

**PLANNING AND
COMMUNITY DEVELOPMENT**

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**Transylvania County Joint Historic Preservation Commission
Minutes for June 08, 2021, 4:00 pm
in the County Commissioners Chambers**

I. Call to Order, welcome, Vice Chair Ellen Harris called the meeting to order at 4:04 pm. Members in attendance were Chair Melanie Spreen (Virtually), Vice Chair Ellen Harris, Secretary John Koury, Commission Members Molly Jenkins, Marcy Thompson, Leigh Huffman, and Rebecca Suddeth. Commission Member Talomy Vaughns (excused) was not present. 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. Agenda Modification:

There were no modifications requested.

III. Consent Agenda:

Commission Member Leigh Huffman motioned to **approve the minutes**. Commission Member Rebecca Suddeth seconded the motion, and the motion was approved. The minutes approved were for the regular meeting on May 11, 2021.

IV. Presentations/Recognitions

A. Citizen Advisory Council Training

Vice Chair Harris explained to the Commission the purpose of the presentation, after her explanation she gave the floor to Mr. McNeill. Mr. McNeill gave a presentation on what a Citizen Advisory Council is, what roles and responsibilities they take on, and what North Carolina General Statutes apply to them specifically as well as, in general, being a Citizen Advisory Council. Mr. McNeill also went over the highlights of their terms and other important information from their bylaws.

V. Old Business:

A. Application Update (Bryant House)

Per the request of Vice Chair, staff gave a quick update on the progress of the application received by the property owners of the Bryant House. As discussed before, the application is incomplete, and Mr. McNeill informed the Commission that the property owner was notified that day of the incomplete application and was also sent information and resources to help them with this process.

B. County Driving Tour and Walking Tour Update

The Commission members discussed the current updates on each of the County Driving Tour and Walking Tour made by fellow members. During the discussion the Commission members asked staff to look into getting quotes for printing brochures and to look into the funding source that the JHPC has from selling the architectural books.

IV. New Business

A. Director's Report

Mr. McNeill informed the Commission that, next Month, will be the Organizational meeting for the JHPC to elect officers and at the beginning of the meeting before they appoint a chair, Mr. McNeill will be leading the meeting. Mr. McNeill updated the Commission of the three reappointments to the Commission: Mr. John Koury, Ms. Marcy Thompson, and Ms. Ellen Harris. Mr. McNeill also informed the Commission that staff is currently working on to update the application for the Local Designation and creating a flowchart to show the process. These documents will be ready at the August meeting.

V. Public Comment:

There was no public comment.

VI. Commissioner Member Comments

Vice Chair Ellen Harris- Asked the Commission members who were involved in the May Preservation Month activities to give their updates. **Rebecca Suddeth and Marcy Thompson** gave their updates from the May activities.

Marcy Thompson asked if there was an alternative to sending requests for social media posts that was used during May. Staff suggested that they would look into alternatives.

Secretary John Koury asked if there was a way to gauge the involvement of the Scavenger Hunt? **Rebecca Suddeth** informed him she could tell him how many people took sheets from the Heritage Museum only.

Chair Melanie Spreen asked staff if they have heard about any upcoming training for the next year for CLGs? Ms. Terrell, Planner responded that she hadn't heard anything for next year but has received information about new trainings for this year, and she would gladly check and get back with the Commission and Ms. Spreen.

Rebecca Suddeth asked if the JHPC should start working on the Annual Report to get it ready for ahead of time and asked if the County Commissioners have asked the Commission for their input on what County buildings such as the Courthouse or Silvermont could be used for to help support preservation. The members of the Commission discussed the last question, in particular, what initiates the JHPC's

involvement in a property in cases of private and public ownership cases. Staff also informed that they had not received a formal request from the County Commissioners yet.

VII. Adjourn: Commission Member Molly Jenkins motioned *to adjourn the meeting*. Secretary John Koury seconded the motion, and it carried unanimously. The meeting adjourned at **5:24 p.m.** The next regularly scheduled meeting will take place in Transylvania County Board of Commissioners' Chambers, at 4:00 p.m. on July 13th, 2021.

MINUTES APPROVED



Darby Terrell, Planner

Date



Marcy Thompson, Secretary

