

**TRANSYLVANIA COUNTY JOINT HISTORIC PRESERVATION COMMISSION
MINUTES for
February 9, 2021, 4:00 PM on Zoom, Virtual Meeting**

I. Call to Order, Welcome and Introduction, Chair Melanie Spreen, called to order at 4:00 pm. Members attending were Chair Melanie Spreen, Vice Chair Ellen Harris, Secretary John Koury, Commission Members Molly Jenkins, Rebecca Suddeth, new Commission Members Marcy Thompson, Talomy Vaughns, and Leigh Huffman. Darby Terrell, Planner, and Allen McNeill, Planning and Community Development Director, were in attendance. There were no members of the public present on the zoom call.

The Commission members and staff introduced themselves to each other, due to the present new members.

II. Consent Agenda: The Chair asked for a motion to approve the consent agenda as presented. Secretary John Koury motioned, and Commission Member Rebecca Suddeth seconded the motion. The motion was approved.

III. Presentation: New Member Orientation, by Darby Terrell, Planner

Ms. Terrell gave an overview presentation on the Joint Historic Preservation Commission. She explained the Commission's makeup, powers, responsibilities, a summary of their bylaws, and state statutes that help them enforce historic preservation in their communities. Ms. Terrell briefly went over the Historic Preservation Ordinance and specific parts of the JHPC's Bylaws. Ms. Terrell informed the new members of the State Historic Preservation Office's 2020 training videos and where to find those. She also briefly discussed the upcoming changes to the Historic Preservation Ordinance per the newly adopted Chapter 160D statutes by the State Legislature in 2019 that need to be changed by July 2021. She also described the goals that the JHPC has been striving towards this year.

Chair Melanie Spreen gave the new members more information on specific goals and gave some context to past events mentioned in the presentation.

IV. Old Business:

A. Strategic Plan Goals 2021 Discussion

The Joint Historic Preservation Commission has been reviewing and updating the 2017 Strategic Plan Goals approved in 2017 by that Commission. Chair Melanie Spreen gave the floor to Mr. Koury to explain the changes and update the new members. Commission members discussed with each other and asked questions about the goals.

After some discussion, there was a motion "that this document the 2021 Strategic Plan Goals to be adopted" by Vice Chair Ellen Harris, and a second by Mrs. Jenkins. The motion was approved unanimously by the Commission.

B. Discussion on SHPO Presentation

The Joint Historic Preservation Commission received a presentation from the SHPO representative at the last meeting on January 12, 2021. Staff wanted to provide time for the February meeting to allow members to discuss what they heard and if they would like to take any actions based on the information they received. The Commission members spent time discussing the last meeting presentation by Mrs. Kristy Brantley. The Chair instructed staff to include an item on the next agenda to discuss the Joint Historic Preservation Commission members' standards when looking at an application for a Local Landmark Designation.

IV. New Business

A. Downtown Walking Tour Brochure Discussion

The Chair asked for this discussion to be added to the upcoming agenda to discuss expanding the Downtown Walking Tour brochure or possibly creating a driving tour brochure for all of Transylvania County. Due to time, the Chair asked for this discussion to be taken up at the next meeting. The Chair asked staff to include a discussion item on next month's agenda that would revolve around May, National Preservation Month. The Chair would like the JHPC to discuss possible safe events or activities it could sponsor or hold in May.

B. Staff Report

Ms. Terrell informed the Commission that there is still one (1) vacancy on the board, which is Ms. Vera Taylor's term. Ms. Trisha Hogan, the Clerk to the Board of Commissioners, informed staff that to fill this term, the person must be a resident of Pisgah Forest. Ms. Terrell also informed the Commission that there would be a new Administrative Assistant Specialist IV for the department starting her first day next week. The Planning Department is happy to welcome her to the team and is looking forward to contributing to the department.

V. Public and Board Member Comments

There were no Public comments given.

Chair Melanie Spreen- The Chair informed the Commission about the upcoming City of Brevard meeting over zoom that will look at the Downtown Master Plan and Streetscape. Ms. Spreen work as a consultant for the City of Brevard. She will be there in a professional fashion. Ms. Spreen asked Darby and Allen if they received the

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Regular Meeting on February 9, 2021

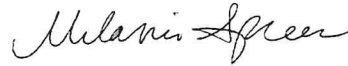
email she sent earlier that afternoon and asked to attend one or both. She also informed the JHPC members of this meeting's purpose and asked for all to attend and if at least one person would volunteer.

Vice Chair Ellen Harris- Vice Chair Harris offered to be the volunteer to represent the JHPC in the upcoming meeting.

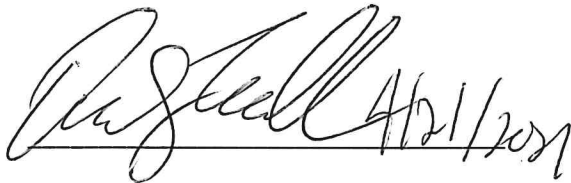
Chair Melanie Spreen- The Chair also asked the members if they would be willing to have a special meeting. The JHPC can review and discuss what is being updated for the Downtown Master Plan and Streetscape.

V. Adjourn: Secretary Koury motioned to adjourn the meeting. Ms. Talomy Vaughns seconded the motion, and it carried unanimously. The meeting adjourned around 5:14 p.m. The next meeting is scheduled on the regular meeting date of March 9th, 2021.

MINUTES APPROVED



Melanie Spreen, Chair



Darby Terrell, Planner

Date