

**PLANNING AND
COMMUNITY DEVELOPMENT**

Allen McNeill, Director

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**Joint Historic Preservation Commission
January 11, 2022 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. The meeting was held via Zoom. Ms. Molly Jenkins, Mr. John Koury, Ms. Ellen Pratt, Ms. Geralyn Connell, Ms. Marcy Thompson, and Ms. Rebecca Suddeth were present. Ms. Talomy Vaughns was absent (unexcused). 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 (December 14, 2021)

After a brief discussion, Ms. Suddeth moved to approve the minutes with the following Changes 1) changing "TB" to "TV" in V.A. 2) changing "f" to "of" in VI.B. 3) correcting the "recording secretary" to Ms. Marcy Thompson 4) change "TDA" to "TCT" in IV.A. 5) and change "Ms. Thompson" to "Ms. Harris" in the grammatical correction of V.B. Mr. Koury seconded the motion. All present members voted in favor and the motion carried.

V. PRESENTATIONS/ RECOGNITIONS

A. Citizen Advisory Council Training

Mr. Allen McNeill, the Planning and Community Development Director, gave a presentation to the Commission on the responsibilities and practice of being on a Citizen Advisory Council. He explained the basic operation of a local government like Transylvania County that involves a County Manager and Board of Commissioners. He explained the administrative responsibilities department staff has to Citizen Advisory Boards. Other areas such as minute requirements, open meetings law, conflicts of interest, and parliamentary procedure were also covered in the presentation. JHPC bylaws, NCGS 160-D, and SHPO were also discussed. Commission members briefly asked questions about the presentation.

VI. New Business

A. Strategic Plan Discussion

The Commission discussed the approved Strategic Plan from 2021. They discussed updating the contact/ owners of Locally Designated and potential properties. They also discussed sending a welcome letter to homeowners that have recently acquired designated properties. Many members expressed their desire for the Plan to be reformatted with bigger print to make it easier to read.

B. Director's Report

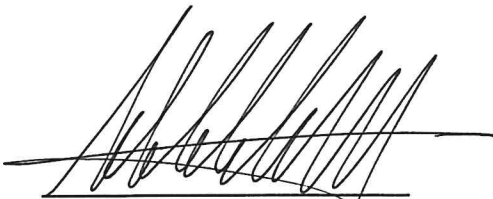
Mr. McNeill informed the Commission of the Downtown Walking Tour Brochures currently being reprinted. He also informed them that Ms. Talomy Vaughns will no longer be serving on the Commission due to multiple missed meetings and her upcoming move out of the area. The Annual Report was submitted to the Transylvania County Commissioners and approved under their consent agenda at their meeting on January 10, 2022. He explained a more in depth presentation could also take place in the future. The next regular JHPC meeting is scheduled for Tuesday February 8, 2022, at 4PM in the Commissioners' Chambers.

VII. Public Comments: There were no public comments.

VIII. Commission Member Comments: There were no commission member comments.

Ms. Jenkins moved to adjourn the meeting. Ms. Suddeth seconded the motion. All present members voted in favor and the motion carried. The meeting was adjourned at 5:11PM.

ADJOURNMENT



Ashley Minery, Recording Secretary



Marcy Thompson, Secretary