

**- PLANNING AND  
COMMUNITY DEVELOPMENT**

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**Joint Historic Preservation Commission  
August 9, 2022 at 4:00 PM  
Cooperative Extension Conference Room, 106 E. Morgan Street**

**MINUTES**

**CALL TO ORDER**

- I. **WELCOME:** Before the start of the meeting, Ms. Geralyn Connell, Ms. Nikki Ransdell, and Ms. Rebecca Suddeth were sworn into their positions by Clerk to the Board Trisha Hogan. The meeting was called to order at 4:05PM. In addition to previously mentioned members, Ms. Katherine Buzby, Ms. Ellen Harris, Mr. John Koury, Ms. Melanie Spreen, and Ms. Marcy Thompson were also in attendance. A quorum was present.
  
- II. **PUBLIC COMMENT:** (15 minute time limit. Speakers are limited to three minutes)  
Mr. Andrew Wing introduced himself to the Commission. He owns a local business that restores historic windows. He expressed his interest in joining the Joint Historic Preservation Commission and stated his interest to fill out an application.
  
- III. **AGENDA MODIFICATIONS:** After a brief discussion, Ms. Harris moved to add Local Designation Application as item B. to the agenda under Old Business and CLG Training updates as item C. Ms. Spreen seconded the motion and all present members voted in favor and the motion carried.
  
- IV. **CONSENT AGENDA**
  - A. **Minutes (July 12, 2022)**  
There was no objection to the consent agenda. Ms. Thompson moved to approve the Consent Agenda. Ms. Harris seconded the motion. All present members voted in favor and the motion carried.

**V. OLD BUSINESS:**

**A. By Law Amendment for Meeting Schedule**

After a brief discussion and recap of the previous meeting's discussion, the board agreed to change Article VI. Section A. to say "The Commission shall establish a meeting time and shall meet regularly, at least 6 times a year". Ms. Spreen moved to approve the amendment. Ms. Buzby seconded the motion. All present members voted in favor and the motion carried. The Commission also agreed to meet in September, and then go to every other month scheduled meetings after that. The Commission also briefly discussed term limits as stated in the bylaws and Mr. McNeill answered some questions.

**B. Local Designation Update**

Ms. Harris gave an update on the Baggarly House application. Ms. Harris explained she, Ms. Ransdell, and Ms. Thompson went to visit the property located on N. Country Club Road. They also discovered the Historic name of the house was "The Long House". They have told the applicant to proceed with preparing a report.

**C. CLG Training Updates**

Mr. Koury and Ms. Minery gave updates on the upcoming CLG Training. The State Historic Preservation Office also informed the Planning Department that the JHPC's Annual Report had been accepted and was still considered a Certified Local Government. Ms. Minery, Mr. Koury, Ms. Thompson, and Ms. Buzby will attend the CLG Training session in Hendersonville, NC.

**VI. NEW BUSINESS:**

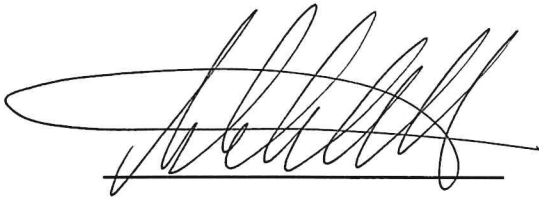
**A. Staff's Report:** Ms. Minery reminded the Commission of their next regular meeting scheduled for Tuesday September 13, 2022 at 4:00PM in the Cooperative Extension Conference Room. Mr. McNeill also announced Ms. Darby Terrell would be returning the Department Staff as the Transportation Planner.

**VII. PUBLIC COMMENT:** Mr. Wing discussed getting an application for the JHPC and attending the SHPO training session.

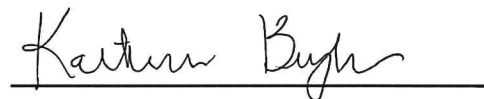
### VIII. COMMISSION MEMBERS' COMMENTS.

The Commission briefly discussed website updates and future community engagement projects and meetings at Cedar Mountain Community Center. The Commission also discussed a desire for a more transparent application process. The Commission members discussed staff coordinating with County Administration to become aware of new applicants interested in joining the Commission. The Commission also wanted to make applications to Citizen Advisory Boards more accessible and easier to find on the County Website. Ms. Harris moved to adjourn the meeting. Ms. Spreen seconded the motion. All present members voted in favor and the meeting was adjourned at 4:56PM.

### ADJOURNMENT

A handwritten signature in black ink, appearing to read 'Ashley Minery', written over a horizontal line.

Ashley Minery, Planner

A handwritten signature in black ink, appearing to read 'Katherine Buzby', written over a horizontal line.

Katherine Buzby, Secretary