

**Louisburg Historic Preservation Commission  
Minutes of the Regular Meeting  
March 1, 2023**

**Livestream:** <https://boxcast.tv/view/historic-preservation-commission-ui9fgqqoajz1axlzlwr9>

The Louisburg Historic Preservation Commission meeting opened with the Pledge of Allegiance led by Chairperson Travis Thompson at 6:30 p.m. in the City Hall Council Chambers.

Commission Members present: Doug Carder, Pauline Hintz, Heather Wilson  
Absent: Brad Sarver  
City Administrator: Nathan Law  
City Staff: Jean Carder

Ms. Hintz moved, seconded by Mr. Carder, to adopt the agenda (with a correction of “Election of Officers 2023-2024.” Motion passed 4-0.

Mr. Carder moved, seconded by Ms. Hintz to approve the December 7, 2022 minutes. Motion passed 4-0.

**Election of Officers 2023 - 2024**

Nominating Mr. Thompson as Chair, Ms. Wilson moved, seconded by Ms. Hintz. Passed unanimously.

Nominating Mr. Carder as Vice Chair, Ms. Hintz moved, seconded by Ms. Wilson. Passed unanimously.

Nominating Ms. Hintz as Secretary, Mr. Carder moved, Ms. Wilson seconded. Passed unanimously.

**Public Comments:** None

**Public Hearing Business Items:** None

**Non-Public Hearing Business Items:** None

**Old Business:**

2023 Activity Plan Review: Commission members reviewed the calendar and activities proposed for 2023, modifying the calendar to move “Lunch & Learn” from April to August.

May	Historic Scavenger Hunt during Historic Preservation Month	Ms. Hintz
June	Regular HPC meeting	
August	Citizens’ Academy (second Saturday)	Mr. Thompson
	Lunch & Learn	Mr. Thompson
September	Regular HPC meeting	
October	Talking Tombstones	Mr. Carder
December	Regular HPC meeting	
Ongoing	Maintain existing HPC Geocaches	Ms. Hintz

Ms. Hintz shared that plans for the Historic Scavenger Hunt during May’s Historic Preservation Month are under way. The hunt will run from May 1-May 31. The Hunt includes 10 pictures of “historic features” on buildings in downtown Louisburg. Rules for the Hunt and directions on how to participate will be shared on the City’s Facebook page, with paper copies available at City Hall. Watch for more publicity when the event gets closer. The winner will be announced at the June 7<sup>th</sup> meeting of the Historic Preservation Commission.

Mr. Thompson reported that he is moving the Lunch & Learn activity to August, where it will complement the second Citizen’s Academy.

Mr. Carder had no new information for the October Talking Tombstones event.

**New Business:**

Mr. Thompson presented a refresher of criteria for identifying Historic Properties – “Significance,” and its 4 components: Event, Person, /Design/Construction and Information Potential.

Ms. Wilson shared that the Methodist Church is making plans for its Sesquicentennial in September 2023.

**June 7, 2023 meeting:**

- Review progress on 2023 activities
- Review Bylaws related to Chair’s role as contact with State Historic Preservation Office.
- Refresher Topic: Context
- Process Maps
- Announce Historic Hunt winner.

**Adjournment:**

Ms. Wilson moved, seconded by Mr. Carder, to adjourn at 6:48 p.m. Unanimously approved.

Submitted by Pauline Hintz, recording secretary.