

**PLANNING AND
COMMUNITY DEVELOPMENT**

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**Joint Historic Preservation Commission
December 14, 2021 at 4:00 PM
Commissioners Chambers, 101 South Broad Street**

MINUTES

CALL TO ORDER

I. WELCOME: Chair Melanie Spreen called the meeting to order at 4:00PM. Ms. Ellen Harris, Mr. John Koury, Ms. Marcy Thompson, Ms. Rebecca Suddeth, and Ms. Molly Jenkins were present. Ms. Talomy Vaughns (unexcused) and new member Ms. Geralyn Connell (excused) were absent. A quorum was present.

II. PUBLIC COMMENT: (15-minute time limit. Speakers are limited to three minutes.)
There were no public comments.

III. AGENDA MODIFICATIONS:
There were no agenda modifications.

IV. CONSENT AGENDA

A. Minutes (October 12, 2021)

Ms. Thompson pointed out a grammatical error under the Walking Tour Section of the minutes where "TVA" should be "TCT". Ms. Jenkins moved to approve the minutes with the modification, and Ms. Thompson seconded the motion. All present members voted in favor and the motion carried.

V. OLD BUSINESS

A. Inventory

Mr. McNeill gave background information on the Joint Historic Preservation Commission's bylaw and state requirement to keep an updated inventory list of Designated properties and provide an Annual Report of Commission projects to the Transylvania County Commissioners and the North Carolina State Historic Preservation Office. Staff compiled an Inventory List by combining staff records with JHPC members' lists. It was also recommended to staff to keep an updated list of potential properties, but Mr. McNeill explained it was not possible with current staff shortages and time constrains but it could be added in the new year. After a brief discussion on the list's formatting and changes, Ms. Thompson motioned to direct staff to add "TV Numbers", a "Status" column for potential properties, and update "Property Owners" on the Inventory List. Ms. Harris seconded the motion all present members voted in favor. The motion carried.

B. Annual Report

Ms. Spreen reminded Commission of past discussions of the Annual Report and the deadline for submitting it to the Transylvania County Commissioners. Mr. McNeill discussed the deadlines of the State Historic Preservation Office and changes he made, in addition to Commission recommended changes. Ms. Spreen suggested amending the Meeting schedule and reasons for canceling the meetings. Ms. Harris suggested to change “choose” to “chose” as a grammatical correction. Ms. Spreen also suggested adding a hyperlink to the webpage for easier access to the Walking Tour. The group decided to use a picture of the historic courthouse instead of taking a group photo at the meeting. Ms. Thompson motioned to approve the Annual Report with changes, and Ms. Harris seconded the motion. All present members voted in favor, and the motion carried. Ms. Spreen expressed her willingness to present the Annual Report to the Board of Commissioners.

VI. NEW BUSINESS

A. Director’s Report

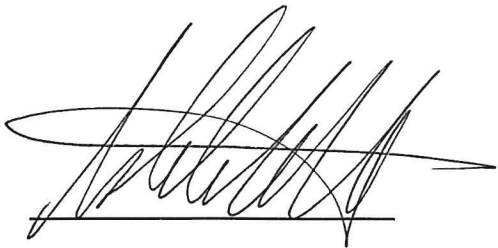
Mr. McNeill announced the recent appointment of Ms. GERALYN CONNELL to the Joint Historic Preservation Commission. The next meeting is scheduled for January 11, 2022 at 4:00PM in the Commissioners’ Chambers. He also encouraged the Board members to spread the word for eligible candidates to apply to JHPC’s vacant position.

VII. PUBLIC COMMENT (15-minute time limit. Speakers are limited to three minutes.)

There were no public comments.

VIII. COMMISSIONER MEMBERS’ COMMENTS: Ms. Thompson briefly confirmed her email address had been updated with staff records. They briefly discussed possible future projects such as grants, walking tour printing and local designations. Mr. McNeill also announced that Ashley Minery had accepted the position as the department’s Planner. Ms. Jenkins motioned to adjourn the meeting. Ms. Suddeth seconded the motion, and all present members voted in favor. The motion carried and the meeting was adjourned at 4:46PM.

ADJOURNMENT



Ashley Minery, Recording Secretary



Marcy Thompson, Secretary