
**Transylvania County Joint Historic Preservation Commission
Minutes for July 13, 2021, 4:00 pm
in the County Commissioners Chambers**

I. CALL TO ORDER AND WELCOME: Mr. Allen McNeill, Planning Director, called the meeting to order at 4:10 pm. Members in attendance were Melanie Spreen, John Koury, Marcy Thompson, Leigh Huffman, and Ellen Harris. Commission Members Rebecca Suddeth (excused), Molly Jenkins (excused), and Talomy Vaughns (unexcused) were not present (excused). Darby Terrell, Planner, Ashley Minery, Administrative Assistant, and Allen McNeill, Planning and Community Development Director, were in attendance. There were no members of the public present.

II. Organizational Meeting

A. Nomination and Election for Chair

Director Allen McNeill opened the floor for nominations for the Chair position. John Koury motioned to nominate Melanie to a second term as Chair, Marcy Thompson seconded the motion. There was no discussion and the Rollcall vote the Commission approved 5-0 to elect Melanie Spreen as the next Chair.

B. Nomination and Election for Vice Chair

The Chair, Melanie Spreen continued the election for officers by asking for a nomination for the position of Vice Chair. The Chair motioned to nominate John Koury as Vice Chair, seconded by Leigh Huffman. There was no discussion, and through Rollcall vote the Commission approved 5-0 to elect John Koury as the next Vice Chair.

C. Nomination and Election for Secretary

The Chair then asked for nominations for the Secretary position. Vice Chair Koury motioned to nominate Marcy as the secretary, seconded by the Chair Melanie Spreen. There was no discussion, and through a Rollcall vote the Commission approved 5-0 to elect Marcy Thompson as the next Secretary.

III. Agenda Modification:

Commission Member Leigh Huffman motioned to postpone the County Driving Tour discussion to the August Meeting to better prepare materials, Vice Chair Koury seconded the motion. The motion was approved.

IV. Consent Agenda:

The Chair motioned to approve the minutes, Vice Chair Koury seconded the motion, and the motion was approved. The approved minutes were for the regular meeting on June 8, 2021.

V. Old Business:

A. County Driving Tour and Walking Tour Update:

Postponed to the August meeting in the Agenda Modification.

IV. New Business

A. Inventory

Director Allen McNeill informed the Commission on the importance of having an Inventory and what statutes require them to perform this task. Director McNeill explained that there was no detailed description in the statutes as to what the Inventory should look like, and discussed what staff prepared. Director McNeill asked the Commission to give feedback with what was presented to them in their packet and if they would like to exclude or include any information. The Commission discussed the documents given to them and asked staff questions. Two members asked to have a section on the Inventory list to include notes and if the property owners had already applied for a designation.

B. Designation Committee

Director Allen McNeill explained to the Commission what the Designation Committee would be and what is asked of them in the JHPC's Bylaws. The Commission members discussed the Designation Committee and asked staff and the Chair to consider adding it to the next meeting's agenda so that they could vote on the committee.

C. Updated Application Process

Director Allen McNeill explained the reason why staff spent last month and this month updating the application process and the application itself. Director McNeill informed the Commission that he was still working on the application and plans to have it ready by September, and hopefully he can present it to them next month, if able. Staff informed the commission there is a fee associated with the application process and they were busy researching where this fee came from because it is not listed in the Ordinance or Bylaws. Director McNeill read out loud the steps in the Flowchart and gave background information on the process. The Commission discussed the flowchart and gave feedback on ways to improve it. Secretary Marcy Thompson asked staff to provide a timeline on the application to help applicants understand the full process. The Commission discussed this idea and agreed. The Commission also asked staff to make sure that there is language on the application that explains the application is not considered the report that is required by the State Historic Preservation Office (SHPO).

D. Director's Report

Director Allen McNeill informed the Commission of the upcoming Summer Training Series provided by SHPO for the Certified Local Governments (CLGs'), such as Transylvania County. The Commission must have at least two members watch three video is and write a summary report for each to send to SHPO. Staff is also required to watch the video, but only one is required to send the summary about the three videos. Director McNeill informed he would be the staff representative this year. Director McNeill also informed the Commission that the next meeting is scheduled for August 10, 2021, but may be rescheduled for August 17th, as discussed prior to the meeting.

V. Public Comment:

There was no public comment.

VI. Commissioner Member Comments

Chair Melanie Spreen informed the Commission that the Elizur Patton House is up for Auction on August 5th and is a topic for the Commission to think about in the future.

Commission Member Leigh Huffman told the Commission, as she discussed earlier, she would go through the inventory list and look the properties up in the City's permit system to see if any major improvements have been made to help give the Commission more information.

VII. Adjourn: Secretary Marcy Thompson motioned to adjourn the meeting. Commission Member Leigh Huffman seconded the motion, and it carried unanimously. The meeting adjourned at **5:14 p.m.** The next regularly scheduled meeting will take place in Transylvania County Board of Commissioners' Chambers, at 4:00 p.m. on August 10th, 2021.

MINUTES APPROVED

 9/15/2021

Darby Terrell, Planner

Date



Marcy Thompson, Secretary

