

**PLANNING AND COMMUNITY
DEVELOPMENT DEPARTMENT**

Allen McNeill, Director

Ashley Minery, Administrative Support Specialist



106 East Morgan Street, Suite 207
Brevard, NC 28712
828.884.3205
Planning.transylvaniacounty.org

**Transylvania County Joint Historic Preservation Commission
October 12, 2021 at 4:00 PM
Commissioners Chambers, 101 South Broad Street**

MINUTES

CALL TO ORDER

- I. **WELCOME:** The meeting was called to order at 4:00PM by Chair Melanie Spreen. Commission Members Marcy Thompson, John Koury, Rebecca Suddeth, Ellen Harris and Molly Jenkins were also present. Commission members Leigh Huffman (excused) and Talomy Vaughns (unexcused) were absent.
- II. **PUBLIC COMMENT (15-minute time limit. Speakers are limited to three minutes.):**
There was no public comment.
- III. **AGENDA MODIFICATIONS:** There was so agenda modifications.
- IV. **CONSENT AGENDA:**
 - A. Minutes (September 14, 2021): **Marcy moved to modify minutes to reflect the minutes previously approved were from JHPC Regular Meeting on August 17, 2021 and remove "more materials under annual report. Molly seconded the motion and all present members voted in favor.** The motion carried.
- V. **OLD BUSINESS:**
 - A. **Inventory:** Mr. McNeill instructed Commission members with existing inventory lists to submit them to staff so they could be consolidated into one document. The list was briefly discussed among the commission. It was agreed by members the list would be shared with the state and regularly maintained by Planning Department Staff.
 - B. **County Driving/ Walking Tour Update:** Mr. McNeill presented the collected printing quotes, requested at the previous meeting, for Walking Tour Brochures. After review the prices of two companies, the Commission agreed to have 1000 brochures printed with minor alterations. **Marcy moved to use ThinkIt Studios to reprint 1000 Walking Tour Brochures, with alterations to logos and the last paragraph, to be paid from the JHPC account for \$635. Ellen seconded the motion. All present members voted in favor. The motion**

carried. Commission also briefly discussed current available funding and possibilities for future funding. TVA printing funding was also briefly discussed and generally agreed to be applied for at a later date.

Marcy gave an update on the requirements for eligible properties to be added to the County Driving Tour. She also presented possibilities for website features. Mr. McNeill offered to give an estimate, at the next meeting, of staff time and resources that would be needed to complete and maintain this project.

- C. Annual Report: Mr. McNeill presented the working outline of the Annual Report and stated it would be completed and distributed to the Commission, prior to the next meeting, and receive feedback and alterations.

VI. NEW BUSINESS


- A. Director's Report: Mr. McNeill informed the Commission that CLG Summer Training for NC State Historic Preservation office was completed. Commission Members Marcy Thompson and Rebecca Suddeth and Staff member Ashley Minery. Leigh Huffman resigned from the Commission due to moving out of state. The next JHPC meeting will take place on November 9, 2021 at 4:00PM in the Commissioners' Chambers.

- VII. PUBLIC COMMENT (15-minute time limit. Speakers are limited to three minutes.):**
There was no public comment.

VIII. BOARD MEMBERS' COMMENTS:

ADJOURNMENT

MINUTES APPROVED



Ashley Minery, Recording Secretary



Marcy Thompson, Secretary