ordinance of G.S.	
Chapter 160D, Article 9, Part 4:	
A. To undertake an inventory of properties of historical, prehistorical, archaeological, architectural and/or cultural significance.	
B. To conduct an educational program with respect to historic districts and landmarks within its jurisdiction.	
C. To cooperate with the state, federal and local government in pursuance of the purposes of the tasks assigned to them; to offer or request assistance, aid, guidance, or advice concerning matters under its purview or of mutual interest. The Board of Aldermen, or the commission, when authorized by the Board of Aldermen, may contract with the state or the United States, or any agency of either, or with any other organization provided the terms are not inconsistent with state or federal law.	
D. To enter, solely in performance of its official duties and only at reasonable times, upon private lands for examination or survey thereof. However, no member, employee or agent of the commission may enter any private building or structure without the express consent of the owner or occupant thereof.	
E. To prepare and recommend the official adoption of a preservation element as part of the town's Land Development Plan.	

Applicable Land Development Standards

- F. To recommend to the Board of Aldermen the acquisition by any lawful means of the fee or any lesser interest, including options to purchase, or properties within established districts or of any such properties designated as landmarks. The commission may recommend to the board to hold, manage, preserve, restore, and improve the same, and to exchange or dispose of the property by public or private sale, lease or otherwise, subject to covenants or other legally binding restrictions which will secure appropriate rights of public access and promote the preservation of the property.
- G. To recommend the restoration, preservation, and operation of historic properties.
- H. To negotiate at any time with the owner of a building, structure, site, area or object for its acquisition or its preservation, when such action is reasonably necessary and is authorized by the Board of Aldermen.
- I. LDS Review: The Planning Board shall review and make recommendations regarding the following permits types (see also Chapter 15):
 - 1. Designation of Historic Landmarks/Districts.
- J. LDS Decisions: The Historic Preservation Commission shall render final decisions regarding the following permit types (see also Chapter 15):
 - 1. To Hear Appeals of Administrative Decisions regarding Certificates of Appropriateness (Minor) (15.11.2).
 - 2. Certificates of Appropriateness (Major) (15.11.3).
- K. The Historic Preservation Commission shall also have any additional powers and duties as may be set forth in other laws and regulations or at the direction of the Board of Aldermen.

Observations and Recommendations

14.5.1.I This states that the Planning Board shall review and make recommendations regarding the designation of historic landmarks and districts, but this section does not include a role for the HPC. Should this instead say: "LDS Review: The Historic Preservation Commission shall review and make recommendations regarding the following..." This seems to be the intention since section 14.5.1.J refers to decisions of the HPC on COA applications. RGA recommends that Section 14.5.1.I be reviewed and updated as may be appropriate.

Applicable Land Development Standards

14.5.2 Membership and Quorum

- A. The Waynesville Historic Preservation Commission shall consist of the number of members referenced in the most current version of the Town of Waynesville Boards and Commissions Manual which may from time to time be updated or amended. A quorum, consisting of a simple majority of the membership shall be necessary to transact business.
- B. The Waynesville Board of Aldermen shall appoint all members. Vacancies shall be filled by the Board of Aldermen as they occur.
- C. All members shall serve three (3) year terms and may succeed themselves.
- D. Officers shall be elected in accordance with the adopted rules of procedure.
- E. Meetings shall be held on the date and time referenced in the Town of Waynesville Boards and Commission Manual and may from time to time be updated or amended.

15.11.1 Designation of Historic Landmarks/Historic Districts

Upon complying with the required landmark designation procedures set forth herein, the Board of Aldermen may adopt and from time to time amend or repeal an ordinance designating one or more historic landmarks. No property shall be recommended for designation as a landmark unless it is deemed and found by the Historic Preservation Commission to be of special significance in terms of its historical, pre-historical, architectural, or cultural importance, and to possess integrity of design, setting, workmanship, materials, feeling and/or association.

- A. Process Type:** Legislative
- B. Inventory of Possible Landmarks:** As a guide for the identification and evaluation of landmarks, the Historic Preservation Commission shall maintain an inventory of properties of

Observations and Recommendations

15.11.1 The heading of this section refers to both Historic Landmarks and Historic Districts, clearly establishing and distinguishing between these two types of resources. The paragraph and sub-sections that follow only refer to the designation of Historic Landmarks. Given that the NCGS differentiate between the designation of Local Landmarks and Local Historic Districts, RGA recommends a legal review of this language and, as necessary, ordinance amendments permitting and establishing expectations for the designation of Local Historic Districts.

15.11.1.B Lacking additional specificity, the entire collection of survey records of the NC HPO doubles as the inventory of possible landmarks. RGA recommends establishing protocols for reviewing the survey material on a regular basis, maintaining and updating a specific inventory of possible Local Landmarks and Local Districts, and including this responsibility in the HPC bylaws and rules of procedure.

Applicable Land Development Standards

historical, architectural, pre-historical and cultural significance within the land development jurisdiction of the town.

C. Creation of Ordinance for Designation:

1. Once a potential landmark has been identified, the Administrator shall draft an ordinance for the designation of said property as an official historic landmark.
2. The ordinance shall describe the property designated in the ordinance, the name or names of the owner or owners of the property, those elements of the property that are integral to its historical, architectural, or pre-historical value, including the land area of the property so designated and any other information the governing board deems necessary.
3. For each building, structure, site, or object so designated as a landmark, the ordinance shall require that the waiting period set forth in this ordinance be observed prior to its demolition.

D. Opportunity for Comment from the State of North Carolina

1. Once the ordinance is drafted, the Historic Preservation Commission shall make or cause to be made an investigation and report on the historic, architectural, pre-historical, educational, or cultural significance of each building, structure, site, area, or object proposed for designation or acquisition. Such report shall be forwarded to the Division of Archives and History, North Carolina Department of Cultural Resources.
2. The Department of Cultural Resources, acting through the State Historic Preservation

Observations and Recommendations

15.11.1.C It is premature to draft an ordinance prior to completion of a designation report or application that contextualizes the property's historic significance and integrity and before receipt of comments from the NC HPO on said report or application. RGA recommends reversing the order of 15.11.1.C and 15.11.1.D.

15.11.1.D See note above regarding reversing the order of 15.11.1.C and 15.11.1.D. RGA further recommends that the requirements and process for receipt and review of the designation report or application be included in the HPC's bylaws and rules of procedure.

Applicable Land Development Standards

Officer, or his or her designee, shall either upon request of the Department or at the initiative of the commission be given an opportunity to review and comment upon the substance and effect of the designation of any landmark. All comments will be provided in writing. If the department does not submit its comments to the Historic Preservation Commission within thirty (30) days following receipt by the department of the report, the commission and the Board of Aldermen shall be relieved of any responsibility to consider such comments.

- E. Public Notification:** Level 1, 2 and 3.
- F. Neighborhood Meeting (15.3.7):**
Optional
- G. Public Hearing and Decision by the Board of Aldermen:** The Historic Preservation Commission and the Board of Aldermen shall hold a joint public hearing (or separate public hearings on the proposed ordinance. Following the public hearing(s) the Board of Aldermen may adopt the ordinance as proposed, adopt the ordinance with any amendments it deems necessary, or reject the proposed ordinance.
- H. Post-Adoption Procedures.**
 1. Upon adoption of the ordinance the owners and occupants of each landmark shall be given written notification of such designation insofar as reasonable diligence permits.
 2. One copy of the ordinance and all amendments thereto shall be filed by the Administrator in the office of the Register of Deeds of Haywood County.

Observations and Recommendations

Applicable Land Development Standards

3. Each landmark shall be indexed according to the name of the owner of the property in the grantor and grantee indexes in the Register of Deeds office and the commission shall pay a reasonable fee for filing and indexing.
4. A second copy of the ordinance and all amendments thereto shall be kept on file in the office of the Town Clerk and be made available for public inspection at any reasonable time.
5. A third copy of the ordinance and any amendments thereto shall be given to the building inspector for the Town.
6. The fact that a building, structure, site, or area has been designated a landmark shall be clearly indicated on all tax maps maintained by Haywood County for such period as the designation remains in effect.
7. Upon the adoption of the landmark ordinance or any amendments thereto-, it is the duty of the Historic Preservation Commission to give notice thereof to the tax supervisor of Haywood County.
8. The designation and any recorded restrictions upon the property limiting its use for preservation purposes shall be considered by the tax supervisor in appraising it for tax purposes.
9. A suitable sign for each property designated as a landmark may be placed on the property at the owner's consent; otherwise a sign may be placed on a nearby right-of-way.

Observations and Recommendations

Applicable Land Development Standards

Observations and Recommendations

15.11.2 Certification of Appropriateness—Minor Works for Local Landmarks and Local Historic Districts

- A. Applicability:** Minor works are those exterior changes that do not involve substantial alterations, additions or removals that could impair the integrity of the local landmark property and/or locally designated historic district as a whole.
- B. Process Type:** Administrative
- C. Pre-Application Meeting:** No Pre-application conference is required prior to applying for a certificate of appropriateness. Applicants are strongly encouraged to call or visit the Administrator prior to submitting an application to determine what information is required for the application.
- D. Required Application Information:** None
- E. Determination of Conformity:** Once an application containing all needed elements is submitted, the Administrator shall review the application and approve or deny it based on compliance with the standards contained in this chapter and in any applicable Design Review Guidelines or other standards that may apply.
- F. Public Notification:** None required.
- G. Appeals:** Appeals of the decisions of the Administrator shall be heard by the Historic Preservation Commission 15.11.3 below.
- H.** Reserved
- I. Permit Validity:** one (1) year.
- J. Permit Extension:** Re-submit.

15.11.3 Certification of Appropriateness—Major Works for Local Landmarks and Local Historic Districts.

- A. Process Type:** Quasi-Judicial (See also 15.4).

15.11.2.C–D These two sections appear to conflict, since 15.11.2.C suggests that there will be information required for the application, whereas 15.11.2.D states that there is no required application information. RGA recommends adjusting these sections accordingly.

15.11.2.E Per NC GS 160D-947(c), "...no application for a certificate of appropriateness may be denied without formal action by the preservation commission." RGA recommends revising this section to include an automatic referral to the HPC of any COA application deemed non-compliant with the design standards.

15.11.2.E With the recent updates to the General Statutes, "Design Review Guidelines are now called Design Standards." RGA recommends revising this section to be consistent with the General Statutes.

Applicable Land Development Standards

- B. Pre-Application Meeting:** It shall be the policy of the Historic Preservation Commission, in regard to applications involving new construction or extensive alterations and/or additions to existing structures, that a sub-committee of the commission shall be available to meet with persons involved in planned or pending applications in order to advise them informally, at an early stage in the development process. This advice shall be on the commission's Design Review Guidelines or other standards that may apply, the nature of the area where the proposed project will take place and other relevant factors. In giving such advice, the members of the sub-committee, collectively and individually, shall refrain from any indication of approval or disapproval. Advice or opinions given by any member of the sub-committee at such an informal meeting shall not be considered official or binding upon the commission.
- C. Required Application Information:** Each application for a certificate of appropriateness shall contain all information required on the application. Other information necessary to show that the use or structure complies with the standards set forth in this ordinance shall also be provided.
- D. Determination of Completeness:** The Administrator shall review the application to ensure that it is complete, prepare a report and recommendations on the application, and schedule the matter for a public hearing before the Historic Preservation Commission.
- E. Public Notification:** Level 1, 2 and 4.
- F. Public Hearing:** The Historic Preservation Commission shall hold a

Observations and Recommendations

15.11.3.B It may initially appear that a pre-application meeting with a subcommittee of the HPC is beneficial for applicants; however, such a meeting presents two primary issues. First, despite the caveat that the meeting is not official or binding, it may be perceived as such by the applicant. The second issue is whether such an informal, non-binding meeting may be perceived as *ex parte* communication since it takes place outside the context of a public hearing in advance of the application. RGA recommends eliminating this language from the ordinance. Alternately, if this language is to remain in the ordinance, specific guidance for such meetings should be included in the HPC's bylaws and rules of procedure.

Applicable Land Development Standards

hearing on the proposal. The applicant and other property owners likely to be materially affected by the application shall be given an opportunity to be heard.

- G. Commission Review:** Following the public hearing the commission may approve, deny, or approve with conditions the application for a Certificate of Appropriateness. No Certificate of Appropriateness shall be granted unless the commission finds that the application complies with the principles of the Design Review Guidelines adopted by the commission for review of changes and new construction.
- H. Findings of Fact:** The action on an application must be supported by specific findings of fact indicating the extent to which the application is or is not congruous with the special character of the historic district or landmark.
- I. Delay in Demolition of Local Landmarks and Buildings within Local Historic Districts:** An application for a certificate of appropriateness authorizing the demolition, removal, or destruction of a designated local landmark or a building, structure or site within a local historic district may not be denied except as provided below:
 - 1. The effective date of such a certificate may be delayed for up to three hundred and sixty-five (365) days from the date of approval. The period of delay should be reduced by the Historic Preservation Commission if it finds that the owner would suffer extreme hardship or be permanently deprived of all beneficial use or return from such property by virtue of the delay.

Observations and Recommendations

15.11.3.G Per NCGS §160D-947 (d), All applications for certificates of appropriateness shall be reviewed and acted upon within a reasonable time, not to exceed 180 days from the date the application for a certificate of appropriateness is filed, as defined by the regulation or the commission's rules of procedure. As part of its review procedure, the commission may view the premises and seek the advice of the Division of Archives and History or such other expert advice as it may deem necessary under the circumstances. RGA recommends updating the land development standards to be consistent with the General Statutes.

Applicable Land Development Standards

2. During the delay period the commission shall negotiate with the owner in an effort to find a means of preserving the building, structure or site.
3. If the Historic Preservation Commission finds that a building, structure or site has no special significance or value toward maintaining the character of a district, it shall waive all or part of such period of delay and authorize earlier demolition or removal.
4. If the Historic Preservation Commission has voted to recommend the designation of a landmark or the designation of an area as a historic district, and final designation has not been made by the board of aldermen, the demolition or destruction of any building, structure or site in the proposed district or of the designation landmark may be delayed by the commission for up to one hundred an eighty (180) days or until the Board of Aldermen takes final action on the designation, whichever occurs first.
5. The Board of Aldermen may enact an ordinance to prevent the demolition by neglect of any designated landmark or any structure or building within the established historic district. Such ordinance shall provide appropriate safeguards to protect property owners from undue hardship.
6. An application for a certificate of appropriateness authorizing the demolition of a building, structure or site determined by the State of North Carolina's Historic Preservation Officer as having statewide significance as defined in

Observations and Recommendations

15.11.3.I.6 Determination of statewide significance requires a separate application process based on NCGS §160D-949 (c). Just because an NRHP nomination states that a property has statewide significance is not sufficient to fulfill the statutory requirements. RGA recommends updating the Land Development Standards to be more specific about the requirements of this section of the General Statutes.

Applicable Land Development Standards

the criteria of the National Register of Historic Places may be denied except where the Historic Preservation Commission finds that the owner would suffer.

- J. Review Period by Commission:** Applications for Certificates of Appropriateness shall be acted upon within ninety (90) days after filing, otherwise the application shall be deemed approved and a certificate shall be issued. An extension of time may be granted by mutual consent of the commission and the applicant.
- K. Appeals:** Appeals of the decisions of the Administrator shall be heard by the Board of Adjustment (15.12).
- L. Permit Validity:** one (1) year.
- M. Permit Extension:** Re-submit.

Observations and Recommendations

15.11.3.K This should be changed from “Appeals of the decisions of the Administrator” to “Appeals of the decisions of the Historic Preservation Commission.”

5.2. Review of Applicable Comprehensive Planning Goals

The comprehensive plan for Waynesville, titled “Waynesville 2035: Planning with a Purpose,” was developed from 2018 through 2020. Among the goals in the plan is LU-4, which is “Reinforce the unique character of Main Street, Frog Level, and Hazelwood Central Business Districts.” Objectives to achieve this goal include maintaining “the ‘Downtown Character’ that distinguishes these areas from other commercial areas. Require compatibility in siting, scale, massing, materials and detail, and enforcement of design standards within historic district...” (TOW 2020:30). It also calls for the updating of the design standards for commercial buildings. The plan states that LU-4 can also be achieved by expanding “Business Districts at their edges by continuing their form and scale, applying mixed-use zoning to transition into adjacent residential districts” (TOW 2020:31). It further states that redevelopment in Hazelwood “should employ village-style, form-based characteristics including building orientation, pedestrian facilities, screening of parking and loading areas, and signage” (TOW 2020:31).

Although the LU-4 goal is not exclusively focused directly on heritage preservation activities, all of the directives within it relate to maintaining the historic character of the Main Street, Frog Level, and Hazelwood commercial districts. The three recommendations identified above specifically focus on maintaining the historic character of these areas. The language of these recommendations supports the potential ordinance-based designation of Local Districts.

6.0 HERITAGE RESOURCES IN WAYNESVILLE AND HAZELWOOD

Below are properties in Waynesville and Hazelwood that have been documented and identified as historically significant for their historic associations and/or architectural characteristics. These lists are not all-inclusive. There are numerous properties in Waynesville that have not been documented, so their potential associations have not been ascertained. At the same time, there are properties that may hold one or more designations, but which have lost the qualities for which they were determined to be historically significant. The lists below are intended to provide a baseline for understanding the context for historically and architecturally significant properties.

A general rule that applies to all designations is that the threshold for individual eligibility of a single property is greater than the threshold for properties that comprise a historic district. Typically, individual buildings stand out as unique for their architecture or especially important for their historic associations. Civic buildings such as courthouses, post offices, and schools often stand out for both their architecture and historic associations. Houses considered to be individually eligible for any designation are typically—though not necessarily—considered historically significant for their architecture. This is usually because they represent high-style examples of specific architectural styles but may also be due to their representation of vernacular or traditional building forms or construction techniques. Historic dwellings may be individually eligible for their historic associations, but this is less common.

Similarly, unless they stand out as especially important for their architecture, commercial buildings are generally not considered to be individually eligible for any designation. This is because commercial buildings often share similar forms, styles, designs, materials, and ornamentation. Most commercial buildings are common examples of typical building types from the late nineteenth through the mid-twentieth centuries. In the same way that not every house is individually eligible for listing in the NRHP, not every commercial building is individually eligible, either. Good examples of commercial buildings that hold individual designations are the Masonic Hall at 37 Church Street (NRHP 1988), the U.S. Post Office at 16 South Main Street (NRHP 1991), Citizens Bank & Trust Company (NRHP 1991; LL 2001), the former Waynesville Library at 113 North Main Street (SL 1997) and the Waynesville Hardware Company (SL 1997). These five properties stand out as historically significant for their architecture either because they are excellent and highly intact examples of popular architectural styles or because they are highly intact examples of traditional building forms or construction techniques.

Groups of properties that are not individually eligible for any designation—because they are not excellent examples of their architecture and/or because they do not retain the necessary physical integrity of original design and materials—may be eligible collectively as historic districts. The Main Street and Frog Level historic districts are excellent examples of large groups of properties that may not be individually eligible but, when considered as a whole, convey the necessary historic significance and integrity to merit designation.

This section also includes feedback from community members, provided in the public meetings and in responses to the survey, about important historic places in Waynesville and Hazelwood. Some of these places may hold one or more designations. Community feedback in support of a designated property may reinforce its local historical and/or architectural significance. Alternately, noting properties identified by the community as important, but which do not already hold a designation, is a way of flagging buildings for additional research and evaluation for their potential historic and/or architectural significance.

6.1 Properties and Historic District Listed in the National Register of Historic Places

Fourteen individual properties and three historic districts in Waynesville are listed in the NRHP (Tables 6.1–6.2). These designations include the Main Street and Frog Level historic districts as well as the Haywood County Courthouse, former U.S. Post Office, Citizens Bank & Trust Company, and Masonic Hall, which are contributing resources to the Main Street Historic District. No properties in Hazelwood are currently listed in the NRHP.

Owners of income-producing properties that are listed in the National Register of Historic Places, either individually or as contributing resources in NRHP-listed historic districts, may be eligible for state and federal income tax credits for rehabilitation, as long as the project complies with program application requirements and rehabilitation standards of the National Park Service and HPO.

Table 6.1: Individual properties listed in the National Register of Historic Places.

SSN	Name	Address	Year Designated
HW0002	Haywood County Courthouse	215 N. Main Street	1979
HW0003	Shelton House	49 Shelton Street	1979
HW0009	Boone-Withers House	138 Church Street	1983
HW0010	Masonic Hall	37 Church Street	1988
HW0011	Citizens Bank & Trust Company	74 N. Main Street	1991
HW0012	United States Post Office	16 S. Main Street	1991
HW0013	Charles and Annie Quinlan House	274 S. Main Street	2005
HW0016	Clyde H. Ray, Sr. House	224 Love Lane	1996
HW0017	Windover	40 Old Hickory Street	2018
HW0072	Frank Smathers House	720 Smathers Street	1998
HW0079	Haywood County Hospital	486 E. Marshall Street	2018
HW0128	Pigeon Street School	450 Pigeon Street	2021
HW0136	Alden and Thomasene Howell House	125 Woolsey Heights	2003
HW0634	Green Hill Cemetery	Veterans Circle	2018

SSN–Survey Site Number

Table 6.2: Historic districts listed in the National Register of Historic Places.

SSN	Name	Year Designated
HW0046	Frog Level Historic District	2003
HW0161	Waynesville Main Street Historic District	2005
HW0181	Spread Out Historic District	2010

SSN–Survey Site Number

6.2 Properties and Historic Districts on the National Register Study List

In North Carolina, the first step to being listed in the NRHP is designation on the state’s National Register Study List. Study List application, evaluation, and designation is a way to screen out properties that are clearly not eligible for listing in the NRHP and identifies properties that are highly unlikely to be NRHP-eligible. It thus saves property owners, nomination sponsors, HPO staff, and the NPS the time and effort to prepare and review National Register nominations that will not be approved.

Study List designations occur in one of two ways. Many Study List designations occur following survey projects that document and evaluate groups of properties in a specific area—usually a municipality or county. Large-scale survey projects provide a substantial body of similar properties that serve as the context for evaluations of Study List eligibility. Following a survey project, the survey sponsors, consultant conducting the survey work, and HPO staff determine what properties “rise to the top.” These properties are then placed on the National Register Study List. The second way that properties are placed on the National Register Study List is by approval of an application that is submitted by or on behalf of a property owner or other interested individual or group. Properties proposed for the National Register Study List must be approved by the North Carolina NRAC and the State Historic Preservation Officer. In this way, Study List designation is an official act established in the North Carolina Administrative Code.

Once a property is placed on the National Register Study List, it remains designated in perpetuity. Unlike listing in the NRHP, there is no mechanism to remove from the Study List properties that have lost the associations or qualities for which they were designated. Thus, any property on the National Register Study List must be administratively reevaluated by HPO staff to ensure that it is still eligible before a property owner or other nomination sponsor pursues listing in the National Register of Historic Places.

It is important to note that not every property that is potentially eligible for listing in the NRHP has been identified and placed on the Study List. This is due in part to the inherent limitations of survey projects, including the potential for the survey documentation to become out-of-date. For example, the municipal survey of Waynesville is nearly 30 years old, meaning that many properties constructed through the late 1960s and early 1970s have not been comprehensively documented and evaluated for their Study List potential.

There are 24 properties individually listed in the North Carolina National Register Study List across Waynesville and Hazelwood (Tables 6.3–6.4). Of these, the Piedmont Inn and Royal & Pilkington Company have been demolished. Most of the extant properties on the Study List were designated in 1997 following the comprehensive municipal survey of Waynesville (MAA 1996). The most recent Study List designations are Dix Hill Cemetery, on McCracken Road, which was designated in 2018 following the survey of African American heritage-related properties in the town and Furry’s Lodge, at 109 Dolan Road, which was Study Listed in 2021 following the survey of properties along or near primary transportation corridors.

Of the individually Study Listed properties, the former Waynesville Library at 113 North Main Street, Waynesville Hardware Company at 226 North Main Street, and Sherrill’s Studio at 37 Depot Street are the only commercial buildings in the three areas subject to this plan that have been designated. Furry’s Lodge is the only other commercial property outside the Main Street, Frog Level, and Hazelwood commercial districts to be Study Listed. Although it does not fall within one of the three areas subject to this plan, the Hazelwood Elementary School, at 112 Virginia Avenue, lies close to the downtown Hazelwood commercial area.

There are two historic districts on the National Register Study List, and both are residential in character. The Love Lane Historic District was placed on the Study List in 1983, following the comprehensive survey of Haywood County. In recent years, HPO staff have determined that it is not eligible for NRHP listing. The Woolsey Heights Historic District, which was placed on the Study List in 1997 following the comprehensive municipal survey of Waynesville (MAA 1996), has not recently been reevaluated.

6.3 Properties Locally Designated by Ordinance as Local Landmarks

Local designation of historic overlay zones by ordinance is enabled by the North Carolina General Statutes § 160D-940–951. For a governing body to locally designate historic landmarks and districts, the municipality must first adopt an ordinance establishing a historic preservation commission, outlining

Table 6.3: Individual properties on the National Register Study List.

SSN	Name	Address	Year Designated
HW0015	Hyatt House	1366 S. Main Street	1995
HW0029	Piedmont Inn (gone)*	49 Cupp Lane	1979
HW0038	Sherrill's Studio	37 Depot Street	1997
HW0037	Hannah Graham House	437 Boundary Street	1997
HW0045	Smathers-Gautier House	124 Daisey Avenue	1983
HW0048	Waynesville High School	495 Brown Avenue	1997
HW0055	Charles Ray House	205 Hillview Circle	1983
HW0061	Lingamore Hotel	85 Lingermore Drive	1997
HW0065	Royal & Pilkington Company (gone)	1677 Brown Avenue	1997
HW0069	(former) Waynesville Library	113 N. Main Street	1997
HW0075	First Presbyterian Church	305 N. Main Street	1983
HW0081	Miller-Francis House	1449 Asheville Road	1983
HW0092	Robert D. Gilmer House	31 Suyeta Park	1997
HW0096	The Gables Apartments	1 Gables Place	1997
HW0097	Hazelwood Elementary School	112 Virginia Avenue	1997
HW0114	Dr. Thomas Stringfield House	52 Walnut Street	1997
HW0115	Palmer House	58 Pigeon Street	1997
HW0116	House	219 Walnut Street	1997
HW0117	House	99 Walnut Street	1997
HW0118	Apartment Building	177 Walnut Street	1997
HW0119	Apartment Building	152 Walnut Street	1997
HW0301	Waynesville Hardware Building	226 N. Main Street	1997
HW0724	Dix Hill Cemetery	McCracken Road	2018
HW0979	Furry's Lodge	109 Dolan Road	2021

SSN—Survey Site Number

* Lacking a process for removal of properties from the National Register Study List, resources that have been lost remain designated with a notation that they are no longer extant.

Table 6.4: Historic districts on the National Register Study List.

SSN	Name	Year Designated
HW0026	Love Lane Historic District*	1983
HW0064	Woolsey Heights Historic District	1997

SSN—Site Survey Number

* Through consultation with the HPO, the Love Lane Historic District has been assessed as ineligible for listing in the NRHP. It remains on the National Register Study List because there is no process for de-designation of individual properties and historic districts.

a process for the ordinance-based designation of local landmarks and historic districts, and providing for the review of applications for Certificates of Appropriateness for locally designated properties. Properties that are individually designated as Local Landmarks are eligible for a 50 percent property tax deferral for the life of the designation. Should a property be de-designated, the owner at the time of de-designation is required to pay the past three years' worth of deferred property taxes. Properties that are listed in Local Historic Districts but which do not hold Local Landmark designation are not eligible for a the 50 percent property tax deferral.

Individual properties are designated as Local Landmarks by the Town Council following an application to the HPC that includes supporting documentation on the property's special significance to Waynesville and its architectural integrity. The HPC forwards this material to the HPO, whose staff serve as subject matter experts and review the application and supporting documentation for completeness and assess the merits of the eligibility argument. The HPO neither approves nor denies the application, but rather provides advice on the merits of the property and application materials. The HPO must respond with feedback within 30 days.

As of July 2023, the town of Waynesville has locally designated 16 individual properties as Local Landmarks (Table 6.5). Four of these properties are located within the NRHP-listed Frog Level and Main Street historic districts. HW0132 (Grady Honeycutt Building) and HW0142 (J. B. Henry Warehouse-Boyd Wholesale Grocery) are contributing resources in the Frog Level Historic District. HW0011 (Citizens Bank & Trust Company) and HW0134 (J. B. S. McIntosh Building) are contributing resources in the Main Street Historic District. Although the remaining 12 Local Landmark properties were constructed to serve primarily residential uses, some have been wholly or partly converted to commercial use. Ten of the 16 Local Landmarks were designated within the first six years that the preservation ordinance was implemented. Only four properties have been designated as Local Landmarks since 2010.

A cursory review of the 16 locally designated properties suggests that the town of Waynesville may benefit from establishing clear priorities for Local Landmark designations and strengthen eligibility criteria and application requirements. It is worth noting that three of the four Local Landmark-designated commercial properties in the Main Street and Frog Level historic districts received feedback from the HPO expressing concern about the contents of the designation report and, in some cases, the Local Landmark-eligibility of the properties.

In 2000, the Grady Honeycutt Building at 313 Depot Street and J. B. S. McIntosh Building at 188 North Main Street were designated Local Landmarks. In 2001, the Citizens Bank & Trust Company at 74 North Main Street was designated a Local Landmark, followed by the J. B. Henry Warehouse-Boyd Wholesale Grocery Warehouse at 66 Commerce Street in 2002. Of these four Local Landmark properties, only the Citizens Bank & Trust Company has been individually listed in the NRHP. An assessment of the Local Landmark documentation for two of these properties is included below.

Constructed circa 1910, the Grady Honeycutt Building originally served as the Messer and Carswell Store. When the owner applied for Local Landmark designation in 1999, the property had fallen into disrepair, and the applicant intended to renovate the building, noting that there appeared to be little or no alteration to the original structure. In its feedback on the application and report, the HPO expressed concern about the inadequate level and type of documentation and advised that additional information and photographs should be included. The photographic documentation contained within the HPO survey file does not include pre-renovation images of the property. It is not known if the deficiencies in the designation report were addressed prior to the Town Council taking action on the application. The property was designated a Local Landmark in 2000, and, per the report, the designation applied to the interior and exterior of the building and property. The building was renovated in the spring of 2000, and several changes to its appearance in historic photographs are noted, including the replacement of what appear to be fixed, plate-glass windows with double-hung, one-over-one windows; replacement of original or historic weatherboard siding with board-and-batten siding, and a change to the design and profile of the façade parapet. The building remains a Local Landmark, and the designation applies to the interior and exterior of the building and property.

When the owner of the J. B. S. McIntosh Building applied for Local Landmark designation in 2000, the HPO provided feedback expressing concern about its individual eligibility. Constructed circa 1896, the J. B. S. McIntosh Building is one of a row of similar two-story commercial buildings on the southeast side of North Main Street at its intersection with Depot Street. The building underwent multiple phases of alterations during the second half of the twentieth century. The storefront had been altered from its original design and materials and the second story windows replaced. In the

mid-twentieth century, a metal screen was applied to the façade above the first floor. This screen was removed in the 1990s. An analysis of the application materials and report submitted to make a case for the Local Landmark designation suggests that the designation was made without compelling evidence to demonstrate the special significance of the property to Waynesville. The J. B. S. McIntosh Building is an ordinary commercial building with a brick façade and corbeled cornice. On the interior, the first floor had been heavily renovated during the twentieth century, and at the time of designation, the first floor displayed no historic or original design details, finishes, or ornamentation. The building had most recently housed a flower shop. The second floor had been renovated to serve as an apartment. There is no particular architectural merit to the building, and it has significantly diminished architectural integrity. It is very similar to the two neighboring commercial buildings to the south and may have been built contemporaneously with them as part of the “McIntosh Block,” which suggests that the J. B. S. McIntosh Building at 188 North Main Street is not especially significant. The HPO stated as much in its advisory feedback on the application and report. It is not known if the deficiencies noted by the HPO in the designation report were addressed prior to the Town Council taking action on the application. The property was designated a Local Landmark in 2000. In 2010, Planning Director Paul Benson reached out to the HPO to consult on the potential de-designation of the J. B. S. McIntosh Building due to insufficient historic significance and substantially diminished integrity. Ultimately, the de-designation did not occur. The J. B. S. McIntosh Building remains a Local Landmark, and the designation applies solely to the building exterior.

Table 6.5: Locally designated Historic Landmark Properties.

SSN	Name	Address	Date Designated
HW0011	Citizens Bank & Trust Company	74 N. Main Street	2001
HW0013	Charles & Annie Quinlan House	274 S. Main Street	2004
HW0016	Clyde H. Ray, Sr. House	224 Love Lane	1998
HW0017	Windover	40 Old Hickory Street	2010
HW0072	Frank Smathers House	720 Smathers Street	1998
HW0092	Robert D. Gilmer House	31 Suyeta Park	1997
HW0109	Atkins House	421 Grimball Drive	2003
HW0114	Dr. Thomas Stringfield House	52 Walnut Street	2012
HW0132	Grady Honeycutt Building	313 Depot Street	2000
HW0133	Charles U. Miller House	53 Walnut Street	2020
HW0134	J. B. S. McIntosh Building	188 N. Main Street	2000
HW0135	Rotha House	185 Pigeon Street	2001
HW0136	Alden and Thomasene Howell House	125 Woolsey Heights	2002
HW0142	J. B. Henry-Boyd Wholesale Grocery Warehouse	66 Commerce Street	2002
HW0184	Alden Howell House	135 Pigeon Street	2002
HW0194	Dr. Samuel Stringfield House	28 Walnut Street	2012

SSN–Survey Site Number

6.4 All Designated Properties and Historic Districts

Local Landmark and NRHP listings may overlap, thus a list of all properties that hold one or more designations (Local Landmark, NRHP, and Study List) is presented below in Table 6.6.

Table 6.6: All properties with one or more designation.

SSN	Name	Address	LD	NR	SL
HW0002	Haywood County Courthouse	215 N. Main Street		X	
HW0003	Shelton House	49 Shelton Street		X	
HW0009	Boone-Withers House	138 Church Street		X	
HW0011	Citizens Bank & Trust Company	74 N. Main Street	X	X	
HW0012	United States Post Office	16 S. Main Street		X	
HW0013	Charles & Annie Quinlan House	274 S. Main Street	X	X	
HW0015	Hyatt House	1366 S. Main Street			X
HW0016	Clyde H. Ray, Sr. House	224 Love Lane	X	X	
HW0017	Windover	40 Old Hickory Street	X	X	
HW0026	Love Lane Historic District*				X
HW0029	Piedmont Inn (gone) [†]	49 Cupp Lane			X
HW0038	Sherrill's Studio	37 Depot Street			X
HW0037	Hannah Graham House	437 Boundary Street			X
HW0045	Smathers-Gautier House	124 Daisey Avenue			X
HW0046	Frog Level Historic District			X	
HW0048	Waynesville High School	495 Brown Avenue			X
HW0055	Charles Ray House	205 Hillview Circle			X
HW0061	Lingamore Hotel	85 Lingermore Drive			X
HW0064	Woolsey Heights Historic District				X
HW0065	Royal and Pilkington Company (gone)	1677 Brown Avenue			X
HW0069	(former) Waynesville Library	113 N. Main Street			X
HW0072	Frank Smathers House	720 Smathers Street	X	X	
HW0075	First Presbyterian Church	305 N. Main Street			X
HW0079	Haywood County Hospital	486 E. Marshall Street		X	
HW0081	Miller-Francis House	1449 Asheville Road			X
HW0092	Robert D. Gilmer House	31 Suyeta Park	X		X
HW0096	The Gables Apartments	1 Gables Place			X
HW0097	Hazelwood Elementary School	112 Virginia Avenue			X
HW0109	Atkins House	421 Grimball Drive	X		
HW0114	Dr. Thomas Stringfield House	52 Walnut Street	X		X
HW0115	Palmer House	58 Pigeon Street			X
HW0116	House	219 Walnut Street			X
HW0117	House	99 Walnut Street			X
HW0118	Apartment Building	177 Walnut Street			X
HW0119	Apartment Building	152 Walnut Street			X
HW0128	Pigeon Street School	450 Pigeon Street		X	
HW0132	Grady Honeycutt Building	313 Depot Street	X		
HW0133	Charles U. Miller House	53 Walnut Street	X		
HW0134	J. B. S. McIntosh Building	188 N. Main Street	X		
HW0135	Rotha House	185 Pigeon Street	X		
HW0136	Alden and Thomasene Howell House	125 Woolsey Heights	X	X	
HW0142	J. B. Henry-Boyd Wholesale Grocery Warehouse	66 Commerce Street	X		

Table 6.6, continued.

SSN	Name	Address	LD	NR	SL
HW0161	Waynesville Main Street Historic District	HW0161		X	
HW0181	Spread Out Historic District			X	
HW0184	Alden Howell House	135 Pigeon Street	X		
HW0194	Dr. Samuel Stringfield House	28 Walnut Street	X		
HW0301	Waynesville Hardware Building	226 N. Main Street			X
HW0634	Green Hill Cemetery	Veterans Circle		X	
HW0724	Dix Hill Cemetery	McCracken Road			X
HW0979	Furry's Lodge	109 Dolan Road			X

SSN—Survey Site Number

* Through consultation with the HPO, the Love Lane Historic District has been assessed as ineligible for listing in the NRHP. It remains on the National Register Study List because there is no process for de-designation of individual properties and historic districts.

†Lacking a process for removal of properties from the National Register Study List, resources that have been lost remain designated with a notation that they are no longer extant.

7.0 ISSUES AFFECTING HERITAGE PRESERVATION IN WAYNESVILLE AND HAZELWOOD

The leaders, organizations, and citizens of Waynesville have achieved many laudable goals in the area of heritage preservation. Nevertheless, the planning process identified significant challenges affecting Waynesville's ability to preserve and protect its tangible heritage.

7.1 Tourism and Population Growth

One of the greatest drivers of the increasing development pressure on Waynesville is tourism, which presents both substantial benefits to the local economy and challenges for future growth and sustainability. As a tourist destination with popular community events like the International Folk Festival, Waynesville draws thousands of visitors every year.

Waynesville's location in the Blue Ridge Mountains and proximity to national and state parks and forests, combined with a wealth of commercial, professional, recreational, and community resources, has drawn not only tourists, but also retirees and those looking to purchase second homes. In 2000, the first census in which Waynesville and Hazelwood were combined, the population was 9,232. Since then, the population has grown to 10,272 in 2023. The impact of this population growth is most clearly visible on the local housing market, the study of which is outside the scope of this project, but population growth has a corresponding impact on commercial development, including the demand for additional commercial space in traditionally small-scale downtown areas like Main Street, Frog Level, and Hazelwood.

Participants in both community meetings observed that one of the biggest challenges to preserving Waynesville's historic places is the shifting population. Many individuals who are new to the community have been acquiring property in and near downtown, and new owners may not fully understand or appreciate the history and importance of Waynesville's historic buildings. Waynesville residents are also concerned about the acquisition of property by out-of-towners who are not consistently present. Absentee landlords may not have as strong an interest in preserving and protecting Waynesville's historic, character-defining built environment.

7.2 Demand for Commercial Space

The Chamber of Commerce has reported that out-of-town visitors frequently inquire about the availability of commercial properties for rent and sale in Waynesville. This demand for commercial property, though beneficial to the community, has the potential to negatively impact Waynesville and Hazelwood due to the potential for new development that is out-of-scale with the historic character of the town. This issue was raised in the first stakeholder meeting, with additional discussion about the demand for second-floor living in downtown Waynesville. Among the greatest requests from people seeking commercial property in Waynesville is for two-story buildings that may accommodate retail or office space on the first floor and residential space on the second floor. In the Main Street Historic District, there are several one-story historic commercial buildings, particularly between Miller and Church Street. All but one of the commercial buildings along Hazelwood Avenue are only one story tall, and several of the historic buildings in the Frog Level Historic District are only one story tall.

Another challenge related to commercial development lies in the underlying zoning code, which allows buildings of up to 50 feet in height in some parts of Waynesville, including the Main Street Historic District. A 50-foot height limit may accommodate a four-story building and, depending on the grading of the site, could have a finished "walk-out" basement level. Combined with the demand for multi-story commercial space downtown, the ability to construct buildings up to 50 feet tall threatens the preservation of Waynesville's historic one-

and two-story commercial buildings that define the downtown core. This height limit enables the construction of infill buildings that may be out of scale with the rest of downtown. It also threatens smaller historic buildings which might be demolished to allow the construction of buildings that can maximize development potential. Notwithstanding the potential for demolition, the demand for upper-story space may also lead to the construction of rooftop additions that may negatively impact the historic character of Waynesville's historic commercial districts. Without guidance and standards for demolition, new construction, and additions, development pressure in Waynesville could severely alter the historic character of Main Street, Frog Level, and Hazelwood.

7.3 Transportation-Related Challenges

A significant challenge to preservation in the Main Street and Hazelwood areas is the fact that Main Street is a state road. A project by the North Carolina Department of Transportation is currently planned to improve the South Main Street Corridor. This roadwork may include widening part or all of South Main Street from Pigeon Street to Hyatt Creek Road. The project has been in the planning stages for many years, and acquisition and construction has been delayed several times as shifting transportation priorities result in project delays. With a lack of clarity on the project scope and schedule, property owners along the South Main Street corridor have been reluctant to improve their properties. While this project does not directly affect the Frog Level Historic District, it will have an indirect effect on the Main Street Historic District and the Hazelwood commercial district along Hazelwood Avenue. It also has the potential to directly impact the scattered commercial properties along the South Main Street corridor in Hazelwood.

Another transportation-related challenge to preservation and redevelopment is the railroad corridor, which runs through the Frog Level Historic District and forms the western edge of the Hazelwood commercial district. The railroad right-of-way presents limitations on development in both areas. Given the limited development that can take place within the right-of-way, desirability of property in both areas may increase the potential for demolition of historic buildings, for new construction that accommodates a larger square-footage, or the construction of rooftop additions that may negatively impact the character of the Frog Level and Hazelwood areas.

8.0 GOALS AND OBJECTIVES FOR HERITAGE PRESERVATION IN WAYNESVILLE

Goal: Increase administrative transparency to strengthen the HPC and improve public engagement, defensible decision-making, and accountability (Administrative).

Observations: An analysis of the four Local Landmark designation reports submitted for commercial properties in the Main Street and Frog Level Historic Districts suggests that stronger application standards and review criteria should be instituted to ensure that the HPC and Town Council make defensible decisions in Local Landmark and Local Historic District designations. Although the HPC’s website includes useful information about the commission, it could be improved by the addition of information and links related to Local Landmark and Historic District applications and designations; Certificate of Appropriateness (COA) applications, review processes, and design standards; and administrative documents of the HPC, including bylaws and rules of procedure.

A review of the land development standards that govern the work of the HPC indicates a need to audit the governing regulations to ensure that they are compliant with the North Carolina General Statutes and enable the HPC to designate not only Local Landmarks but also Local Districts.

Objective: Review and update land development standards to ensure compliance with North Carolina General Statutes.

A review of previous Local Landmark designations demonstrates a need for improved application requirements and review processes for the HPC and Town Council to ensure defensible decisions in the designation of Local Landmarks and Local Historic Districts.

Objective: Review and update eligibility standards and application requirements for Local Landmark and Local Historic District designation.

It has been many years since the HPC audited its Bylaws and Rules of Procedure to determine if any changes need to be made for consistency between its current protocols and processes and its governing documents.

Objective: Review and update the HPC’s Bylaws and Rules of Procedure.

The Town’s website includes a page for the HPC under the “Government” heading. The page provides a brief overview of the commission, the members’ terms of service, a roster of current members, schedule of regular meetings, a link to minutes of past meetings, and contact information for the staff liaison. The page does not include a link to access meeting agendas, application forms, design standards, or other relevant material. Under “Departments: Development Services: Permits and Application Forms,” the website includes a link to the Certificate of Appropriateness application form. Under “Departments: Development Services: Plans and Documents,” is a link to the design standards for reviewing COA applications. The fee schedule for review of Local Landmark and Local District designation applications as well as COA applications for major and minor works is listed under “Departments: Development Services: FY 23–24 Full Fee Schedule.”

Objective: Provide a single website for all HPC-related materials, including ordinances, meeting schedule, bylaws and rules of procedure, a list of locally designated properties, landmark and district designation applications, COA application, application review processes, and the fee schedule. Consider including links to the General Statutes governing local preservation commissions and the HPO’s website for HPCs and CLGs .

It is not clear if the Waynesville HPC has an annual work plan that identifies administrative and programmatic goals for the calendar or fiscal year. Such a work plan would identify priorities and provide a schedule for completion as well as identify HPC members assigned to each project or task. Developing such a work plan may ensure an equitable distribution of responsibilities and ensure accountability among all members.

Objective: Develop an annual work plan for the fiscal or calendar year that prioritizes and schedules projects and identifies HPC members responsible for completing projects or tasks.

Goal: Expand local understanding of Waynesville’s historic resources through additional survey and documentation efforts (Survey).

Observations: With the comprehensive municipal survey of 1996, Waynesville established an excellent baseline for understanding its history through the lens of its historic architecture. Subsequent survey efforts in 2018 and 2020 built on this foundation and expanded documentation thematically and geographically. The 2018 survey documented the built heritage of Waynesville’s Black residents, while the 2020 survey updated existing survey records and recorded new properties along major transportation routes. Yet more survey work remains to be done to bridge thematic and geographic gaps in Waynesville’s survey coverage. Given post-World War II growth nationwide and the local presence of regional architectural firms such as Foy & Lee in the mid-twentieth century, there is abundant Modernist architecture across Waynesville that has never been documented or evaluated. Hazelwood’s residential architecture remains largely unrecorded, and several neighborhoods across Waynesville have little to no documentation.

Objective: Audit existing survey material to identify geographic and thematic gaps in documentation across Waynesville and Hazelwood.

Additionally, the survey records for properties in the Main Street and Frog Level historic districts are out of date. The Frog Level Historic District was listed in the NRHP in 2003, and the Main Street Historic District was NRHP-listed two years later. The documentation on properties in these two districts is now 20 years old. Given recent rehabilitation projects in both areas, updated survey documentation is warranted.

Objective: Update the survey documentation for the Main Street and Frog Level historic districts, with particular attention to changes that have occurred to every property since the districts were designated.

Goal: Expand the HPC’s record of public outreach by engaging new constituencies and the community at large through strategic partnerships and programming (Outreach).

Observations: The HPC has established a good record of public education and outreach through the speaker series, annual tour of Green Hill Cemetery, and distribution of the local history coloring book. Nevertheless, most of the respondents to the online survey expressed an interest in learning more about listing in the NRHP and Local Landmark and Local District designation.

Objective: Educate realtors and owners of historic properties on Waynesville’s historic architecture, explaining what it means to be listed in the National Register of Historic Places and designated as a Local Landmark or Local Historic District.

The recent reorganization of the Downtown Waynesville Commission provides a useful opportunity to educate commercial property owners in the Main Street area about local designation. Although the Downtown Waynesville Commission’s jurisdiction does not include the Frog Level area, the Frog Level Merchants’ Association should be included to ensure the broadest distribution of information. Any similar organization for property or business owners in Hazelwood should also be included.

Objective: Partner with the Downtown Waynesville Commission and Frog Level Merchants' Association to provide information on Local Landmark and Local Historic District designation.

Over half of the survey respondents also expressed interest in learning more about preservation tools and other information, such as workshops on how to preserve historic building materials and the state and federal income tax credits for rehabilitation of NRHP-listed properties. Given the population growth and increasing interest in commercial real estate acquisition and development, as well as a clear interest in learning more about tools to preserve and protect Waynesville's built environment, expanding on existing education efforts with strategic outreach is warranted. Strategic partnerships with existing non-profit organizations and government agencies can strengthen the HPC's outreach program.

Objective: Engage owners of NRHP-listed properties, local elected and appointed officials, town staff, and others through a workshop on the state and federal rehabilitation tax credit programs.

The Museum of North Carolina Handicrafts is the steward of the historic Shelton House. The weatherboard-clad, wood-framed building retains a high degree of material integrity but presents conservation challenges for the non-profit organization. Given the prevalence of historic wood windows throughout Waynesville's historic commercial areas—and the town, generally—a workshop on how to repair and preserve historic wood windows presents a good opportunity for the HPC to partner with the organization to educate owners of historic properties. Given the challenges presented by the historic masonry chimneys at the Shelton House, and the prevalence of brick commercial buildings in Main Street, Frog Level, and Hazelwood, repointing historic masonry could be another useful topic.

Objective: Partner with a local non-profit organization, such as the Museum of North Carolina Handicrafts at the historic Shelton House, to conduct a workshop on material conservation of such building elements as restoring wood windows or repointing masonry.

Goal: Strengthen and protect Waynesville's heritage and historic character through the local, ordinance-based designation of historic districts (Designation).

Observations: Individuals who participated in the two community meetings and who responded to the online survey area are concerned about Waynesville losing its sense of place and small-town feeling. Feedback received during the public engagement phase of the project emphasized a desire to preserve the town's historic character. People's thoughts about the built environment were heavily rooted in their experiences, as evinced by responses identifying favorite businesses. Unsurprisingly, opinions about favorite businesses were heavily weighted toward restaurants, coffee shops, and other places where people gather and share camaraderie.

Many people also addressed the importance of specific historic buildings or features of the built environment. The building mentioned most frequently for its historic character was the former Waynesville Library at 113 North Main Street. Other buildings mentioned during the community meetings and in the survey were the Citizens Bank & Trust Company at 74 North Main Street, the Waynesville Hardware Building at 226 North Main Street, and the Masonic Temple at 37 Church Street. In the survey, more historic buildings in Frog Level were mentioned than in either Main Street or downtown Hazelwood. The former candy store, the building on the corner of Depot and Commerce Streets, the building housing Soul Sisters, and the historic warehouses in Frog Level were all specifically highlighted for their historic character. During the first community meeting, one participant noted the importance of the warehouses in Frog Level.

Most respondents to the survey highlighted one or more of five issues potentially affecting preservation of the Main Street, Frog Level, and Hazelwood commercial districts. Sixty-five percent identified the potential demolition of historic buildings as a problem. Fifty-six percent expressed concern about the potential for insensitive alterations. While nearly half of the respondents identified pedestrian

connectivity and streetscape design along Wall Street as an issue, more than half of the surveys noted pedestrian connectivity and streetscape design between Main Street and Frog Level as problematic and affecting preservation goals. Roughly half of those surveyed expressed support for some degree of community oversight prior to demolition, and many expressed a preference for prioritizing Local Historic District designation of one or more of the commercial areas. Fewer people expressed an interest in prioritizing individual designation of Local Landmarks or additional NRHP listings.

This plan recommends the HPC and the Town of Waynesville pursue the local, ordinance-based designation of the Main Street, Frog Level, and Hazelwood commercial districts. Hazelwood would likely be the smallest area to designate because it has the lowest number of historic commercial buildings; however, because it does not already hold a Study List or National Register designation, Hazelwood will require more work to document its special significance, as required by the North Carolina General Statutes. The Local District designation of the Hazelwood commercial district is supported by LU-4 of the 2020 comprehensive plan.

Objective: Pursue Local District designation for the Hazelwood commercial district.

The Main Street and Frog Level Historic Districts each display a distinctive character based on their history and architecture. Connectivity between the two districts, primarily along Depot Street, presents a challenge to the preservation of downtown Waynesville, and so Local District designation may include this area to link the two commercial nodes. A single set of design standards, created with property and business owner input, would apply to the entire area. Alternately, the Main Street and Frog Level Historic Districts could be designated separately, with design standards crafted for each district based on property and business owner input. The Local District designation of the Main Street and Frog Level Historic Districts is supported by LU-4 of the 2020 comprehensive plan.

Objective: Pursue Local District designation for the Main Street and Frog Level Historic Districts.

9.0 HISTORIC PRESERVATION ACTION PLAN

The heritage preservation action plan below prioritizes the goals and objectives from Section 8 and is organized in two ways: by goal and by priority. Objectives identified as high priority should be undertaken within the next two years. Medium priorities are those objectives that should be undertaken within the two to five years. Low-priority objectives should be undertaken within the next five to ten years.

9.1 Objectives Organized by Goal

Goal: Increase administrative transparency to strengthen the HPC and improve public engagement, defensible decision-making, and accountability (Administrative).

Objective	Parties	Priority
Develop an annual work plan for the fiscal or calendar year that prioritizes and schedules projects and identifies HPC members and/or Town staff responsible for completing projects or tasks.	HPC, Staff	High
Review and update land development standards to ensure compliance with North Carolina General Statutes.	HPC, Staff	High
Review and update eligibility standards and application requirements for Local Landmark and Local Historic District designation.	HPC, Staff	High
Review and update the HPC's Bylaws & Rules of Procedure.	HPC, Staff	High
Provide a single website for all HPC-related materials, including ordinances, meeting schedule, bylaws and rules of procedure, a list of locally designated properties, landmark and district designation applications, COA application, application review processes, and the fee schedule. Consider including links to the General Statutes governing local preservation commissions and the HPO's website for HPCs and CLGs.	Staff	High

Goal: Expand local understanding of Waynesville's historic resources through additional survey and documentation efforts (Survey).

Objective	Parties	Priority
Audit existing survey material to identify geographic and thematic gaps in documentation across Waynesville and Hazelwood.	HPC, Staff, HPO	Low
Update the survey documentation for the Main Street and Frog Level historic districts, with particular attention to changes that have occurred to every property since the districts were designated.	HPC, Staff, HPO	High

Goal: Expand on the HPC's record of public outreach by engaging the community through strategic partnerships and programming (Outreach).

Objective	Parties	Priority
Educate realtors on Waynesville’s historic architecture, explaining what it means to be listed in the NRHP and designated as a Local Landmark or Local Historic District.	HPC, Staff, Haywood Realtor Association, HPO	Medium
Engage owners of NRHP-listed properties, local elected and appointed officials, town staff, and others through a workshop on the state and federal rehabilitation tax credit programs.	HPC, Staff, DWC, FLMA, HPO	High
Partner with the Downtown Waynesville Commission and Frog Level Merchants’ Association to provide information on Local Landmark and Local Historic District designation.	HPC, Staff, DWC, FLMA	Medium
Partner with a local non-profit organization, such as the Museum of North Carolina Handicrafts at the historic Shelton House, to conduct a workshop on material conservation of such building elements as restoring wood windows or repointing masonry.	HPC, Staff, MNCH, DWC, FLMA	Low

Goal: Strengthen and protect Waynesville’s heritage and historic character through the local designation of individual landmark properties and historic districts (Designation).

Objective	Parties	Priority
Pursue Local District designation for the Hazelwood commercial district.	HPC, Staff, property and business owners	Medium
Pursue Local District designation for the Main Street and Frog Level Historic Districts	HPC, Staff, property and business owners, DWC, FLMA	Medium

9.2 Objectives Organized by Priority

Objective	Goal	Priority
Develop an annual work plan for the fiscal or calendar year that prioritizes and schedules projects and identifies HPC members and/or Town staff responsible for completing projects or tasks.	Administrative	High
Review and update land development standards to ensure compliance with North Carolina General Statutes	Administrative	High
Review and update eligibility standards and application requirements for Local Landmark and Local Historic District designation	Administrative	High
Review and update the HPC’s Bylaws & Rules of Procedure	Administrative	High
Update the survey documentation for the Main Street and Frog Level historic districts, with particular attention to changes that have occurred to every property since the districts were designated.	Survey	High

Objective	Goal	Priority
Provide a single website for all HPC-related materials, including ordinances, meeting schedule, bylaws and rules of procedure, a list of locally designated properties, landmark and district designation applications, and Certificate of Appropriateness application, application review processes, and the fee schedule. Consider including links to the General Statutes governing local preservation commissions and the HPO's website for HPCs and CLGs.	Administrative	High
Engage owners of NRHP-listed properties, local elected and appointed officials, town staff, and others through a workshop on the state and federal rehabilitation tax credit programs.	Outreach	High
Partner with the Downtown Waynesville Commission and Frog Level Merchants' Association to provide information on Local Landmark and Local Historic District designation.	Outreach	Medium
Pursue Local District designation for the Hazelwood commercial district.	Designation	Medium
Pursue Local District designation for the Main Street and Frog Level Historic Districts	Designation	Medium
Partner with a local non-profit organization, such as the Museum of North Carolina Handicrafts at the historic Shelton House, to conduct a workshop on material conservation of such building elements as restoring wood windows or repointing masonry.	Outreach	Low
Audit existing survey material to identify geographic and thematic gaps in documentation across Waynesville and Hazelwood.	Survey	Low

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APPENDIX A: COMMUNITY MEETING NOTES

COMMUNITY MEETING 1—MAIN STREET & FROG LEVEL
Waynesville Town Hall board room
05/11/2023 6:00–7:30pm
Listening Session notes

ATTENDING (per sign-in sheet and recognition):

Byron Hickox, Land Use Administrator
Alex McKay, Waynesville HPC Chair
Beth Gilmore, Downtown Waynesville Commission
Shannon Morgan
Sherry Morgan
John Baus
Debbie Baus
Tom Mullins
Anne Mullins
Cathy Claycamp
Terry Clark
Joya Darville
Mike McLean
Jackie Cerniglia, RE/Max
Tom Hale
Pat Hale
Austin Lee
Tina Lee
Cory Vaillancourt, The Smoky Mountain News
Jeremy D. Stephens, Gilmer House/The Waynesville Conservatory
Tavia Thomas
David Hall
Jan Hall
Janet Foushey
Scott Blair, The Scotsman
Makyia Blair, The Scotsman
Lorna Sterling
Clare Bass, Waynesville HPC
Linda Ann Lee, Waynesville HPC
Hannah Beckman-Black, NC SHPO

AUDIENCE INPUT COPIED FROM TABLETS

What makes Waynesville special?

People
Scenery—view of Purchase Knob
Downtown in the fall, particularly along Church Street
Festivals—Main Street

Historic charm
Main Street is like a Norman Rockwell painting
Three stories through the commercial district
Small town feel
Memories of buildings
The public art reflects the mountains
Feels safe to walk downtown
Pedestrian infrastructure, like the benches
Historic lighting
The former Smith's Drugstore
Open Air Market that was next to Smith's Drugstore
Location within the region—Waynesville has its own identity

What is your favorite building or place in Waynesville?

Waynesville Hardware building
Rock library
Citizens Bank
Twin houses on Branner Avenue
Frog Level warehouses
The sound in Mast General Store
Panacea coffee
Watami Restaurant
Family-run restaurants
Tin ceilings in buildings

What are some important places that have been lost?

Red Wing (where the troubadour sculptures are now)
Smith's Drugstore
Frog Level Train Depot
First National Bank building (where the Depot Street Park is now)
The Old Baptist Church
Clyde Ray's Floral (recent demolition)
Duvall's Restaurant (recent demolition)
Lost a lot of buildings in the 1970s.
A&H Pancake House
There's no place to get breakfast or an early cup of coffee anymore.

What are some challenges to preserving Waynesville's historic buildings and heritage?

New ownership—mostly from people who are moving here from out of town.
Keeping things accessible.
Developers—mostly in Frog Level.
Depot Street.
Main Street is a state road.
Tourism.

What are some opportunities for preserving Waynesville’s heritage and historic buildings?

Buildings in good condition.

Rehab planned in Frog Level.

Older buildings renovated for new businesses.

More benches, could be sponsored like before—opportunity for benches in Frog Level.

Urban greenway that links town activities and natural resources.

Hoping for money in upcoming town budget for interpretive signage.

Using historic preservation activity (rehab) to support local artists and musicians—as in rehabbing a performance space.

Tourism presents opportunities.

Bury more power lines.

What should be Waynesville’s priorities for preserving its heritage and historic buildings?

Preserve Waynesville’s sense of place.

Preserve the Norman Rockwell feeling.

Emphasize/expand understanding of the value of historic buildings.

Educating people about the economic value of historic buildings.

Keeping Main Street thriving.

Some support among audience for local district designation “Why wouldn’t someone want that?” (worth noting that there was no voiced opposition).

MEETING TRANSCRIPTION BY AMBER PERRY

Overview and Introductions

Annie thanked attendees and explained the purpose of the meeting and the general topics to be discussed. She stressed the need for input from the local community members. She introduced herself and Amber, city staff present, state staff present. City and state staff present included Byron Hickox, John Baus from the planning department, members of the HPC, and Hannah Beckman-Black from SHPO.

Annie indicated she would pose a series of questions to those in attendance to voice their thoughts and concerns throughout the presentation.

Who present were property owners? 3 present.

Business owners? 3 present.

Non-profit? 2 present.

News? 1 present.

How many people grew up here? A few.

Transplants? Many over the course of 30 years.

These buildings share the history of people who grew up here and those who moved here.

Project background

The Waynesville HPC was created in 1996 to oversee locally designated properties. There are 16 locally designated landmarks. Waynesville has a very active Historic Preservation Commission that does a lot of great outreach and education, including the coloring book, walking tour brochure, speaker series, and cemetery tour. In 2022 the HPC applied for a grant from SHPO to complete the

project we are discussing today. It has a total project cost of \$16,000 with the town of Waynesville contributing \$7,000 and SHPO contributing \$9,000.

Listening Session 1

Annie asked the audience what makes Waynesville a special place?

The people. Friendly and welcoming environment.

The natural scenery. Purchase Knob Mountain.

Church Street and Main Street view of town and mountains.

The built scenery. Historic charm of main street. Three distinct historic areas that tell the story of Waynesville and Hazelwood.

Small town atmosphere.

Memories of the buildings. Growing up here around these buildings.

Public art. Reflects the mountain heritage. Minimal murals on main street older buildings.

Feels safe.

Streetscapes. Pedestrian infrastructure. Benches at crosswalks. Historic lighting.

Location. Near parks, mountains. But has its own identity as a small town.

Annie explained what the National Register of Historic Places program does and does not do. She cleared up the misconception that it is often perceived to be a regulatory program when it is in fact honorific. It creates a record of a place and provides some measure of protection from Federal undertakings. It is for individual properties and districts which makes property owners eligible for rehabilitation tax credits. Another designation often confused with NRHP is local designation, which the local HPC oversees. Local designation is enabled by the state to allow local governments to create commissions and ordinances to provide a measure of protection for a property to protect its historic character. It provides a means to manage growth and use a process to maintain historic buildings and materials.

Waynesville's heritage successes:

Waynesville has three NRHP-listed historic districts:

Frog Level was NRHP-listed in 2003.

Main Street was National Register-listed in 2005.

Spread Out residential district was NRHP-listed in 2011.

Individual NRHP-listed properties include Shelton House, Dr. Way House, Charles and Annie Quinlan House, The Ray House, Haywood County Hospital, Pigeon Street School, Green Hill Cemetery, and many more. Many of these properties' owners have used tax credits to preserve and make improvements to the structures.

Waynesville has 16 locally designated individual properties, many of which are also listed in the NRHP, either individually or in one of the three historic districts. Examples include:

Windover

Citizens National Bank

Mill Race Mercantile

Stringfield houses

Waynesville does not have any locally designated historic districts.

In 1998, shortly after the commission was created, the town hired a consultant to complete a national survey listing. Survey work was done for the three historic districts. In 2018, the Town applied for a grant to complete a survey of African American heritage-related resources. In 2021, another grant paid to conduct additional survey in major transportation corridors where development is anticipated.

Annie briefly explained the commercial and residential income tax credits for rehabilitation of NRHP-listed properties:

- Commercial income-producing properties.

- State income tax credits for owner-occupied properties that are designated properties.

She explained that the Watami Sushi building received tax credits in the late 2000s or early 2010s. More recently, the Haywood County Hospital was rehabilitated through the tax credit program. The Smathers House benefitted from the residential rehab income tax credit program.

Listening Session 2

Question to attendees:

What is your favorite building/location in Waynesville?

Locations that are unique or important?

- Smith's Drug Store

- Open Air Market

- Waynesville Hardware

- The Rock Library

- Citizens Trust Bank Building

- Twin houses on Breiner Ave

- Frog Level warehouses

- Mass General Store (the sound)

- Panacea Coffee Shop

- Watami Building

- Building Boojum is in (the downstairs)

- All the family run restaurants (many preserved tin ceilings)

What are some important buildings that Waynesville has lost?

- Redwing Building (oldest building on Main Street)

- Smith's Drug Store (it was an early morning meeting spot)

- The Train Depot in Frog Level (now occupied by First National Bank)

- The Boyd House (for sale)

- Old Baptist Church

- Clyde Ray's Florist

- Duval's Restaurant (recent loss)

- Charlie's (recent loss)

- Pancake House (torn down and a hotel in its place)

- A lot was lost in the early 1970s.

What are some challenges to preservation in Waynesville?

- New ownership. Primarily out of town people. Either who move here or live elsewhere.
- Keeping everything accessible.
- Developers. Possibly in Frog Level. Depot St.
- Main Street is a state road. It affects pedestrian infrastructure, improvements, etc.
- Railroad right of way limitations in Frog Level and Hazelwood.
- Tourism! (both a challenge and priority.)

What are some opportunities to preserve Waynesville's history?

- Frog Level has a lot of renovations and restorations.
- Public improvements? Buying benches has been done in the past.
- Frog Level could use more benches.
- Urban greenways to link town activities.

Plans to create pathways to lead from some of the key areas to other key areas?

Something that drives public engagement?

- Good sidewalks.
- Only way to Frog Level is Depot St.
- The city hopes to have the budget next year to begin historic interpretive signage.

What do you think should be priorities for preserving Waynesville's heritage?

- Finding a way to support local artists and musicians. Galleries, street music events.
- Preserving its sense of place. The peace of its streets.
- Expanding our view to accept all the ways we and others see a building's value. Economic data? Nostalgia? Historic significance? Buildings are valued differently by different people.
- Tourism. Visitors come to enjoy the heritage of Waynesville.
- Keep Main Street thriving.

Community thoughts on the potential for locally designated districts?

- More protection for the properties.

Community asked: What are the negatives?

Some property owners may not like having to go through the HPC to approve potential changes.

- Reminder to community: The community decides what the HPC standards are.
- Guidelines apply to all structures within the boundaries—not just specific ones

(Annie indicated that this is a common misconception. Only the NRHP designates which structures contribute and don't based on changes made)

Annie explained the differences between major works and minor works. Staff can approve most minor works without HPC involvement. Major works go through the HPC to receive a Certificate of Appropriateness. Minor works include regular maintenance and small changes. Major works include major changes such as siding changes, windows, etc. The criteria for these works are decided on by the community and stakeholders alongside city staff and council.

A representative from First Baptist Church explained that they are outside the boundaries of the Main Street National Register Historic District. She said the church expressed interest in potential benefits of local and National Register designation. Annie explained the reasoning behind the National Register boundaries. At the time of the NRHP survey, the church and area around it was likely excluded due to more modern structures and parking lots, which created a physical and visual boundary.

Next steps in the planning process:

- Another community meeting on May 18th
- Stakeholder meetings TBA between now and May 24th
- Online surveys to be sent out to the community on May 19th
- Meeting summaries from RGA shared with town staff and HPC by May 31th
- Work session with RGA, town staff, and HPC in June
- Draft preservation plan to be presented by July 31st

There were no further questions from the community members.

Annie raised the issue with Byron about how the Town and RGA will ensure community involvement? They left the matter as to be addressed in the near future.

COMMUNITY MEETING 2—HAZELWOOD

Folkmoot Center auditorium

05/18/2023 6:00–7:30pm

Listening Session notes

ATTENDING (per sign-in sheet & recognition):

Byron Hickox, Land Use Administrator

Alex McKay, Waynesville HPC Chair

Rodney Conard, Waynesville HPC

Meg Guyton

Kate Kasun, Frog Leap Wellness

Alan Fletcher, Folkmoot USA

Lisa Bridges

Don Blaine

Laurey-Faye Dean, Hazelwood Pottery

Jennifer Cathey, NC SHPO

Hannah Beckman-Black, NC SHPO

What makes Hazelwood special?

Walkable

Distinct identity separate from Waynesville—partly because of the physical separation

Neighborhood feel

Small businesses

Not a bunch of chains

No ugly signage

It's what Waynesville used to be

Surrounding landscape—mountains

Grew as a company town

What is your favorite building or place in Waynesville?

Beech Mountain

Smoky Mountain Roasters

Bookstore

Resale store

Folkmoot

Tannery smokestack—built in 1903 and is the oldest smokestack in Haywood County

Presbyterian Church

Train & railroad tracks

View west on South Main Street looking toward Hazelwood

What are some important places that have been lost?

Stone building on South Main Street that was recently demolished

Block of buildings on Hazelwood Avenue where the storage buildings are now

Dayco

Tannery

Royal & Pilkington

Unagusta

Waynesville Furniture
Two large lumber companies
Prison camp building where Pathways is now

What are some challenges to preserving Waynesville's historic buildings and heritage?

Speed on South Main Street.
Speed enforcement is difficult because of the narrow roads.
Ownership—one sale could change downtown because only a few owners.
Investment sales.
Homeless community.
DOT's South Main Street road project has property owners in limbo—they don't know when the project will happen so are hesitant to invest in their properties.

What are some opportunities for preserving Waynesville's heritage and historic buildings?

A lot of good rehab work has already been done.
Stone building near the corner of Hazelwood and Brown avenues—privately owned.
Morning walkers in the community—motivation to enhance the walkability of town and connecting to the greenway.
Outdoor event stage.
HPC is already working on interpretive signage.

What should be Waynesville's priorities for preserving its heritage and historic buildings?

Maybe local district designation—but it's important to balance preservation and profitability.
Avoid growth for growth's sake.

MEETING TRANSCRIPTION BY AMBER PERRY

Overview & Introductions

Annie thanked attendees and explained the purpose of the meeting and the general topics we would be discussing. The history of the town, the need for input from the local community. She introduced herself and Amber, city staff present, state staff present. City and state staff present included Byron Hicks from the city of Waynesville, members of the HPC, and Jennifer and Hannah from SHPO.

Annie put forward a series of questions to those in attendance to voice their thoughts and concerns throughout the presentation.

How many property owners in Hazelwood in attendance? Many present.
Business owners? A few present.
Non-profit people? A few present.
General public interested? A few present.

Project background

Waynesville HPC was created in 1996 to oversee locally designated properties. There are 16 locally designated properties. Waynesville has a very active HPC that does a lot of great outreach and preservation. In 2022 they applied for a grant from SHPO to complete the project we are discussing

today. It has a total project cost of \$16,000 with the town of Waynesville contributing \$7,000 and SHPO contributing \$9,000.

Listening Session 1

What makes Hazelwood a special place?

It has great walkability.

Friendly area. Proud community.

Distinct identity within/from Waynesville.

What makes Hazelwood distinct from Waynesville?

Physical distance.

The neighborhood feel.

Attractive signage. Great local businesses.

“It’s small. It’s local. It’s what Waynesville used to be.”

It has its historic charm, not a lot has changed.

The scenery- beautiful views of the mountains.

Most of the buildings are one story tall, which makes it feel quaint and more compact.

Hazelwood has an intentional history as a company town.

Annie asked if there is still industry in Hazelwood. Alex McKay replied that there is no longer any large industry.

Annie explained what the National Register of Historic Places does and does not do. She cleared up the misconception that it is regulatory when it is in fact honorific. It creates a record and provides some measure of protection for Federal undertakings. It is for individual properties and districts which makes property owners eligible for rehabilitation tax credits. Another designation often confused with NRHP is local designation, which the local HPC oversees. Local designation is enabled by the state to allow local governments to create commissions and ordinances to provide a measure of protection for a property to protect its historic character. It does not stop projects or demolitions, merely provides a means to regulate and use a process to maintain the historic fabric of the structures in the area.

There are surprisingly no properties in Hazelwood listed in the NRHP, although there are many that are eligible for listing.

Waynesville’s heritage successes:

Annie explained that there has been little to no National Register activity in the Hazelwood area.

The examples presented are from Waynesville, where there has been a lot of National Register and general preservation activity.

Waynesville has three NRHP-listed historic districts:

Frog Level was NRHP-listed in 2003.

Main Street was NRHP-listed in 2005.

Spread Out residential district was NRHP-listed in 2011.

Individual NRHP-listed properties include Shelton House, Dr. Way House, Charles and Annie Quinlan House, The Ray House, Haywood County Hospital, Pigeon Street School, Green Hill Cemetery, and many more. Many of these properties' owners have used tax credits to preserve and make improvements to the structures.

Waynesville has 16 locally designated individual properties, many of which are also listed in the National Register, either individually or in one of the three historic districts. Examples include:

- Windover
- Citizens National Bank
- Mill Race Mercantile
- Stringfield houses

Locally designated individual properties? There are 16 (4 commercial, 12 residential). Many are also listed as national register properties.

- Wendover
- Bank
- Mill Race Mercantile
- Stringfield houses

In 1998, shortly after the commission was created, the town hired a consultant to complete a national survey listing. In the years since, there have been many district surveys completed.

Two types of tax credits for rehabilitation:

- Commercial income-producing properties.
- State income tax credits for owner-occupied properties that are designated properties.

Jennifer from SHPO explained the difference between these types of tax credits further. If the property is listed in the NRHP, an application can be made to the state to receive a percentage of costs in the form of tax credits which can offset the cost of rehabilitating the property either or both state and federal taxes.

Many properties in Waynesville have used these tax credits.

A few members of the community asked about the criteria to be considered for eligibility for the NRHP. Annie gave a brief description of the criteria which include historic context, community importance, and architectural significance and how every survey is a case-by-case basis to determine if a property fits the criteria. It is a useful tool, although it may not always recognize buildings of importance that don't fit within its rigid criteria. Jennifer reminded the community that they can reach out to her to discuss their properties to determine eligibility if they have interest or if they need guidance and help on restoring their properties.

Question to attendees:

What is your favorite building/location in Hazelwood?

Locations that are unique or important?

- Beech Mountain.
- Smoky Mountain Roasters.

The local bookstore.
The resale store.
Folkmoot Center.
Tannery smokestack. (Built in 1903, oldest smokestack in Hazelwood. Remnant of industrial past.)
Presbyterian Church.
Train and tracks. Active railroad line.
The view looking west towards Hazelwood down South Main Street.

Important buildings that Hazelwood has lost?

Buildings torn down on South Main Street recently.
Block of buildings which were once stores, torn down in 1980s (now storage space).
Dayco building.
Royal Pilkington.
The Tannery.
Waynesville Furniture Company.
Unagusta Factory.
Sawmills in Hazelwood.
Hazelwood Prison recently.

Challenges to preservation in Hazelwood?

Traffic speed on South Main Street! Gives a different sense of place.
Speed enforcement.
Few owners.
Developers.
Short-term rentals (such as AirBnB).
Homelessness. (How can we as a community preserve history and provide affordable homes?)
Road projects. S Main Street is a state road and can see work at any time.

Opportunities to preserve Hazelwood's history?

Stone building on corner of Brown and Hazelwood Ave. (Has been a salon and tax services. Currently storage.)
The city put public restrooms in near a good parking area.
Designated walking paths.

How can we drive public engagement?

Previously mentioned walking paths to connect to greenway.
Exterior event space for music, art, community events.
The city hopes to have the budget next year to begin historic interpretive signage.

Priorities for preserving Hazelwood's heritage?

Possibly local district designation as a whole.

Annie explained the differences between major works and minor works. Staff can approve most minor works without HPC involvement. Major works go through the HPC to receive a Certificate of Appropriateness. Minor works include regular maintenance and small changes. Major works include major changes such as siding changes, windows, demolition, etc. The criteria for these works are decided on by the community and stakeholders alongside city staff and council. 160B of general statutes gives criteria that are open for interpretation at the local level so locals can make a case to include what properties have local significance. Local designation means all properties adhere to the guidelines, regardless of their current state or their age.

Community thoughts on the potential for locally designated districts?

Is there interest in residential local district designation separately? Possibly.

Designation for businesses to thrive is of great interest.

Next steps in the planning process...

Stakeholder meetings May 23rd at 10 a.m. and May 24th at 3 p.m.

Online surveys to be sent out to the community on May 19th

Meeting summaries from RGA shared with town staff and HPC by May 31st

Work session with RGA, town staff, and HPC tentative June 7th at 2 p.m.

Draft preservation plan to be presented by July 31st

Project completion in October 2023

Questions from the community in attendance?

None.

APPENDIX B: STAKEHOLDER MEETING NOTES

STAKEHOLDER MEETING 1

Waynesville Town Hall mezzanine

05/23/2023 10:00–11:00am

Meeting notes

ATTENDING:

Alex McKay, Waynesville HPC Chair

Beth Gilmore, Downtown Waynesville Commission

CeCe Hipps, Haywood County Chamber of Commerce

Kristen West, Downtown and Frog Level property owner (Waynesville Hardware)

Jeremy Rogers, owner of Plott Creek Builders

What are major issues facing commercial property owners in the Main Street, Frog Level, and Hazelwood commercial districts?

Not enough commercial space.

Since COVID, people come to the COC visitors center interested in leasing property in downtown Waynesville. People from all over the country come in with big ideas. They want a retail shop below and to live on the second floor above.

People are trying to escape the big city. When they get here, they are surprised that home prices are not cheaper.

Maybe newcomers' ideas don't necessarily fit in with the community.

Garrett Woodard's article comparing Waynesville to Jackson Hole, Wyoming was very good.

They're starting to see investor interest in downtown Waynesville.

Increase demand for second floor space.

Back in the early 2000s, 2nd floors were more likely to be vacant. They are mostly residential now.

Some second floors are used as AirBnBs.

There is a draw for younger folks to want to live upstairs and walk to town.

Some buildings—the Professional Building and Watami—have offices upstairs.

Most people want residential on the second floor.

From the road, most of the second stories in Frog Level look to be vacant and unlivable.

There is some second-story residential in the corner building, but it doesn't appear to be in good shape.

Dewey Stovall's Candy Company building has an upstairs that is currently empty.

Is there a need for help/guidance for building rehabilitation?

Owners need guidance for building rehabilitation. The cost of materials & labor has increased.

Decisions if and how to rehab can be based on how long it will take to see the return on investment.

There is such a demand for materials/products right now, and the cost isn't projected to come down for at least another four years.

Annie explained the rehabilitation tax credit program as an incentive for property owners.

What are some major changes facing business owners?

The biggest issue they are facing is lack of staff.

Most businesses in Waynesville rent, though there are some owner-occupied commercial buildings.

Bearwaters Brewing on South Main Street had some issues with turnaround time for permits.

Jeremy has not had any issues with permitting, though he's heard that inspections can be problematic. He added that if you go the extra mile in your permit applications, you're more likely to get approved easily.

The Town is strict on signage, which CeCe sees as a good thing.

Alex explained that a former owner of the Strand Theater removed the original neon sign. It was down for one to two years, so the large sign wasn't grandfathered in. The current (or a recent?) owner wanted to restore it but can't because it doesn't meet the sign ordinance regulations.

Annie explained the differences between National Register and local designation, including the eligibility of local landmark properties for a 50 percent property tax deferral. She explained the benefit of local district designation being that everyone had to follow the same standards, so that the character of the district remained. She explained that it provides a measure of protection for local districts. It doesn't prevent demolition but has a 365-day demolition delay period during which the HPC and property owner can try to work out a preservation solution for the property. She explained that the local design standards are drafted with property and business owner input, so they are not something that the HPC would just mandate with no input.

Would property and business owners be interested in local district designation?

Jeremy and Beth replied that they didn't think so.

Kristen indicated that with the rehab they are doing on the Branner Street houses, they are not doing a full restoration, but taking it back to what it could have looked like. Availability of materials is an issue.

Alex stated that the current fear isn't about demolition, but as properties sell and new people come in, it could be an issue.

Jeremy said that they are struggling with the stakeholders changing as new owners come in.

What are your goals for historic properties and these three commercial districts?

Kristen would like to see her buildings rehabbed in her lifetime. The houses on Branner Avenue are her current priority. Rehabbing the Waynesville Hardware building will take a lot of preliminary work just to go through everything that's in the building. With that said, they did put a new roof on the Waynesville Hardware building.

CeCe said that she would like to see connectivity between the three commercial areas improved. All three are distinct/unique, and improved pedestrian connectivity would be good.

Last thoughts?

Annie asked if, in light of the discussion about outside investors, demand for commercial and second-floor space, and other factors, if they would reconsider their initial response to local district designation, since it is a tool for growth management.

Beth indicated that education of property and business owners would be helpful.

Jeremy indicated that tax credits for rehab might not be as big an incentive.

Stakeholder and property owner input would be important.

The meeting concluded with an explanation of the project timeline and next steps.

STAKEHOLDER MEETING 2

Waynesville Municipal Building large meeting room

05/24/2023 3:00–4:00pm

Meeting notes

ATTENDING

Alex McKay, Waynesville HPC Chair

Mike McLean, Haywood County Historical & Genealogical Society

Julia Bonomo, co-owner, Frog Level Brewing, and owner of four commercial properties in Frog Level

What are major issues facing commercial property owners, recognizing that you are focused on the Frog Level Historic District?

Before Open Door (soup kitchen) closed during COVID, the major issues in Frog Level were crime, needles, human feces, and crime. It was hard to run a business there.

Julia and her husband and two other owners acquired Frog Level Brewing on March 18, 2020, the same day that everything in North Carolina was shut down due to COVID.

The space formerly occupied by Open Door is now the Green Room—it's an event space that the Bonomos own and rent out. It accommodates 50–100 people.

The red building that the Green Room is in is called the Line Side. They lease it as well as the building that the brewery occupies.

The other buildings they own include the two-story, 16,000 s.f. building on the corner of Depot and Commerce Streets, the building with the cabinet shop on Depot Street, and 222 Depot Street (building with the bowstring truss roof).

The corner building is “stuffed to the gills.” They've owned it since September 2022. The Funky Fern currently occupies one of the commercial spaces on Commerce Street. It has four more storefronts.

One challenge is preserving Frog Level for what it is and welcoming new merchants. Two out of the four buildings they own are very large. They need to come up with a realistic plan for how to approach renovating.

Mike indicated that the noise and tractor trailer trucks are a problem in Frog Level.

Giles Chemical is doing well and has expanded to Hazelwood. They are a great economic benefit to the county, but they are a bit of a challenge.

Haywood Builders Supply doesn't detract from the district. In fact, they are a great partner because they allow parking in their lot for some events.

What are your goals for historic properties and heritage preservation?

The Bonomos want to do right by their commercial properties, especially the two large buildings.

Aside from the buildings, they'd like to see a series of plaques with historic photos and information about Frog Level. (Alex then explained the HPC's upcoming signage project.)

Mike explained that the HCGHS teaches two classes at the Folkmoot Center on Haywood County and Waynesville history. They also have a Tar Heel Junior Historian group at Shining Rock and are talking about developing one at Tuscola.

There are currently six apartments on the second floor of the corner building. There is a high demand for retail space in Frog Level.

The rock building at the end of Depot Street had a second story, and they'd like to see that returned.

There may not be significant development pressure in Frog Level, but Waynesville is growing.

Hazelwood is ahead of Frog Level in rehab and growth.

Alex explained that old families are aging out and selling off property that, 10 years ago, they wouldn't have considered selling. He gets three to four calls about his commercial properties every day.

They're hearing a lot about investor interest in farmland development.

Julia gets a lot of calls about the building at 222 Depot Street.

Mike offered that there is implied development pressure. He explained the interest in connecting, say, the Shelton House with Main Street...considered connectivity beyond Main Street. He wondered about the possibility of a shuttle service.

Julia explained that Depot Street is a challenge, because people coming from Main Street turn around when they see the empty lots and buildings along Depot before getting to Frog Level.

APPENDIX C: SURVEY FEEDBACK

Waynesville Preservation Plan
Community Survey (open May 19–29, 2023)
Survey Results (tallied June 5–7, 2023)

This community survey is the third part of a three-part public engagement plan to collect feedback for the preparation of a preservation plan for the three historic commercial areas of Waynesville, Haywood County: Main Street, Frog Level, and downtown Hazelwood. Annie McDonald, Senior Architectural Historian with Richard Grubb & Associates, Inc. (RGA), compiled the questions, which were reviewed and approved by Byron Hickox, Land Use Administrator for the Town of Waynesville. RGA Architectural Historian Amber Perry created the survey using the Survey Monkey platform. On May 19, 2023, Ms. McDonald e-mailed the survey to 92 individuals. Those receiving the survey included attendees of the two community meetings who provided their e-mail addresses, stakeholders identified by the Waynesville HPC, all Town of Waynesville staff, and all members of the town's boards and commissions. Included among recipients were Beth Gilmore, Director of the Downtown Waynesville Commission; Julia Bonomo, President of the Frog Level Merchants' Association; and CeCe Higgs, Executive Director of the Haywood County Chamber of Commerce. The e-mail message provided an explanation of the project, solicited input from recipients, requested the message be forwarded to others with an interest in the project and commercial property in Waynesville and Hazelwood. The survey was open through May 29, 2023. By the time the survey was closed on May 30th, 32 responses had been collected. Ms. Perry tallied the responses on June 5, 2023.

The survey posed a series of questions to gauge respondents' interests, concerns, and goals for the preservation of Main Street, Frog Level, and downtown Hazelwood areas. The survey was estimated to take 10 minutes to complete. Respondents were able to skip some questions.

Demographics

The first 11 questions of the survey focused at a high level on demographics. This section of the survey intentionally focused on property and business ownership, place of residence, and related information. To keep the length of the survey reasonable, and with the intent of gaining more responses, it did not collect information on age, race, education and income levels, or other highly personal information.

Most of those responding live, own property, and work in Waynesville. 68.75% of respondents own property in Waynesville. 78.13% are residents. 80% either work in Waynesville or travel to Waynesville regularly. Only a small percentage of those responding own property or business in one of the three commercial areas that are the subject of the preservation plan. Interestingly, most respondents did not attend one of the two community meetings held on May 11th and May 18th. Despite the fact that 23 individuals attending the listening sessions provided e-mail addresses, and several members of the Waynesville HPC attended one or both of the listening sessions, only 9 people responding to the survey attended one or both of the community meetings.

Despite the fact that multiple business owners received the survey, and organizational representatives assured Ms. McDonald that they would forward the e-mail to their networks of property and business owners in Waynesville, only three business owners responded to the survey.

Special Places and Concerns About Historic Properties and Preservation

Questions 12 and 13 gathered information on special buildings and places in the three commercial nodes and concerns about the preservation of these areas.

Question 12 asked if respondents have a favorite building or place in any of these areas. Unexpectedly, 12 people, or just over one-third of respondents, skipped this question. Responses to Question 12 focused heavily on favorite businesses but included several responses about favorite buildings and places. Of the latter, Panacea was the most mentioned, with 10 respondents identifying it as their favorite place or among their favorite places. Frog Level Brewing was second, with six mentions. The building mentioned most frequently for its historic character was the stone building on Main Street, which formerly served as the library. Six respondents identified it as their favorite or one of their favorite buildings.

Other businesses and historic buildings on Main Street and in Frog Level were frequently mentioned by respondents. Included among the Main Street responses were the Mast General Store and the former Masonic Lodge, which now houses The Scotsman. The extent to which specific businesses on Main Street were mentioned was an unexpected result of the survey. One or more respondents specifically identified Twigs & Leaves, Pennington Art Gallery, Sauced, Boojum, Mast General Store, and Axe & Awl as favorite places. The Haywood Arts Council Gallery was specifically mentioned by four people.

More historic buildings in Frog Level were called out than in either Main Street or downtown Hazelwood. The former candy store, the building on the corner of Depot and Commerce Streets, the building housing Soul Sisters, and the historic warehouses in Frog Level were all called out specifically for their historic character. Interestingly, while Frog Level “rose to the top” with regard to responses that mentioned historic buildings rather than businesses, one individual opined that Frog Level is “iffy.” This confluence of care and concern is expected: Often it is the most authentic and intact historic places are those that have received little rehabilitation attention and thus appear “rough around the edges.”

Several businesses and buildings in Hazelwood were mentioned by respondents. Beech Mountain Diner, the Hazelwood Soap Company, Blue Ridge Books, and Smoky Mountain Roasters were noted as favorite places by multiple people. The historic chimney that is a remnant of the industrial buildings and a stone building on Brown Avenue just north of Hazelwood Avenue were mentioned as being important historic resources.

Public spaces in all three commercial areas were another important feature identified by many respondents. Natural areas, such as the Richland Creek riverwalk and the view of Beech Mountain, were mentioned by three people. The sculpture parks in all three areas were also included in the responses. Two respondents mentioned the park with the sculpture of troubadours on Main Street. Two others each mentioned the small park near the Hazelwood Soap Company and the park with the sculpture of children playing in Frog Level.

That it is sometimes difficult to clearly define the boundaries of commercial areas is evidenced by a few respondents each identifying the Way House on Main Street and the former Walker Filling Station on Depot Street as important historic places worthy of mention.

All 32 responses included answers to Question 13, which asked participants about their concerns about preservation in the three commercial areas. Highly notable is the fact that only five people had no concerns. The remaining 28 respondents all highlighted one or more of the five choices: demolition (21, or 65.63%), insensitive alterations to buildings (18, or 56.25%), connectivity between Main Street and Frog Level (19, or 59.38%), connectivity along Wall Street (14, or 43.75%), and parking (16, or 50%). More than half of those responding identified demolition or insensitive alterations to one or more historic buildings as issues with the

preservation in Main Street, Frog Level, and Hazelwood. While nearly half of the respondents identified pedestrian connectivity and streetscape design along Wall Street as an issue, more than half of the surveys noted pedestrian connectivity and streetscape design between Main Street and Frog Level as problematic and affecting preservation goals.

Particularly illuminating were the five responses provided in the free text field in Question 13. They displayed a range of opinions that ranged from strong support for historic preservation and education of property and business owners to favor for selective demolition.

Goals and Priorities for Heritage Preservation

Questions 14 through 18 focused on goals and priorities for heritage preservation in the three commercial areas. Questions 16, 17, and 18 requested feedback on goals for each area.

Twenty-three respondents answered Question 14, which focused on opportunities for learning more about listing in the National Register of Historic Places and Local Landmark and Local District designation. While 12 people (52.17%) were interested in learning more about NRHP listing, a surprising 15 people (65.22%) were interested in learning more about preserving and protecting Main Street and Frog Level through Local District designation. Another 13 respondents (56.52%) were interested in learning more about protecting downtown Hazelwood through Local District designation. Fourteen people (60.87%) expressed interest in tools for preservation of historic buildings and materials. Only six people (26.09%) were interested in the income tax credits for rehabilitation of NRHP-listed properties. Information about grants for non-profit organizations and economic data on the value of historic preservation were the two substantive responses provided in the free-text field.

All but one of the respondents answered Question 15, which asked about priorities for preservation tools and activities, such as educational programming, survey and documentation, and designations. Previous multiple-choice questions allowed individuals to select all choices that may have applied. This question focused on prioritizing preservation goals, so the survey limited responses to three choices, with a free text field that followed. Educational programming generally scored higher—from 13 people (41.94%) to 18 people (58.06%). Another 13 people (41.94%) recommended prioritizing additional survey and documentation. Although historic designations scored lower, a surprising 11 people (35%) expressed a preference for prioritizing Local Historic District designation of one or more of the commercial areas. Only five people (16.13%) thought that Local Landmark designations should be prioritized, while four people (12.90%) advised prioritizing NRHP listing for individual properties or historic districts.

Of the nine individuals who provided comments in the free text field in Question 15, only one indicated that they did not know enough to respond to the question. The remaining eight all expressed degrees of support not only for historic preservation, generally, but specifically for local designation of one or more of the commercial areas.

Concerns About Demolition and Alterations to Historic Buildings

Questions 19 and 20 were yes/no questions asking respondents about their concerns about demolition and insensitive alterations. Twenty-nine people answered Question 19 (demolition), while 26 people answered Question 20 (insensitive alterations). The free-text field for each question enabled detailed responses.

Nineteen people (65.52%) are concerned about demolition of one or more historic buildings. While a few individuals providing detailed answers stressed the autonomy of property owners' decision-making, the 17

responses in the free-text field generally support some degree of community oversight prior to demolition. Some emphasized that demolition is often the result of long-term neglect. Waynesville's rapid growth was also noted as an issue that might endanger historic buildings for the purpose of infill development.

Of the 26 people who responded to question 20, 18 (69.23%) were concerned about insensitive alterations. The free-text responses were understandably less specific than those for Question 19, but nevertheless provided valuable insight into respondents' views of Waynesville. Murals and their impact on historic masonry and the parking garage at the county courthouse were noted as concerns. Four of the responses referred in some way to guidelines for preservation of historic buildings so that alterations fit within the character of the area.

Concerns About Local Historic District Designation

Question 21 focused on Local Historic District designation. Twenty-five people answered this question. The two primary concerns among respondents were the added time for review and approval of projects (17, or 68%) and the cost of renovation/rehabilitation (14, or 56%). It is worth noting that few people expressed concern about requirements for certain materials to be used (7, or 28%). Difficulty getting approval for demolition and requirements for certain paint colors to be used were less of an issue (5, or 20%).

The four people who provided more detailed responses in the free-text field all expressed some degree of concern about property owners' rights or opined that the town staff are already burdened with work and responsibilities.

Additional Comments

The last question was a free-text field that allowed for additional comments about heritage preservation in Waynesville. Fourteen people responded, providing a wide range of feedback.

Survey Questions and Responses

1. Do you own property in Waynesville?
Yes: 22 (68.75%) No: 10 (31.25%)

2. Are you a resident of Waynesville?
Yes: 25 (78.13%) No: 7 (21.88%)

3. Do you work in Waynesville, or regularly travel to Waynesville?
Yes: 24 (80%) No: 6 (20%) Skipped: 2

4. If you do not live in Waynesville, where do you reside?
Answered: 11 Skipped: 21
 - Rural area of Waynesville
 - I have a Waynesville address but live in the Bethel community.
 - Asheville
 - Clyde 28721
 - Waynesville, but outside of Town limits.
 - Raleigh

- I live with my husband in a home we own outside the town limits close to Hazelwood.
- Bethel
- Clyde
- Lake Junaluska
- Part time in Florida as well [as Waynesville]

5. Did you attend one or both of the Community Listening Sessions on May 11th and May 18th, 2023?
 Answered: 32 Skipped: 0

Attended listening session on May 11th: 4 (12.5%)
 Attended listening session on May 18th: 7 (21.88%)
 Did not attend either listening session: 23 (71.88%)

6. Do you own one (1) property in the Main Street/Frog Level/Downtown Hazelwood areas?
 Answered: 30 Skipped: 2

Main Street: 1 (3.33%)
 Frog Level: 2 (6.67%)
 Downtown Hazelwood: 2 (6.67%)
 Do not own any property in these areas: 25 (83.33%)

7. Do you own two (2) or more properties in the Main Street/Frog Level/Downtown Hazelwood areas?
 Answered: 30 Skipped: 2

Main Street: 1 (3.33%)
 Frog Level: 2 (6.67%)
 Downtown Hazelwood: 0
 Do not own two or more properties in these areas: 27 (90%)

8. Do you own a business that occupies a first-floor commercial space in the Main Street/Frog Level/Downtown Hazelwood areas?
 Answered: 30 Skipped: 2

Main Street: 0
 Frog Level: 2 (6.67%)
 Downtown Hazelwood: 1 (3.33%)
 Do not own a business in a first-floor commercial building: 27 (90%)

9. Do you own a business that occupies a commercial space above the first floor in the Main Street/Frog Level/ Downtown Hazel areas?
 Answered: 30 Skipped: 2

Main Street: 0
 Frog Level: 0
 Downtown Hazelwood: 0
 Do not own a business in a space above the first floor in a commercial building: 30 (100%)

10. Do you work for a non-profit organization that occupies a space in the Main Street/Frog Level/Downtown Hazelwood areas?

Answered: 32 Skipped: 0

Main Street: 5 (15.63%)

Frog Level: 1 (3.13%)

Downtown Hazelwood: 1 (3.13%)

N/A: 25 (78.13%)

11. If you own a business or work for a non-profit organization in the Main Street/Frog Level/Downtown Hazelwood areas, do you own or rent your space?

Answered: 30 Skipped: 2

Own: 1 (3.33%)

Rent: 4 (13.33%)

N/A: 25 (83.33%)

12. Do you have a favorite building or place in the Main Street/Frog Level/Downtown Hazelwood areas? If so, list them and please explain what you like about it.

Answered: 20 Skipped: 12

- Main Street – stone building that was once the libra[r]y... Frog Level – Old Candy Store and Panacea
- Favorite spaces in Frog Level are the corner of Depot and Commerce with the children playing statue, the riverwalk behind Frog Level Brewing, and the corner building with frog mural.
- The original library, rock building on Main Street that looks like a little old church. I also like looking at the earthquake bolts through many of the old structures.
- Rock building- Main Street- unique architecture with strong historic link; Warehouses/Farmer's Federation in Frog Level – part of WV's commercial/transportation history; Chimney in HW – remains of one of the industries.
- Blue Ridge Books- so charming, love the ceiling, floors, and vault! Frog Level Brewing and Panacea- gorgeous and inviting. The Scotsman. The old Wildflour bakery building.
- Haywood Arts Council Gallery- it supports local artist[s]. Mast General Store- love all their products.
- HCAC Gallery, Boojums, Frog Level Brewery, Panacea, Beech Mountain Diner.
- Panacea, Frog Level Brewery, and Soul Sisters Depot have the coolest buildings. They look old and the way the businesses decorated highlights the charm of the buildings.
- Panacea in Frog Level. Love the warehouse feel. Very friendly people go there. The Coffee shop in Hazelwood. Great and fun and eclectic people go there.
- PANACEA/BREWERY: Consistent great atmosphere.
- I enjoy Panacea in Frog Level but it's an iffy area at best. If storefronts could get a makeover and that condemned bldg on the corner torn down, it would have greater appeal. I think I Waynesville Downtown is appealing as it is. I live closest to Hazelwood. Smokey My roasters is my fave coffee shop in the county. The soap

store and Beach [Beech] Diner have upped the interest very much. The store on the main area seem upbeat and fairly attractive. There doesn't seem to be any real estate available to expand but [I'd] love to see more businesses there. Parking is a problem.

- Mini park/music men sculpture Stone building by Southern Heritage Kitchen Restaurant Small park/patio on Main and Depot Streets Twigs and Leaves Gallery Pennington Art Gallery Art's Council Gallery Singletree Restaurant, Olive Oil Station, Third Bay (Old Walker Filling Station) Frog Level Brewery outside deck/Richland Creek view Beach Mountain outside seating Enjoy strolling the sidewalks, which includes opportunity to enjoy art, visit art galleries, the outdoors and good food/beverages. A wonderful small town combination.
- FROG LEVEL - Panacea Coffee and Frog Level brewery have both preserved the character of their buildings - inside and out. HAZELWOOD - The small stone building on Brown Avenue, located behind Hazelwood Tire at the corner of Hazelwood Avenue and Brown Avenue, intrigues me and looks like it might have good potential as a retail space. I consider that location part of Downtown Hazelwood.
- I love the entire Main Street because it has a visual cohesiveness. The old rock library is my favorite individual building
- Haywood County Arts Council, represents local artists and provides the community with events and programs that help our community thrive!
- Mast General-creaky floors, Hazelwood coffee shop-open ceilings and old time atmosphere, all the renovated stores-Panacea, Frog Level Brewery. I like that the old are given a facelift and not torn down with new building replacing them.
- DW- The park area near Sweet Onion The park area near Hazelwood Soap
- Axe and Awl, fantastic space
- The Hazelwood Soap Company/Beach Mountain building is a great example of what Hazelwood can be.
- Old Brick House to to location and the architecture.

13. Do you have any concerns about the preservation of the Main Street/Frog Level/Downtown Hazelwood areas?

Answered: 32

Skipped: 0

Demolition of one or more historic buildings: 21 (65.63%)

Extensive or insensitive alterations to one or more historic buildings: 18 (56.25%)

Pedestrian connectivity/streetscape design between Main Street and Frog Level: 19 (59.38%)

Pedestrian connectivity/streetscape design along Wall Street: 14 (43.75%)

Parking: 16 (50%)

I have no concerns about the preservation of these areas: 5 (15.63%)

Other, explain: 5 (15.63%)

- Many decisions about building renovations or adaptations made for business or other purposes do not prioritize preservation. There is a lack of readily available preservation awareness; knowledge/skills among real estate agents; building owners; architects; construction professionals; town building inspectors and public works. Little data is provided on the economic benefits of preservation (except saying there is such a benefit). We do not highlight local best practices showing innovative ways of achieving business goals etc.

while protecting the historic authenticity of the structures. Funding incentives for small but important preservation adaptations to buildings are not readily available. In short, the Commission needs to figure out how to reach out to and support those decision-makers who may not be (and may never be) interested in historic preservation unless it serves their primary goals. Preservation requires that structures remain viable.

- Building facades along street front are vital to the character of the downtown areas. Awnings, signage and doorways are important.
- Some buildings need to be torn down. Others a face lift. New shops in Frog Level are at a disadvantage due to other properties surrounding them looking so scary. That whole corner where the electric shop and auction place needs to be leveled.
- Continued reduction of true art and craft shops/galleries and increase of "gift shops" such as the loss of Burl Wood and addition of the new gift shop type store. Waynesville seems to be losing part of what is unique and special about this area. Thrilled about the current renovations happening with Frog Level. Excited about the vision for a river arts concept. Street parking continues to be important and appreciated. Increased marketing of the parking garage could be helpful. There is plenty of parking there. More paved parking in Frog Level will be helpful. Continuing the Frog Level improvements to the street area of the Old Armory would be great.
- I look forward to Frog Level getting restored. It will be a fabulous area to walk and shop once the owners decide to get the place renovated.

14. Main Street and Frog Level are already listed in the National Register of Historic Places, which is an honorific program that recognizes the historic significance of properties and districts. National Register listing is not regulatory and has no impact on a property owner's ability to change a property. National Register listing does not preserve and protect historic properties. It does, however, make owners of some properties eligible for income tax credits for rehabilitation of National Register-listed buildings. Local, ordinance-based designations approved by the Waynesville Town Council are more likely to result in the preservation and protection of historic buildings and districts because changes to the outside of buildings must be approved by the Historic Preservation Commission through the design review process. Are you interested in learning more about:
(CHECK ALL THAT APPLY)

Answered: 23

Skipped: 9

Listing in the National Register of Historic Places: 12 (52.17%)

Income tax credits for the rehabilitation of National Register listed historic buildings: 6 (26.09%)

Local, ordinance-based historic district designation to preserve and protect Main Street area: 15 (65.22%)

Local, ordinance-based historic district designation to preserve and protect the Frog Level area: 15 (65.22%)

Local, ordinance-based historic district designation to preserve and protect the Downtown Hazelwood commercial district: 13 (56.52%)

Tools for preserving historic buildings and materials, such as historically sensitive approaches to repointing masonry, repairing historic windows, and/or methods for investigating the original design/appearance of historic storefronts: 14 (60.87%)

Other (please specify): 3 (13.04%)

- Grants that are available for non-profit organizations to apply for.
- Local economic or other data that makes the case for the value of historic preservation as a business strategy and as a means of stabilizing and improving property values.
- N/A

15. What do you think Waynesville should be doing to preserve its heritage? (CHOOSE 3)

Answered: 31

Skipped: 1

Educational programming about the history of Waynesville, its people, and places. Please specify what historical topics you believe should be included: 13 (41.94%)

Educational session(s) for the public and property owners about historic designations and their benefits: 16 (51.61%)

Educational sessions for the real estate industry about historic properties, historic designations, and other topics relevant to the field: 15 (48.39%)

Educational session(s) for the public and property owners about appropriate rehabilitation treatments for historic buildings and materials: 18 (58.06%)

Additional survey and documentation of properties not previously recorded, such as neighborhoods in Waynesville and Hazelwood: 13 (41.94%)

Designation by local ordinance of one or more local historic districts. Please specify which areas you believe warrant local historic district designation: 11 (35.48%)

Designation by ordinance of one or more local historic landmarks. Please specify which individual properties you believe warrant local landmark designation: 5 (16.13%)

Listing in the National Register of Historic Places of individual properties or historic districts. Please specify which properties or areas you believe warrant National Register listing: 4 (12.90%)

Comments:

- There are historic neighborhoods and buildings in Waynesville that are outside of the three designated areas. For example, the historic Shelton House and other buildings on Pigeon Street and the historic black neighborhood around the Pigeon Community Center. I recommend a more comprehensive town-wide survey and preservation program/ordinance that includes these areas and ranks buildings by historical significance.
- Local district designation for all three business districts and for individual buildings that represent our industrial, agricultural etc past. Expand on our largely residential portfolio. Do proactive search based on broad themes in WV history to identify those structures. Creation of a network/organization of historic property owners and others to exchange information on preservation projects; run award programs for various outstanding examples of preservation; act as advocates etc. The Commission is bound by ordinance as to function; an independent preservation group could broaden preservation efforts beyond those envisioned in the National Registry and local designation program. NR and LL are treated as individual properties with individual stories rather than an integrated group of structures able to tell the overall history of WV. Similarly we do not connect and build on the

practical expertise of owners who have successfully preserved their structures.

- Frog Level
- South Main Street in residential area Hazelwood Av to Virginia Av
- I think our community is pretty educated about all these things. I know a few would prefer modernizing but not many. Of course, in a perfect world, money would be available to revitalize. Everything is outrageous. We can dream.
- I don't have enough knowledge to adequately respond.
- EDUCATIONAL PROGRAMMING TOPICS - (1) Native American presence in the area. (2) The settlement by white citizens and the early years of Waynesville, Frog Level, and Hazelwood. Settled by whom? When? Why? Etc. (3) The African American community. My understanding is there were no large, slave-dependent landholdings in the area and, thus, no African American community that would have existed after the Civil War. When, how, and by whom did the local African American community become established? What is the history of race relations in the area? Etc. LOCAL ORDINANCE DESIGNATION OF HISTORIC DISTRICTS - Love Lane area, Walnut Street and other downtown residential streets, Hazelwood (business district and qualifying residential streets, the specific area around Sulphur Springs).
- I think all three commercial districts should be local historic districts. The Shelton House should be a local landmark.
- Display plaques and feature the Haywood County or Waynesville Historical Society. I just learned after living here 4 yrs that we have one in Folk Moot.

16. What do you think could be done to improve the historic character of the Main Street area?

Answered: 20

Skipped: 12

- Many real estate offices have been moved into the historic buildings, and I don't think this is the best use of the buildings. It takes away the character of Main Street.
- Identify provisions for overhead awnings that must be kept in good repair. Add additional benches.
- perhaps develop a plaque with the history of each building clearly placed on the building.
- Historic signage and other means (such as award and recognition programs) to animate the historic character of the street. Some signage should be changeable so multiple stories can be told using the Street as the foundation.
- Mostly good.
- Stay true to the character and image of our town and the community surrounding it.
- Education and workshops through the DWA.
- I think everyone is doing a good job already.
- Trees and more landscaping.
- Keep chain stores and restaurants out.
- that are limited colors decided upon by a board.
- I think it's good.

- Murals on building walls depicting the history of Waynesville. Ordinances (if not already existing) providing requirements/guidance for exterior building facades to ensure creating and maintaining a historic small town vibe.
- (1) Signage on historic buildings or former locations of significant buildings. (2) Incentives (tax breaks, special recognition, etc.) for property owners to maintain historic character of their properties. (3) Possibly requiring new construction to blend well with the existing historic character of many existing buildings. To some extent, even a McDonald's doesn't have to be a sore thumb in an historic district!
- Some incentive to encourage building owners to remove modern facades, such as on the Massie furniture building.
- More public art, sculptures, murals, etc.
- Leave much of it alone. Avoid modernization. Steer new construction to fit in much like McDonalds had to do in Biltmore Village.
- Would have been awesome to keep street brick or cobblestone- maybe close street to traffic on Saturdays, include side streets as Main.
- More remodeling, murals, walking tour signs.
- Mainly stay the course as it has.

17. What do you think could be done to improve the historic character of the Frog Level area?

Answered: 24

Skipped: 8

- Basic clean-up and improvements are underway. Keep the progress moving forward.
- Preserving buildings and making sure property owners are aware of the importance of their property. Having building facades changed back to their original design. When sidewalks are in need of repair, consider other finishes, like stone, etc. if possible, have heavy trucks rerouted to reduce damage to buildings. Giles chemical has a track hoe creating a lot of noise every day. Have them relocate that operation and have trees planted along their property to screen out noise. Stop heavy commercial industry from moving into the area. Don't allow businesses that will attract homeless people.
- Historic preservation of building facades. Installation of historic information plaques to inform and educate merchants and visitors about the area.
- Place more emphasis on the importance of the area during the WW1 and WW2 eras.
- See above re signage. FL Brewery should be engaged as an active partner to preserve key elements of the district.
- Clean it up. Clearly defined places to walk. Vacant or rundown buildings and store fronts restored and inviting. Tremendous opportunity here and yet it continues to be an eyesore.
- Clean it up and give it a facelift. Make it the appearance appealing and positive. A safe place for all and affordable to merchants.
- Education and facade grants
- Invest in restoring buildings and encouraging creative businesses to locate there. Create an art district with galleries, artist studios etc. But keep the funky character of the district.
- I think everyone is doing a good job already.
- Have informative meetings with owners of properties in Historic areas. Invite them to the meetings.

- Fill vacancies or at least clean up building fronts.
- Restore all the buildings.
- Upgrade the appearance of the buildings while keeping the historic look.
- Destroy buildings that are safety hazards. Fix up the ones that aren't. Continue the creekside updates and endure the homeless problem which is WAY better.
- Create a building renovation plan that would depict the historic look of the area. Explore a long term opportunity for Giles to move their operations to another area of Waynesville outside Frog Level with the support of the Town of Waynesville, the Chamber, the state and federal government. Expand the Frog Level improvements to include the street and area of the Old Armory and Haywood Builders Supply.
- Same as above.
- Lots of rehab is needed. The builders look shabby. I realize that changes are coming.
- More public art, sculptures, murals, etc. More foot traffic friendly, better parking street/ground level parking.
- Display photos and depictions of what it looked like and how it was used in the early days. Cotton warehouse etc.
- Put a privacy fence around Forga's Storage
- Make sure one group not buying it up. As one group seems to be.
- Continue adding new businesses, restaurants, etc., parking and signage could be better.
- Clean up, restore and get some businesses in the stores. Parking is definitely an issue in Frog Level but there isn't a lot of options for parking.

18. What do you think could be done to improve the historic character of the downtown Hazelwood area?

Answered: 15

Skipped: 17

- Continue to place an emphasis on its individuality.
- See above re signage. Hazelwood's industrial past should be highlighted through a proactive effort to preserve what few elements that remain.
- Clean/spruce up the rundown properties. Do more for signage to the area. Another place of great potential...but the nightmare car junkyard that is no doubt polluting the creek each time it rains has GOT to be removed before Hazelwood has any chance of creating a desirable downtown area.
- Brighten it up, add some character that would draw people to the area. A street festival or an event to make it a place to visit.
- Education and facade grants.
- I think Hazelwood could be cleaned up a little bit.
- Remove storage units.
- Pay more attention to maintaining storefront looks that are historic in nature.
- I think it's pretty good now.
- Reroute large truck traffic. Ordinance designating residential areas to reduce risk of commercial building expansion into residential areas. Grant incentives for current commercial property owners to improve signage, building facades, paving and landscaping. Create a detailed landscape plan for sidewalk areas beside Richland Creek to improve appearance and walkability to and from downtown Hazelwood.

Develop a plan for the opportunity to improve the appearance of the commercial and residential areas from the corner of Brown St and Hazelwood Ave to Brown and S. Main Streets that would include grant incentives for property owners to improve.

- Same as above. (1) Signage with illustrations might be particularly important here as so many buildings that originally defined Hazelwood are no longer in existence. (1) Incentives for improving and maintaining what I assume were company houses. Not really a "downtown Hazelwood" improvement, but would enhance the appearance and appeal of downtown.
- Again, there are a number of buildings on south Main and on Brown Ave that need rehab.
- The history could be told with monuments at various places. Industry such as tanning, rubber manufacturing etc that took place in Hazelwood but has since been torn down and/or replaced with new sites like Walmart Plaza area.
- Put a privacy fence around Forga's Storage
- More connections and signage to other businesses outside of downtown, like to Folkmoot Studios and the businesses near the bbq restaurant.

19. Are you concerned about demolition of one or more historic buildings in Waynesville?

Answered: 29 Skipped: 3

Yes: 19 (65.52%)

No: 10 (34.48%)

Comments:

- The town is growing rapidly and development pressure will only increase the risk of historic buildings being demolished in the name of growth. An ordinance should be established to protect our historic buildings before it's too late.
- I think we should preserve the character of our town. Embrace its heritage and encourage its residents to learn its history.
- Current need for housing and the use of infill as a strategy may place older buildings in jeopardy if it is less expensive to demolish and rebuild than to renovate them. No easily accessible funding is available to offset that additional cost.
- I am not aware of plans but would like to see the town preserve as much as possible.
- Don't know which buildings you are referring to.
- If a property owner feels that they cannot rehab a building then it is important to give that property owner the ability to demolish and rebuild.
- Often the demolition will be the result of long term neglect.
- It happens.
- It should be done openly and with a majority vote.
- Some just need a facelift. Some are just falling apart.
- Some town commission decision making responsibility is warranted before any historic building is demolished within the town limits. The stone building on Main St, the old court house, and any historic building is a concern to me.
- Not any specific building at this time, but a concern about a possible domino effect.
- The great unknown future of South Main.

- The parking deck for the court house and the courthouse itself drastically changed the character for the Main Street area. The architecture of Main Street. It looks out of place. I don't want to see that repeated. No more parking decks!
- Any that can be restored, unless deteriorated beyond repair, should be preserved.
- Many buildings have already been demolished-the former Red Wing building for example.
- I support renovations or repurposing first.

20. Are you concerned about the potential for alterations to one or more historic buildings that might change Waynesville's historic character?

Answered: 26 Skipped: 6

Yes: 18 (69.23%)

No: 8 (30.77%)

Comments:

- Same answer as question #19.
- If any alterations are needed for the historic buildings, my concern is that the alterations fit within the character and style of the area.
- Several of the older buildings in Frog Level are in significant disrepair and would benefit from guided preservation.
- There has been discussion about the use of murals on Wall Street with no apparent discussion about how to protect the integrity of the masonry. Expansion of the Frog Level Brewery offers an opportunity for renovation of the entire FL district.
- Don't know which buildings are in jeopardy.
- Regulations along Main could help to preserve the historic character of the street as properties turn over.
- We need to protect our Heritage.
- I would hope that there are choices to use and owners stay within those guidelines.
- Anything to make living look and feel better.
- The building across from the courthouse that used to be a hardware store. The stone building that I think was the library or post office. The old armory in Frog Level.
- Inconsistent alterations (facades, signage, etc.) easily detract from the historic character.
- The parking deck for the court house and the courthouse itself drastically changed the character for the Main Street area. The architecture of Main Street. It looks out of place. I don't want to see that repeated. No more parking decks!
- See answer to 19.
- I'm only concerned that DOT has their eye on Haywood County and they are determined to destroy our thoroughfares. They are indecisive and meandering. Not happy about them at all and their decisions to change Haywood County for whatever reasons. I don't mind change but for "change sake" it's a waste of taxpayer's money and our peace of mind.

21. If the Town of Waynesville were to designate one or more local historic districts by ordinance, establishing a local historic district with design review, what would be your primary concerns?
(CHECK ALL THAT APPLY)

Answered: 25 Skipped: 7

Cost of renovation/rehabilitation: 14 (56%)

Difficulty getting approval for demolition: 5 (20%)

Added time for review and approval of projects, such as storefront upgrades, signage, and installation of awnings: 17 (68%)

Requirements for certain kinds of materials to be used: 7 (28%)

Requirements for certain paint colors to be used: 5 (20%)

Other (please specify): 4 (16%)

- Defer to the local business owners. As a resident, the cost could be a burden to local owners and could jeopardize their ability to conform.
- Town departments that would be responsible for this are already stretched thin and probably don't have staff with this expertise. Therefore funds would need to be available to either contract with a company that has the expertise or hires staff with the skillset needed. Town Council is not willing to raise taxes and it would be a significant challenge to fund this.
- In general, making it so burdensome and/or expensive that property owners don't have enough reasons to want to be in one of the designated areas and, instead, choose to build or renovate elsewhere. That choice could be a significant loss for the designated area and could lead to homogenous urban sprawl.
- I am totally in favor of it, but would like strong community support.

Additional Comments

22. Do you have any additional thoughts about heritage preservation in Waynesville and Hazelwood?

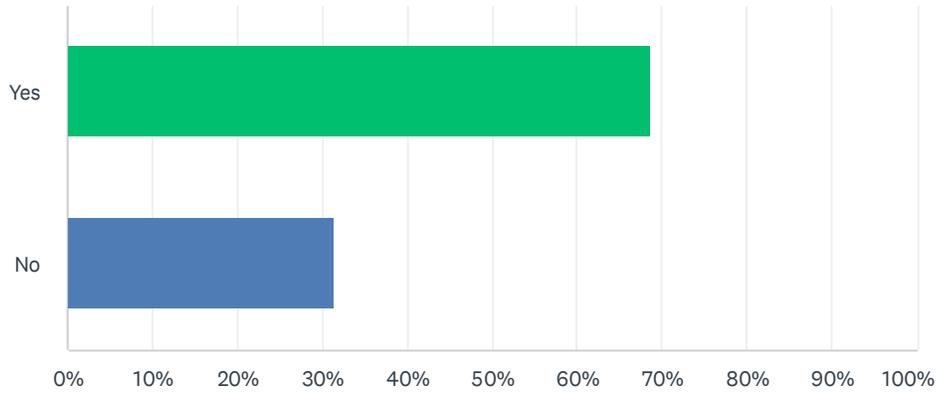
Answered: 14 Skipped: 18

- Yes. The Town Council took away grant money in 2023 to help offset utilities from the first building in Waynesville to be listed on the National Register of Historic Places, the Shelton House - Museum of N.C. Handicrafts. This act was devastating to the budget of this historic treasure near Main Street. Because it is a non-profit organization, the Town Council decided to lump the museum in with all non-profit organizations and not approve grant money for the year. Is this the way to support historic preservation near the Main Street area of Waynesville?
- I think it is wonderful to create a balance between the old and the new. Frog Level is redefining itself presently, and will only benefit from historically relevant guidance as we reimagine its potential.
- Don't hide our roots, acknowledge our heritage in a positive way.
- Hazelwood is a great spot but has limited parking and as you approach the tracks it feels less part of the shopping area. I loved that Robin Blu location but I wonder if people didn't realize it was there. To build that area the preservation effort might help bring attention to it.
- No.

- As an artist, I have long envisioned Frog Level as an art district. It is a diamond in the rough. Waynesville is so unique and such a gem, and preserving its historic districts will keep its charm and personality protected from the encroaching sameness and lack of distinction of strip malls and parking lots.
- Thank you, Annie! Your meetings were very interesting and informative. It was inspiring, your genuine interest in our towns. Thank you again.
- No.
- I'm just grateful considerations seem to be an important issue. I'm from Savannah Ga originally. The downtown was a haven for drug addicts and no one went downtown. About 40 years ago Savannah College of Art and Design SCAD, opened its doors. The best thing that ever happened. Those students have renovated blocks of historical buildings, making it one of the best tourist destinations in the country.
- The look of the orange storage building units on the corner of Brown St and Hazelwood Ave could use some improved exterior improvements and landscaping. Definitely doesn't fit the historic and aesthetic look that benefits Hazelwood. Maybe some murals, awnings, a tree and/or shrubs?
- Though no expert, I enjoy and appreciate both history and architecture. As a member of the general public I would like to, somehow, be a part of ongoing discussions. I am convinced Waynesville can both grow with the times and maintain its charm and the qualities that make it stand out from other mountain communities.
- Diagonal parking and straight in parking had worked great in the Wall St. area. I think it should be considered along Main St. and some of the wider side streets like Academy. This would help during festivals and busy summers when Dyson more people are trying to attend events or enjoy a meal downtown. Play by.
- Thank you for asking!
- Hazelwood School is 100 years old this year. Folkmoot is a nonprofit with limited resources. We want the building to thrive but that takes money. We would hate to see the building fall into disrepair.

Q1 Do you own property in Waynesville?

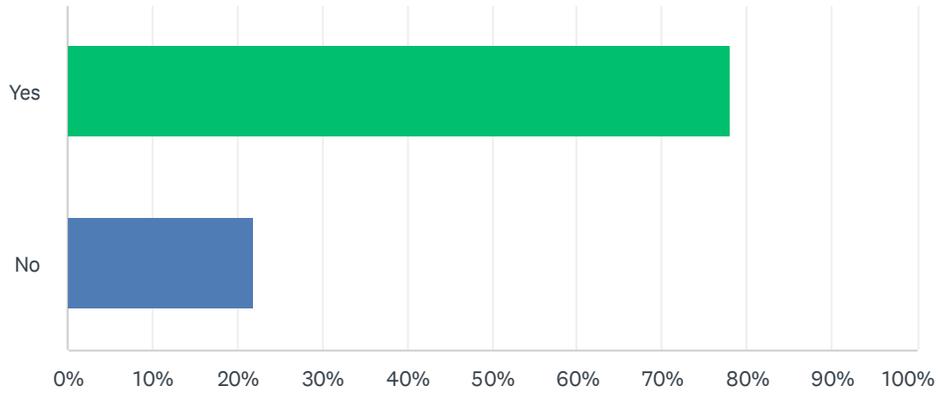
Answered: 32 Skipped: 0



ANSWER CHOICES	RESPONSES	
Yes	68.75%	22
No	31.25%	10
TOTAL		32

Q2 Are you a resident of Waynesville?

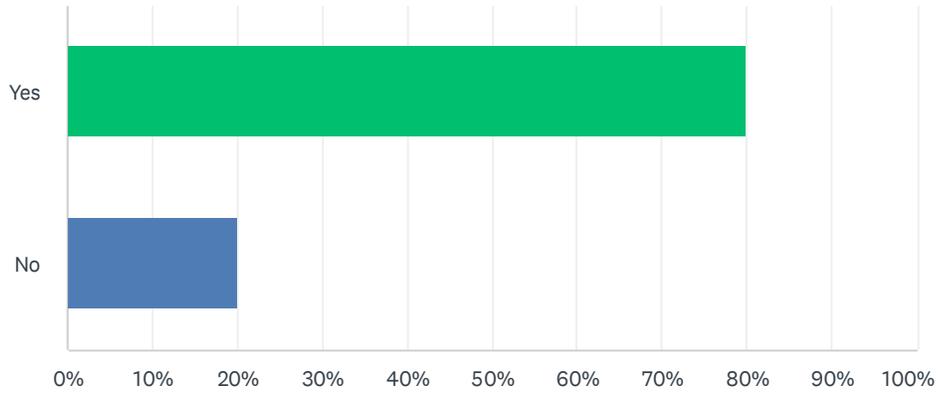
Answered: 32 Skipped: 0



ANSWER CHOICES	RESPONSES	
Yes	78.13%	25
No	21.88%	7
TOTAL		32

Q3 Do you work in Waynesville, or regularly travel to Waynesville?

Answered: 30 Skipped: 2



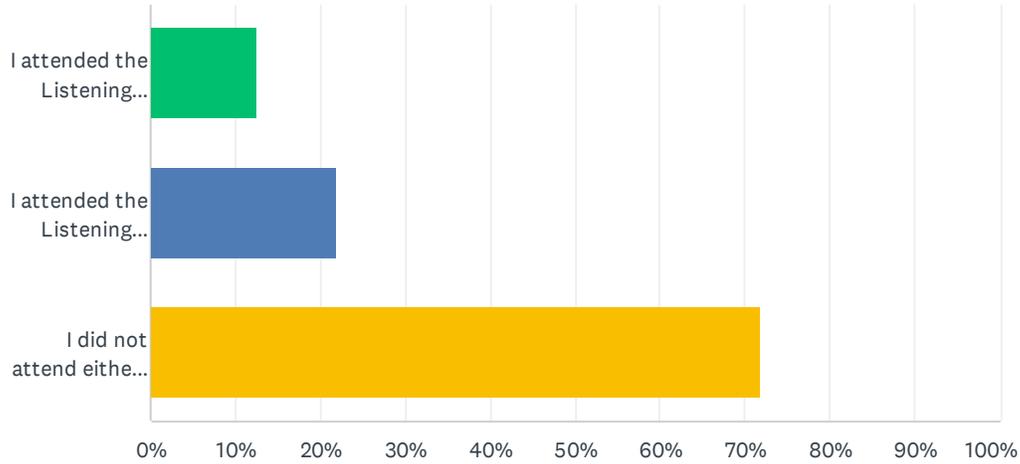
ANSWER CHOICES	RESPONSES	
Yes	80.00%	24
No	20.00%	6
TOTAL		30

Q4 If you do not live in Waynesville, where do you reside?

Answered: 11 Skipped: 21

Q5 Did you attend one or both of the Community Listening Sessions on May 11th and May 18th, 2023?

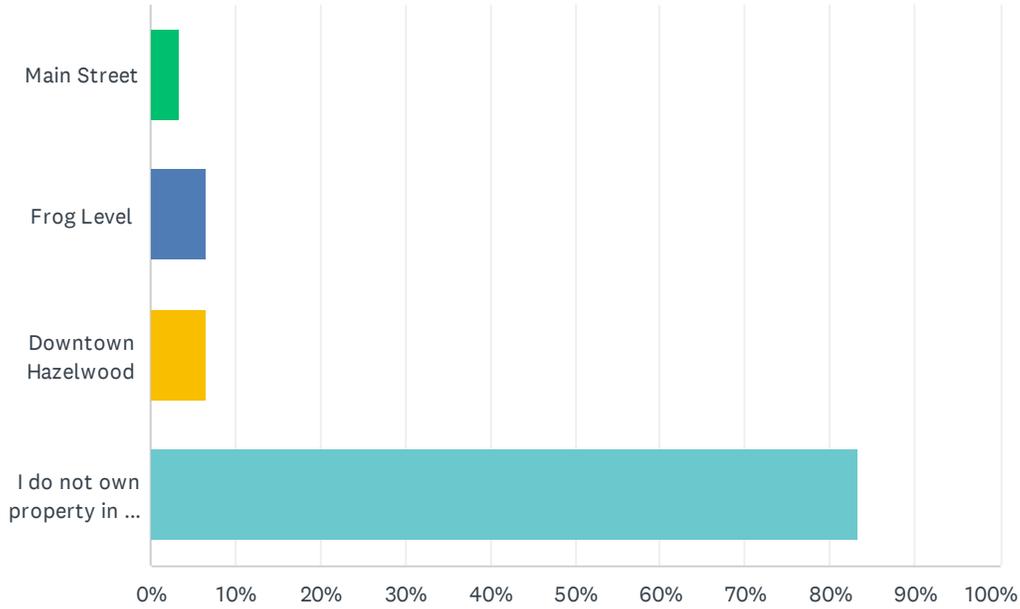
Answered: 32 Skipped: 0



ANSWER CHOICES	RESPONSES	
I attended the Listening Session on May 11th.	12.50%	4
I attended the Listening Session on May 18th.	21.88%	7
I did not attend either Listening Session.	71.88%	23
Total Respondents: 32		

Q6 Do you own one (1) property in the Main Street/Frog Level/Downtown Hazelwood areas? (CHOOSE 1)

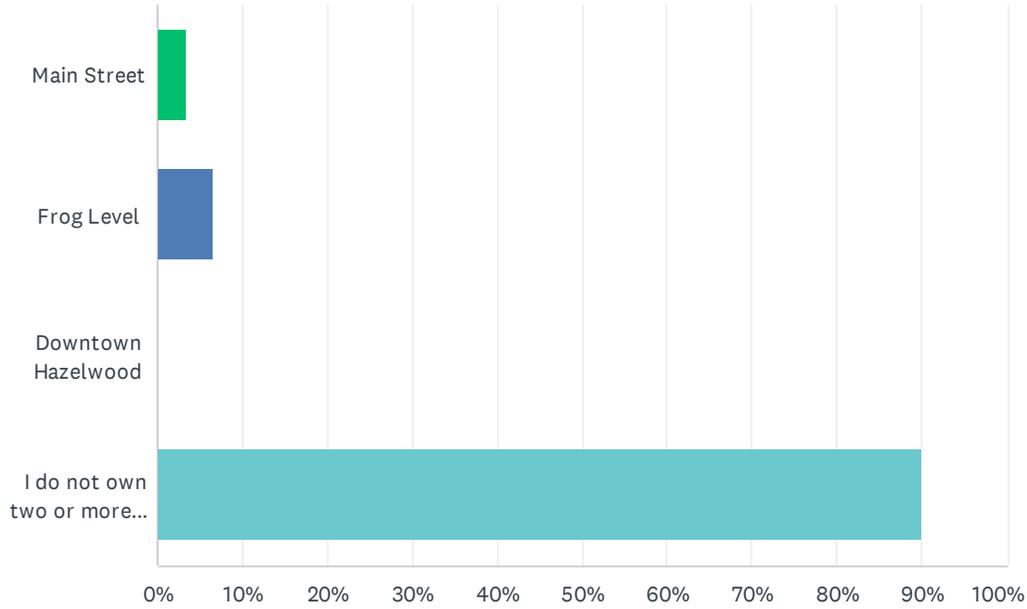
Answered: 30 Skipped: 2



ANSWER CHOICES	RESPONSES	
Main Street	3.33%	1
Frog Level	6.67%	2
Downtown Hazelwood	6.67%	2
I do not own property in the Main Street, Frog Level, or downtown Hazelwood areas.	83.33%	25
TOTAL		30

Q7 Do you own two (2) or more properties in the Main Street/Frog Level/Downtown Hazelwood areas? (CHECK ALL THAT APPLY)

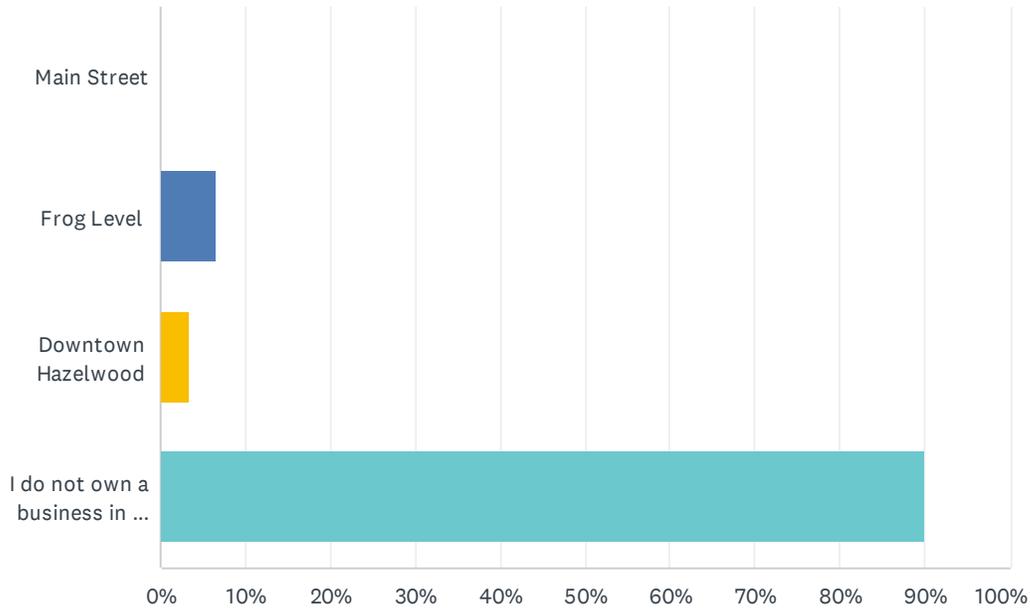
Answered: 30 Skipped: 2



ANSWER CHOICES	RESPONSES	
Main Street	3.33%	1
Frog Level	6.67%	2
Downtown Hazelwood	0.00%	0
I do not own two or more properties in the Main Street, Frog Level, or downtown Hazelwood areas.	90.00%	27
Total Respondents: 30		

Q8 Do you own a business that occupies a first-floor commercial space in the Main Street/Frog Level/Downtown Hazelwood areas?

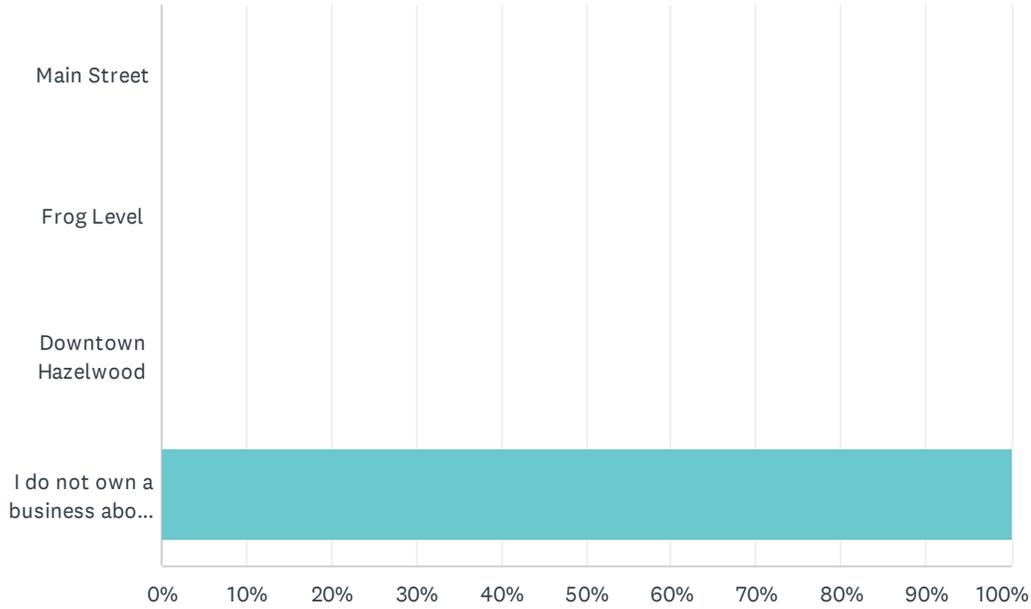
Answered: 30 Skipped: 2



ANSWER CHOICES	RESPONSES	
Main Street	0.00%	0
Frog Level	6.67%	2
Downtown Hazelwood	3.33%	1
I do not own a business in a first-floor commercial building in any of these areas.	90.00%	27
Total Respondents: 30		

Q9 Do you own a business that occupies a commercial space above the first floor in the Main Street/Frog Level/Downtown Hazelwood areas?

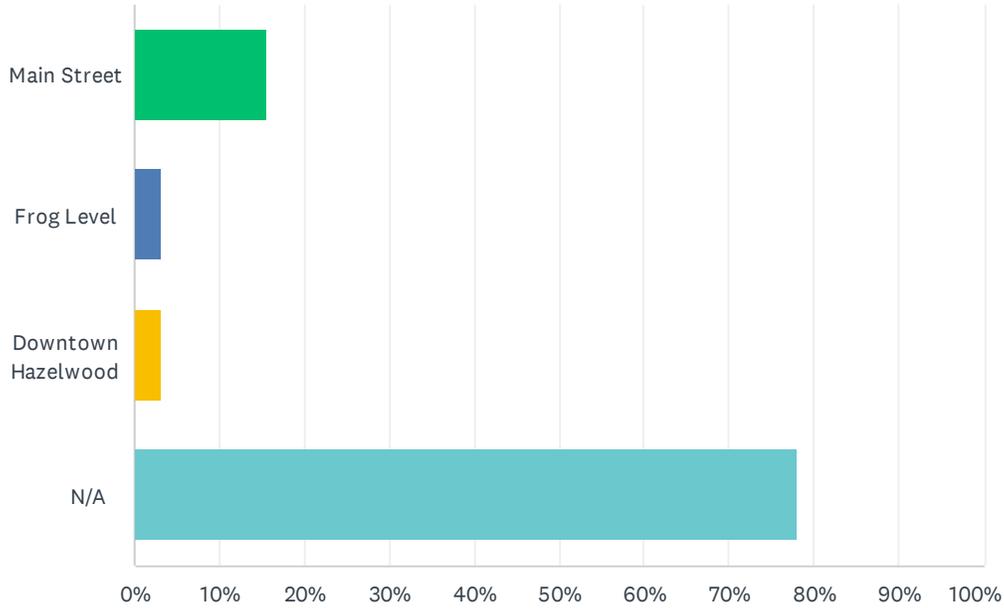
Answered: 30 Skipped: 2



ANSWER CHOICES	RESPONSES	
Main Street	0.00%	0
Frog Level	0.00%	0
Downtown Hazelwood	0.00%	0
I do not own a business above the first floor of a commercial building in any of these areas.	100.00%	30
Total Respondents: 30		

Q10 Do you work for or represent a non-profit organization that occupies a space in the Main Street/Frog Level/Downtown Hazelwood areas?

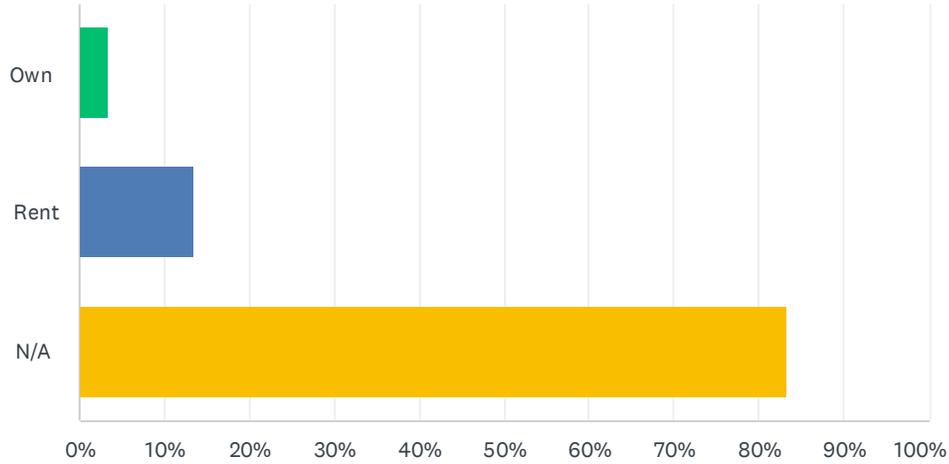
Answered: 32 Skipped: 0



ANSWER CHOICES	RESPONSES	
Main Street	15.63%	5
Frog Level	3.13%	1
Downtown Hazelwood	3.13%	1
N/A	78.13%	25
TOTAL		32

Q11 If you own a business or work for a non-profit organization in the Main Street/Frog Level/Downtown Hazelwood areas, do you own or rent your space?

Answered: 30 Skipped: 2



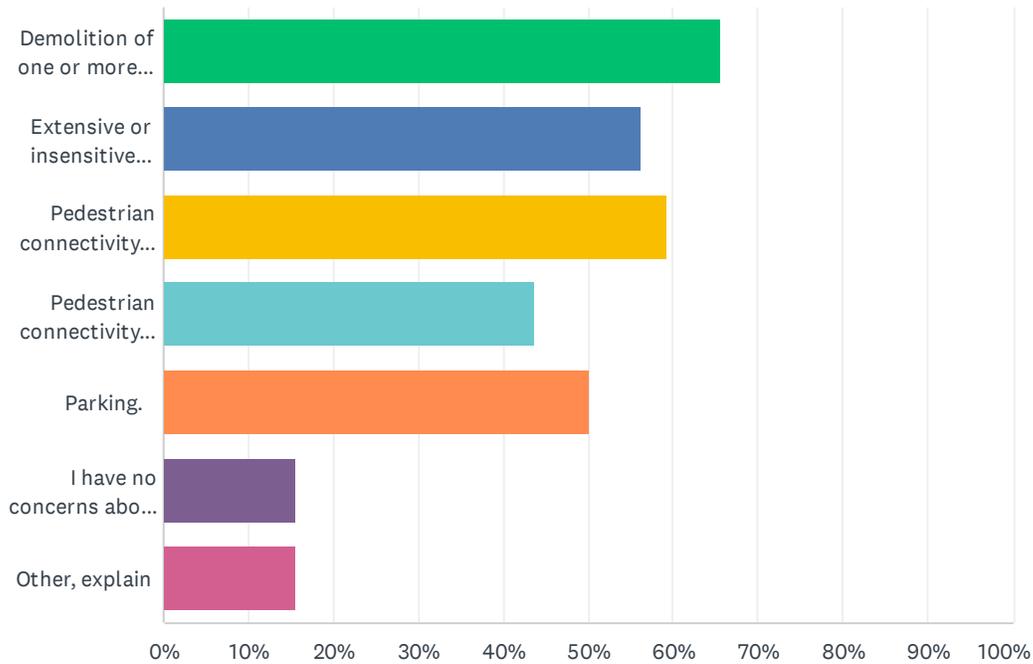
ANSWER CHOICES	RESPONSES	
Own	3.33%	1
Rent	13.33%	4
N/A	83.33%	25
TOTAL		30

Q12 Do you have a favorite building or place in the Main Street/Frog Level/Downtown Hazelwood areas? If so, list them and please explain what you like about it.

Answered: 20 Skipped: 12

Q13 Do you have any concerns about the preservation of the Main Street/Frog Level/Downtown Hazelwood areas? (CHECK ALL THAT APPLY)

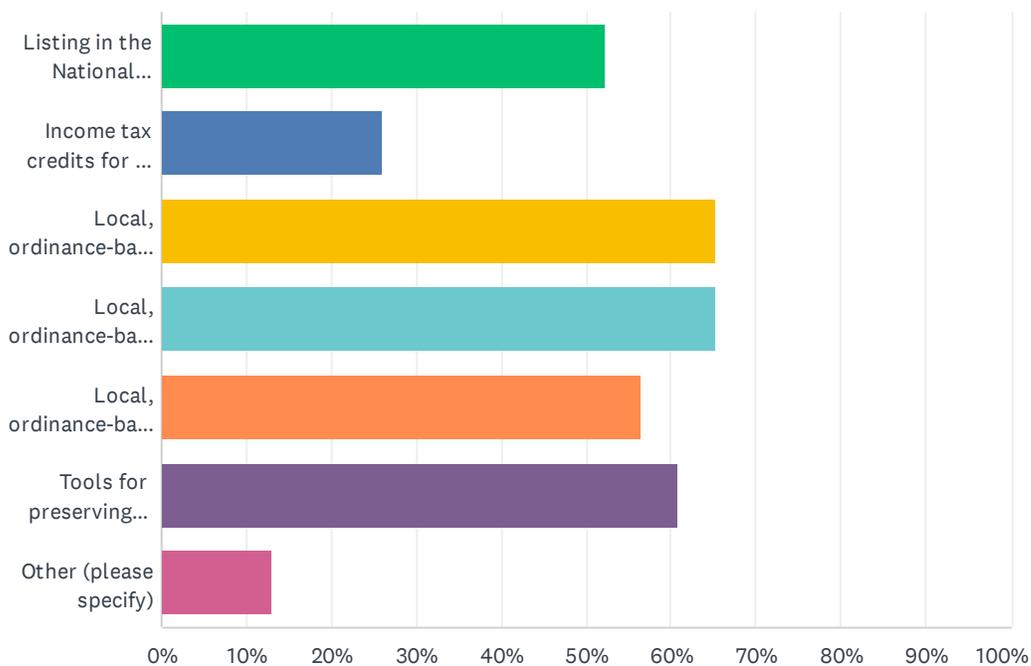
Answered: 32 Skipped: 0



ANSWER CHOICES	RESPONSES	
Demolition of one or more historic buildings.	65.63%	21
Extensive or insensitive alterations to one or more historic buildings.	56.25%	18
Pedestrian connectivity/streetscape design between Main Street and Frog Level.	59.38%	19
Pedestrian connectivity/streetscape design along Wall Street.	43.75%	14
Parking.	50.00%	16
I have no concerns about the preservation of the Main Street/Frog Level/Downtown Hazelwood areas.	15.63%	5
Other, explain	15.63%	5
Total Respondents: 32		

Q14 Main Street and Frog Level are already listed in the National Register of Historic Places, which is an honorific program that recognizes the historic significance of properties and districts. National Register listing is not regulatory and has no impact on a property owner’s ability to change a property. National Register listing does not preserve and protect historic properties. It does, however, make owners of some properties eligible for income tax credits for rehabilitation of National Register-listed buildings. Local, ordinance-based designations approved by the Waynesville Town Council are more likely to result in the preservation and protection of historic buildings and districts because changes to the outside of buildings must be approved by the Historic Preservation Commission through the design review process. Are you interested in learning more about:
(CHECK ALL THAT APPLY)

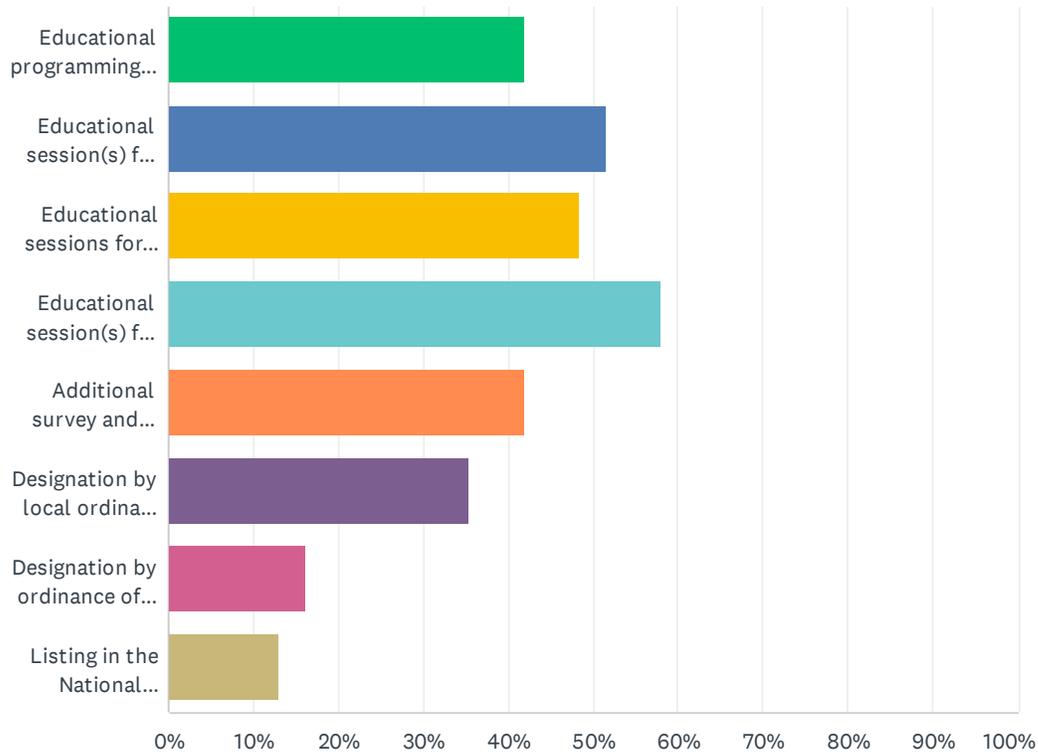
Answered: 23 Skipped: 9



ANSWER CHOICES	RESPONSES	
Listing in the National Register of Historic Places.	52.17%	12
Income tax credits for the rehabilitation of National Register-listed historic buildings.	26.09%	6
Local, ordinance-based historic district designation to preserve and protect Main Street area.	65.22%	15
Local, ordinance-based historic designation to preserve and protect the Frog Level area?	65.22%	15
Local, ordinance-based historic district designation to preserve and protect the Downtown Hazelwood commercial district.	56.52%	13
Tools for preserving historic buildings and materials, such as historically sensitive approaches to repointing masonry, repairing historic windows, and/or methods for investigating the original design/appearance of historic storefronts.	60.87%	14
Other (please specify)	13.04%	3
Total Respondents: 23		

Q15 What do you think Waynesville should be doing to preserve its heritage? (CHOOSE 3)

Answered: 31 Skipped: 1



ANSWER CHOICES	RESPONSES	
Educational programming about the history of Waynesville, its people, and places. Please specify what historical topics you believe should be included in the comment box below.	41.94%	13
Educational session(s) for the public and property owners about historic designations and their benefits.	51.61%	16
Educational sessions for the real estate industry about historic properties, historic designations, and other topics relevant to the field.	48.39%	15
Educational session(s) for the public and property owners about appropriate rehabilitation treatments for historic buildings and materials.	58.06%	18
Additional survey and documentation of properties not previously recorded, such as neighborhoods in Waynesville and Hazelwood.	41.94%	13
Designation by local ordinance of one or more local historic districts. Please specify which areas you believe warrant local historic district designation in the comment box below.	35.48%	11
Designation by ordinance of one or more local historic landmarks. Please specify which individual properties you believe warrant local landmark designation in the comment box below.	16.13%	5
Listing in the National Register of Historic Places of individual properties or historic districts. Please specify which properties or areas you believe warrant National Register listing in the comment box below.	12.90%	4
Total Respondents: 31		

Q16 What do you think could be done to improve the historic character of the Main Street area?

Answered: 20 Skipped: 12

Q17 What do you think could be done to improve the historic character of the Frog Level area?

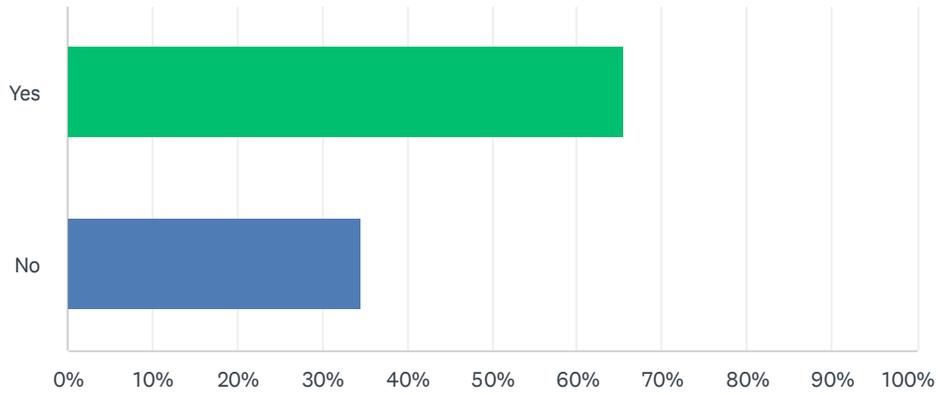
Answered: 24 Skipped: 8

Q18 What do you think could be done to improve the historic character of the downtown Hazelwood area?

Answered: 15 Skipped: 17

Q19 Are you concerned about demolition of one or more historic buildings in Waynesville?

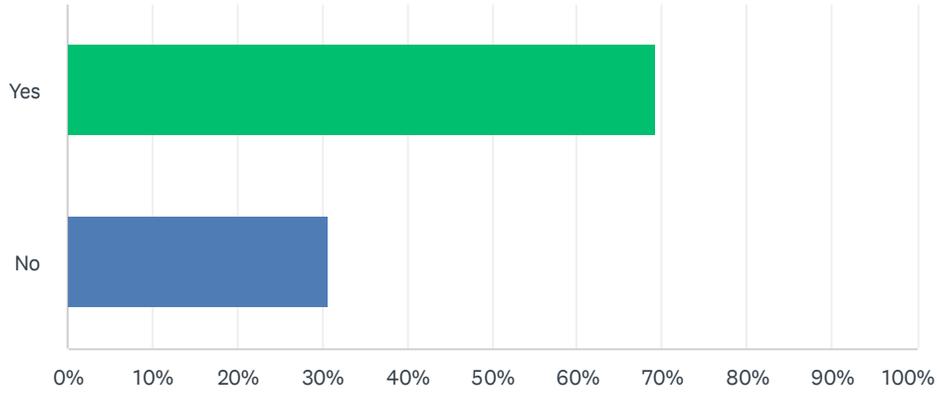
Answered: 29 Skipped: 3



ANSWER CHOICES	RESPONSES	
Yes	65.52%	19
No	34.48%	10
Total Respondents: 29		

Q20 Are you concerned about the potential for alterations to one or more historic buildings that might change Waynesville’s historic character?

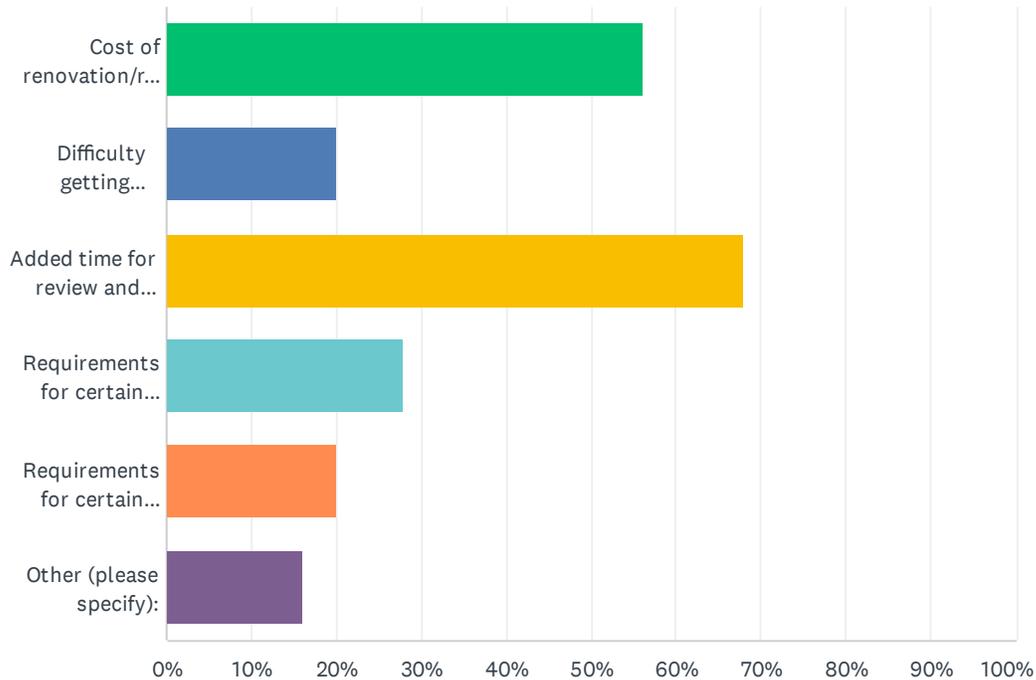
Answered: 26 Skipped: 6



ANSWER CHOICES	RESPONSES	
Yes	69.23%	18
No	30.77%	8
Total Respondents: 26		

Q21 If the Town of Waynesville were to designate one or more local historic districts by ordinance, establishing a local historic district with design review, what would be your primary concerns? (CHECK ALL THAT APPLY)

Answered: 25 Skipped: 7



ANSWER CHOICES	RESPONSES	
Cost of renovation/rehabilitation.	56.00%	14
Difficulty getting approval for demolition.	20.00%	5
Added time for review and approval of projects, such as storefront upgrades, signage, and installation of awnings.	68.00%	17
Requirements for certain kinds of materials to be used.	28.00%	7
Requirements for certain paint colors to be used.	20.00%	5
Other (please specify):	16.00%	4
Total Respondents: 25		

Q22 Do you have any additional thoughts about heritage preservation in Waynesville and Hazelwood?

Answered: 14 Skipped: 18

**TOWN OF WAYNESVILLE TOWN COUNCIL
REQUEST FOR COUNCIL ACTION
Meeting Date 4/8/2025**

SUBJECT: Reclassify the Asset Services Manager position to Deputy Director of Administration and change it from Grade 70 to Grade 73.

AGENDA INFORMATION:

Agenda Location: New Business
Item Number:
Department: Public Works
Contact: Ricky Bourne
Presenter: Ricky Bourne

BRIEF SUMMARY:

The needs of the Public Works Department have grown over the past few years to justify the addition of a Deputy Director of Administration. The Asset Services Manager position is recently vacated due to a retirement, and this is a good opportunity to reclassify that position to ensure the additional administrative needs of the Public Works Department are met. The Deputy Director of Administration position is essential for advancing the Town of Waynesville's commitment to sustainability and operational excellence within the Public Works Department. This role addresses the increasing need to integrate sustainability across various public service divisions, ensuring efficiency and compliance with environmental regulations. By serving as a liaison to the Environmental Sustainability Board, the Deputy Director will facilitate collaboration and alignment with long-term sustainability goals. This position also emphasizes the importance of developing and implementing strategic sustainability programs using the Triple Bottom Line framework, monitoring performance metrics, and leveraging technology for resource management. Overall, the role is critical in fostering a culture of accountability and continuous improvement, ultimately contributing to the Town's environmental and public service objectives.

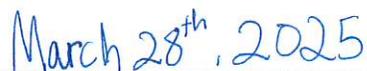
The timeline to onboard an employee in this role is on or slightly before the beginning of the next fiscal year.

MOTION FOR CONSIDERATION: Approve the reclassification of Asset Services Manager position to Deputy Director of Administration and change it from Grade 70 to Grade 73.

FUNDING SOURCE/IMPACT: General Fund



Ian Barrett, Finance Director



Date

ATTACHMENTS:

1. Revised Job Description
2. Revised Public Works Organizational Chart
3. Revised Pay/Classification Table

MANAGER'S COMMENTS:



Date: April 9, 2025

Position: Deputy Director of Administration

Department: Public Works

Reports to: Director of Public Works

Salary: \$62,685.83 - \$81,491.59 (DOQ) w/5% increase after successful 6mth. Probation, exempt position. Grade 73.

Hours: 7:00am-4pm with mandatory Environmental Sustainability Board meetings

The **Deputy Director of Administration** is responsible for integrating sustainability into all Public Service divisions, ensuring operational efficiency, regulatory compliance, and sustainability performance accountability. This role requires an independent, strategic leader who can implement initiatives using the **Triple Bottom Line (People, Planet, Profit)** framework, balancing environmental, social, and financial responsibilities.

A key responsibility of this position is **liaison to the Town's Environmental Sustainability Board***, fostering collaboration and ensuring alignment with the Town's long-term sustainability goals.

This position oversees operational best practices, the development and administration of **standard operating procedures**, ensures regulatory compliance, auditing and inspection programs, and the use of **asset management and technology solutions** to improve efficiency across **water distribution, sewer collection, water treatment, wastewater treatment, streets, stormwater, solid waste, recycling, fleet maintenance, electric distribution, facilities, and grounds**.

**See attached Environmental Sustainability Board Specific Responsibilities*

Essential Duties and Responsibilities

The tasks listed below are those that represent the majority of the time spent working in this class. Management may assign additional tasks related to the type of work of the class as necessary.

Sustainability & Strategic Leadership:

- Serve as the **liaison to the Town's Environmental Sustainability Board**, providing reports, updates, and recommendations.

- **Develop and implement sustainability programs** using the **Triple Bottom Line framework**, ensuring environmental, social, and economic responsibility.
- Identify and integrate **emerging technologies** to improve resource efficiency, reduce waste, and lower operational costs.
- **Monitor and analyze sustainability metrics**, making data-driven recommendations for improvements.
- Ensure Public Works operations align with the **Town’s environmental policies and sustainability objectives**.

Operations, Auditing & Compliance:

- Establish and maintain **standard operating procedures (SOPs) and operational manuals** for division managers and supervisors.
- Implement **auditing, inspections, and control measures** to ensure regulatory compliance, operational consistency, and safety.
- Maintain compliance with **federal, state, and local regulations** affecting all Public Services divisions.
- Oversee and coordinate **regulatory reporting and documentation** to ensure adherence to environmental and safety standards.

Monthly Progress Reporting & Annual Report Development:

Develop a structured **monthly progress reporting system** to track:

- **Goal achievement** across all service divisions.
- **Performance metrics** related to sustainability, operations, and efficiency.
- **Regulatory compliance updates** and key risk factors.
- **Budget impacts** and financial efficiency efforts.

Utilize these reports to compile a **comprehensive annual report**, highlighting department accomplishments, key performance indicators (KPIs), and sustainability outcomes.

Technology & Asset Management:

- Leverage **Computerized Maintenance Management Systems (CMMS), GIS applications, and workflow tracking systems** for asset and project management.
- Utilize **data analytics** to optimize asset performance, maintenance schedules, and sustainability initiatives.
- Support technology adoption across divisions, ensuring data-driven decision-making.

Leadership & Organizational Development:

- Work **independently and productively** while effectively collaborating with division managers, Town leadership, and community stakeholders.
- Provide **coaching and mentorship** to division managers and supervisors to improve operational efficiency and sustainability integration.
- Foster a **culture of accountability, teamwork, and continuous improvement** within the department.

- **Adapt to changing demands** and support the implementation of new policies, programs, and technologies.
- May be required to attend **meetings, respond to operational issues, and conduct inspections** outside of regular work hours.

This position is a unique opportunity for a **visionary leader** to enhance sustainability, drive operational excellence, and contribute to the Town of Waynesville's long-term environmental and public service goals.

DATA INVOLVEMENT:

Requires developing new approaches or methodologies to solve problems not previously encountered by analyzing, synthesizing, or evaluating data or information using unconventional or untried methods.

PEOPLE INVOLVEMENT:

Requires negotiating, exchanging ideas, information, and opinions with others to formulate policy and programs or arrive jointly at decisions, conclusions, or solutions.

INVOLVEMENT WITH THINGS:

Requires establishing long-range plans and programs, identifying funding resources, allocating funds for, and implementing long-range capital improvements, major construction projects, major equipment, rolling stock, and new technology systems which support goals and objectives of the organization.

REASONING REQUIREMENTS:

Requires performing work involving the application of principles of logical thinking to diagnose or define problems, collect data, and solve abstract problems with widespread unit or organizational impact.

MATHEMATICAL REQUIREMENTS:

Requires using mathematics involving the practical application of fractions, percentages, ratios and proportions, or measurements, logarithmic or geometric construction. May use algebraic solutions of equations and inequalities; descriptive statistics; deductive geometry, plane, and solid, and rectangular coordinates; mathematical classifications or schemes.

LANGUAGE REQUIREMENTS:

Requires reading professional literature and technical manuals; speaking to groups of employees, other public and private groups; writing manuals and complex reports.

MENTAL REQUIREMENTS:

Requires using advanced professional-level work methods and practices in the analysis, coordination, or interpretation of work of a professional, engineering, fiscal, legal, managerial, or scientific nature and the ability for formulate important recommendations or make technical decisions that have an organization-wide impact. Requires sustained, intense concentration for accurate results and continuous exposure to sustained, unusual pressure.

VOCATIONAL/EDUCATIONAL PREPARATION:

Minimum Qualifications:

Education & Experience:

- Bachelor's degree in **Public Administration, Engineering, Environmental Science, Business Administration, Sustainability, Urban Planning** or a related field (advanced degree preferred).
- Equivalent combinations of education and experience demonstrating the ability to perform the job requirements will be considered.

Technical & Professional Skills:

- **Proficiency in: Microsoft Office Suite, Tyler Munis, Pub Works, CMMS, GIS applications, and other workflow tracking systems.**
- Strong knowledge of **municipal government accounting practices** and financial planning.
- Experience with **safety programs, regulatory compliance, and environmental policies.**
- Ability to **multitask, manage multiple projects, and prioritize competing deadlines.**
- Expertise in **data-driven decision-making, performance tracking, and process improvement.**
- **Knowledge of battery system design and installation.**
- Knowledge of **leadership, team building, organizational behavior, and change management.**
- **Strong interpersonal skills** with the ability to collaborate across all divisions.
- **Flexibility** to support the department's changing demands and priorities.
- **Grant writing and funding:** identify funding opportunities, develop grant proposals, secure funding, and grant administration.
- **Strong knowledge** of environmental policies, sustainability practices, and climate change issues.
- Experience in **project management**, including coordinating sustainability initiatives.
- Excellent **communication**, public speaking, and community engagement skills.
- Ability to **collaborate** with local government departments, community organizations, and external stakeholders.

SPECIAL CERTIFICATIONS AND LICENSES:

Must possess a valid North Carolina driver's license.

Certifications (Preferred but not Required):

- **Sustainability Certification** (LEED, ISSP, or equivalent).

- **Project Management Certification** (PMP or equivalent).
- **Program Management Certification.**
- **Asset Management Certification.**

EXPERIENCE REQUIREMENTS:

- Minimum of **five (5) years of experience** in municipal operations, sustainability, project/program management, or asset management.

AMERICANS WITH DISABILITIES ACT REQUIREMENTS

PHYSICAL AND DEXTERITY REQUIREMENTS:

Requires light work that involves walking or standing some of the time and involves exerting up to 20 pounds of force on a recurring basis, or skill, adeptness, and speed in the use of fingers, hands, or limbs on repetitive operation of mechanical or electronic office or shop machines or tools within moderate tolerances or limits of accuracy. Must be able to perform basic life functions of climbing, stooping, kneeling, reaching, standing, walking, fingering, grasping.

ENVIRONMENTAL HAZARDS:

The job may risk exposure to bright/dim light, dusts and pollen, extreme heat and/or cold, wet, or humid conditions, extreme noise levels, animals/wildlife, vibration, fumes and/or noxious odors, traffic, moving machinery, electrical shock, heights, disease/pathogens, toxic/caustic chemicals, explosives.

SENSORY REQUIREMENTS:

The job requires normal visual acuity, depth perception, and field of vision, hearing and speaking abilities.

JUDGMENTS AND DECISIONS:

Decision-making is primary to the job, affecting the organization, related organizations, and major segments of the general population; works in an evolving environment with emerging knowledge and technologies, competing priorities, and changing politics. Responsible for long-range goals, planning, and methodologies.

ADA COMPLIANCE

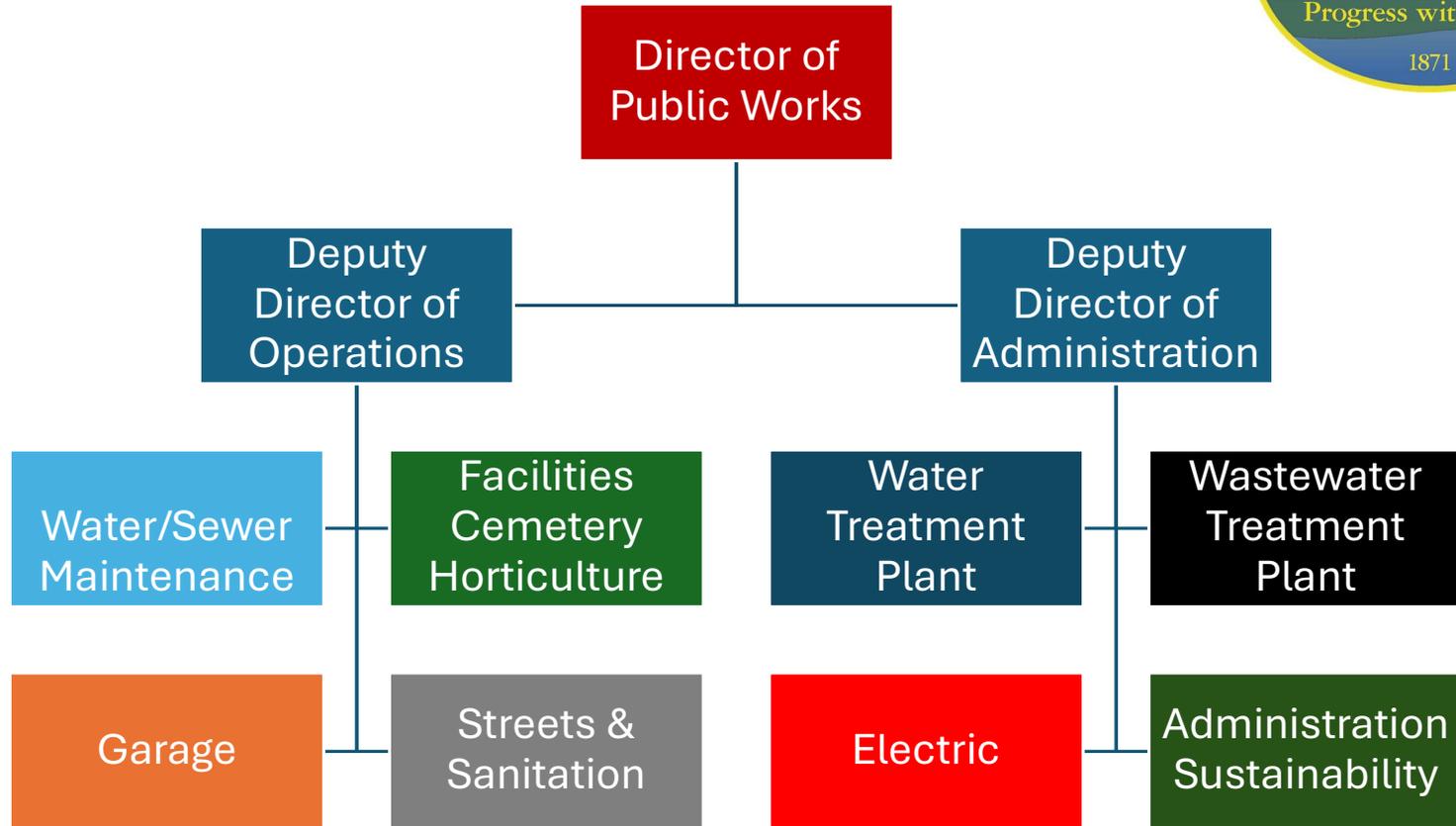
The Town of Waynesville is an Equal Opportunity Employer. ADA requires the Town to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

***Environmental Sustainability Board Specific Responsibilities**

The purpose of the Environmental Sustainability Board (ESB) is to provide citizen-led, expert advice and leadership to guide the Town of Waynesville in achieving its goal of carbon neutrality and net zero emissions by 2050. The Waynesville Town Council cares deeply about our mountain environment, and the creation of the ESB reflects the importance of participatory democracy, serves as an extender of municipal leadership, and sets an example for our community and other communities.

1. Sustainability Program Development & Implementation:
 - Develop, implement, and manage sustainability initiatives and programs for the town, aligned with community needs and municipal goals.
 - Identify opportunities to integrate sustainability practices into local government operations and services.
 - Create and track sustainability goals, ensuring their alignment with broader environmental and social objectives.
2. Environmental Policy and Compliance:
 - Monitor and ensure the town's adherence to local, state, and federal environmental regulations and standards.
 - Advise on regulatory changes and their impact on the town's sustainability efforts.
 - Coordinate compliance with environmental standards in areas such as waste management, energy use, water conservation, and pollution control.
3. Energy Efficiency and Renewable Energy:
 - Lead energy efficiency programs for municipal buildings, public infrastructure, and community initiatives.
 - Advocate for and implement renewable energy projects such as solar, wind, or other sustainable energy sources.
 - Track energy consumption and develop strategies for reducing the town's carbon footprint.
4. Community Engagement and Education:
 - Engage with residents, local businesses, and organizations to promote sustainability practices such as recycling, energy conservation, and green building practices.
 - Develop public outreach campaigns, educational materials, and events to increase community awareness of sustainability efforts.
 - Serve as the town's sustainability spokesperson in public meetings, workshops, and events.
5. Sustainable Development and Land Use:
 - Work with planning and zoning departments to incorporate sustainability considerations into land use policies, urban development, and infrastructure planning.
 - Promote sustainable building codes, green infrastructure, and low-impact development (LID) strategies for new construction projects.
 - Review and provide recommendations for development proposals to ensure they meet sustainability criteria.

6. Waste Reduction and Recycling Programs:
 - Develop and oversee programs aimed at reducing waste and increasing recycling rates within the town.
 - Coordinate with waste management services to implement sustainable practices like composting, waste diversion, and recycling initiatives.
 - Monitor and report on waste management metrics, making recommendations for further improvements.
7. Climate Change Resilience and Adaptation:
 - Identify climate change risks and propose strategies for climate adaptation and resilience within the community.
 - Work with town leadership to develop climate action plans to reduce greenhouse gas emissions and prepare for extreme weather events.
 - Collaborate with emergency management departments to ensure sustainability goals are integrated into disaster recovery and preparedness efforts.
8. Sustainability Reporting and Metrics:
 - Develop and maintain data collection systems to measure and report the town's sustainability performance in areas like energy use, water consumption, waste management, and emissions.
 - Prepare and present annual sustainability reports for the public and town leadership, highlighting achievements, progress, and challenges.
 - Track and report on progress towards meeting sustainability goals, providing recommendations for improvement.
9. Grant Writing and Funding:
 - Identify funding opportunities for sustainability projects, including state and federal grants, partnerships, and other financial resources.
 - Develop grant proposals and secure funding for sustainability-related initiatives.
 - Manage the budget for sustainability programs, ensuring effective use of financial resources.
10. Collaboration with External Partners:
 - Build relationships with other municipalities, regional sustainability organizations, environmental advocacy groups, and private sector partners.
 - Participate in regional and state sustainability forums to stay informed on trends and best practices.
 - Engage with stakeholders to foster collaboration on sustainability issues that impact the town.
11. Sustainable Transportation:
 - Promote alternative transportation options such as biking, walking, public transit, and electric vehicle infrastructure.
 - Collaborate with transportation planning to ensure sustainable mobility solutions are prioritized in the town's development plans.



April 9, 2025
Proposed
Organizational Chart

PAY/CLASSIFICATION TABLE

2024-2025

ADOPTED 7/1/2024

	PARKS & RECREATION PROGRAM SUPERVISOR	EXEMPT				
65	PURCHASING SUPERVISOR	EXEMPT	\$ 47,604.35	\$ 61,885.66	\$ 76,166.97	
	GRANTS MANAGER	EXEMPT				
66	AQUATICS RECREATION SUPERVISOR	EXEMPT	\$ 49,270.50	\$ 64,051.66	\$ 78,832.81	
	ELECTRIC LINE TECHNICIAN 2	NON-EXEMPT				
	FIRE CAPTAIN	NON-EXEMPT				
	FITNESS SUPERVISOR	EXEMPT				
	PUBLIC FACILITIES MANAGER	NON-EXEMPT				
	SENIOR PUMP MECHANIC	NON-EXEMPT				
67	CHIEF TREATMENT PLANT OPERATOR	EXEMPT	\$ 50,994.97	\$ 66,293.46	\$ 81,591.96	
	FIRE MARSHALL	EXEMPT				
	PLANNER	EXEMPT				
68	ADMINISTRATIVE SUPERVISOR	EXEMPT	\$ 52,779.79	\$ 68,613.75	\$ 84,447.69	
	LAB SUPERVISOR	EXEMPT				
	BILLING & COLLECTIONS SUPERVISOR	EXEMPT				
69	CODES ADMINISTRATOR	NON-EXEMPT	\$ 54,627.09	\$ 71,015.22	\$ 87,403.35	
	ELECTRIC LINE TECH III	NON-EXEMPT				
	FLEET SUPERVISOR	EXEMPT				
70	ASSET SERVICES MANAGER	EXEMPT	\$ 56,539.03	\$ 73,500.76	\$ 90,462.46	
	HUMAN RESOURCES COORDINATOR	EXEMPT				
	LAND USE ADMINISTRATOR	EXEMPT				
71	DIST./COLLECTION SUPERINTENDENT	EXEMPT	\$ 57,993.72	\$ 75,401.99	\$ 92,925.59	
	STREETS & SANITATION SUPERINTENDENT	EXEMPT				
72	ASSISTANT ELECTRIC SUPERVISOR	EXEMPT	\$ 60,566.02	\$ 78,735.84	\$ 96,905.63	
	ASSISTANT FINANCE DIRECTOR	EXEMPT				
	ASSISTANT DEVELOPMENT SERVICES DIRECTOR	EXEMPT				
	ASSISTANT FIRE CHIEF	EXEMPT				
73	ELECTRIC DISTRIBUTION SUPERINTENDENT	EXEMPT	\$ 62,685.83	\$ 81,491.59	\$ 100,297.33	
	DEPUTY DIRECTOR PUBLIC WORKS OPERATIONS	EXEMPT				
	TREATMENT PLANT SUPERINTENDENT	EXEMPT				
	DEPUTY DIRECTOR PUBLIC WORKS ADMIN	EXEMPT				
DH'S	ASSISTANT TOWN MANAGER	EXEMPT	\$ 63,984.60	\$ 87,445.62	\$ 110,906.64	
	DEVELOPMENT SERVICES DIRECTOR	EXEMPT				
	FINANCE DIRECTOR	EXEMPT				
	FIRE CHIEF	EXEMPT				
	PARKS & RECREATION DIRECTOR	EXEMPT				
	POLICE CHIEF	EXEMPT				
	PUBLIC SERVICES DIRECTOR	EXEMPT				
	HR DIRECTOR	EXEMPT				
**	TOWN MANAGER	EXEMPT				
	**Hired by Board Under Contract					