

**PLANNING AND  
COMMUNITY DEVELOPMENT**

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**Joint Historic Preservation Commission  
August 29, 2023 at 4:00 PM  
SPECIAL MEETING  
Cooperative Extension Conference  
Room**

**AGENDA**

**CALL TO ORDER**

- I. WELCOME**
- II. ORGANIZATONAL MEETING**
- III. PUBLIC COMMENT** (15-minute time limit. Speakers are limited to three minutes.)
- IV. AGENDA MODIFICATIONS**
- V. CONSENT AGENDA**
  - A. Minutes (July 11, 2023)
- VI. OLD BUSINESS**
  - A. The Red House
  - B. Paint Color Guidelines
  - C. The Inn at Brevard
- VII. NEW BUSINESS**
  - A. Staff Report
- VIII. PUBLIC COMMENT** (15-minute time limit. Speakers are limited to three minutes.)
- IX. COMMISSIONER MEMBERS' COMMENTS**

**ADJOURNMENT**



**Agenda Item:** V-A

**Memorandum**

**From:** Ashley Minery, Planner  
**To:** Transylvania County Joint Historic Preservation Commission  
**Date:** August 23, 2023  
**Meeting Date:** August 29, 2023

**Subject:** Approve the July 11, 2023 Meeting Minutes

**Contact Info:** Ashley.Minery@transylvaniacounty.org or (828)884-1710

**Attachment(s):** 1. July 11, 2023 Regular Meeting Minutes

**Purpose:** Review and approve the regular meeting minutes from July 11, 2023 Joint Historic Preservation Commission Meeting.

**Background:** Meeting minutes are prepared after each JHPC meeting and submitted to the JHPC for their review and approval in accordance with North Carolina Open meeting law.

**Financial Impact:** None

**Strategic Plan Goal & Strategy:** Goal 6: "County government is service driven, transparent and performance based with more active and engaged citizens."  
Strategy 6E: "Provide timely, accurate, transparent and informative communication to the public and across the organization with superior customer service delivery."

**Recommendations:** Staff recommends the Transylvania County Joint Historic Preservation Commission review and approve, or approve with modifications, the regular meeting minutes from July 11, 2023.

**Joint Historic Preservation Commission**  
**July 11, 2023 at 4:00 PM**  
**Cooperative Extension Conference Room, 106 E. Morgan Street**

**MINUTES**

**CALL TO ORDER**

**I. WELCOME:** Mr. John Koury called the meeting to order at 4:02PM. Ms. Geralyn Connell, Ms. Katherine Buzby, Ms. Marcy Thompson, Ms. Nicole Bentley and Mr. Billy Parrish were present. Mr. Andrew Wing (unexcused), Ms. Ellen Harris (excused) and Ms. Niki Ransdell (excused) were absent.

**II. PUBLIC COMMENT:** (15-minute time limit. Speakers are limited to three minutes) Mr. George Truesdail and Ms. Carol Ann Dillingham, the owners of the Galloway- Radford House, attended the meeting and introduced themselves to the Commission.

**III. AGENDA MODIFICATIONS:** There were no proposed agenda modifications.

**IV. CONSENT AGENDA**

**A. Minutes (May 9, 2023)**

There was no object or discussion of the consent agenda. Ms. Buzby moved to approve the consent agenda. Ms. Thompson seconded the motion. All present members voted in favor and the motion carried.

**V. OLD BUSINESS:** There was no old business to discuss.

**VI. NEW BUSINESS:**

**A. Brevard Inn-** The Commission discussed the damage to the property caused by a recent storm and falling tree. The Commission agreed the column capitals were the primary concern. A letter was sent to the property owners by staff at the beginning of July. Dr. and Ms. Yager called staff to inform them they were having trouble finding a suitable replacement. The Commission directed staff to send another letter to property owners directing them to give the JHPC a progress report by September and ask them to get a COA. Commission members also volunteered to send staff vendors and craftsmen that could assist the property owners in this replacement.

- B. The Red House-** After a brief discussion, the JHPC remained unclear on if the requested project (an inground pool) would require a COA. There was a discussion about if the unused land for the pool site has any historic significance to the site. Mr. Koury said he would conduct a site visit, and staff would seek advice from SHPO.
- C. Galloway- Radford COA-** Mr. Truesdail explained that he wants to paint the house and replace the paver steps with stone slabs. Ms. Thompson explained the entire exterior of this property as designated. They plan to paint the house blue, with white trim, and yellow doors. There was a discussion by the commission to set guidelines for future paint color approvals. Ms. Buzby moved to approve the COA as presented, with the paver steps excluded as a non-contributing feature. Ms. Thompson seconded the motion. All present members voted in favor and the motion carried. Ms. Buzby then moved to direct staff to bring color guideline examples of Western North Carolina to the September meeting. Ms. Thompson seconded the motion. All present members voted in favor and the motion carried.
- D. Staff's Report-** Ms. Minery told the Commission the JHPC Annual Report and tax deferral program would be on the August 28, 2023, County Commissioners' Agenda. Mr. Koury will give that presentation. The next JHPC meeting is scheduled for Tuesday, September 12, 2023, at 4PM.

**VII. PUBLIC COMMENT:** There was no public comment.

**VIII. COMMISSION MEMBERS' COMMENTS:** Ms. Thompson informed the Commission that 84 Mills Ave. is listed for sale and advertising as "designation eligible". Ms. Thompson will investigate the property's history. Ms. Bentley discussed available Heart of Brevard grants for downtown properties in need of exterior repairs. The Commission also discussed the delay in the Bryant House and the Baggerly House local designation applications and asked staff to reach out to the owners. Ms. Thompson moved to adjourn the meeting. Ms. Buzby seconded the motion. All present members voted in favor and the meeting was adjourned at 5:20PM.

## ADJORNMENT

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Ashley Minery, Planner

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Katherine Buzby, Secretary



Ashley Minery, Planner  
Darby Terrell, Planner

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**Agenda Item:** VI.A.

**Memorandum**

**From:** Ashley Minery, Planner  
**To:** Transylvania County Joint Historic Preservation Commission  
**Date:** August 25, 2023  
**Meeting Date:** August 29, 2023

**Subject:** The Red House

**Contact Info:** Ashley.Minery@transylvaniacounty.org or (828)884-1710

**Attachment(s):** None

**Purpose:** Discuss the proposed in ground pool at The Red House

**Background:** The JHPC discussed this subject at their previous meeting on July 11, 2023 and continued it until the next meeting. JHPC members have since met with the property owners and conducted a site visit.

**Financial Impact:** None

**Strategic Plan Goal & Strategy:** Goal 6: "County government is service driven, transparent and performance based with more active and engaged citizens."  
Strategy 6E: "Provide timely, accurate, transparent and informative communication to the public and across the organization with superior customer service delivery."

**Recommendations:** Staff recommends the Transylvania County Joint Historic Preservation Commission discuss and vote on their decision.



Ashley Minery, Planner  
Darby Terrell, Planner

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**Agenda Item:** VI.B.

**Memorandum**

**From:** Ashley Minery, Planner

**To:** Transylvania County Joint Historic Preservation Commission

**Date:** August 25, 2023

**Meeting Date:** August 29, 2023

**Subject:**

**Contact Info:** Ashley.Minery@transylvaniacounty.org or (828)884-1710

**Attachment(s):** None- Examples will be provided at meeting

**Purpose:** Discuss Paint Guidelines

**Background:** The JHPC recently directed staff to inquire to SHPO the practice of regulating paint colors on historic properties and how surrounding jurisdictions have approached this topic.

**Financial Impact:** None

**Strategic Plan Goal & Strategy:** Goal 6: "County government is service driven, transparent and performance based with more active and engaged citizens."

Strategy 6E: "Provide timely, accurate, transparent and informative communication to the public and across the organization with superior customer service delivery."

**Recommendations:** While SHPO does not recommend enforcing paint color guidelines, examples will be provided to the Commission if they wish to implement this type of regulation. Staff recommends the Commission discuss this topic and necessity of such implementation.

# CLG Training Opportunities 2023

## **CLG training requirements for FY2022-FY2023:**

*The CLGs designated staff and at least two commission members must attend at least one informational or educational meeting per year pertaining to the work and functions of the commission or historic preservation.*

## **In Person Training Opportunities 2023**

*(Registration information is sent to HPC staff liaisons, who are asked to forward to commission members, and often posted on the NC Preservation listserv. If you need more information, please contact [kristi.brantley@ncdcr.gov](mailto:kristi.brantley@ncdcr.gov).)*

- **November 9, 2022 -CLG/Commission Training in Raleigh, NC**
- **October 26<sup>th</sup> – 28<sup>th</sup> -Preservation North Carolina Conference in Winston-Salem.**
- **March 14<sup>th</sup> -16<sup>th</sup> - NC Main Street Conference in Statesville**
- **April 21<sup>st</sup> - NAPC CAMP in Asheville**
- **April 22<sup>nd</sup> - Window Workshop in Swansboro**
- **May 11<sup>th</sup> - Beaufort Cemetery Workshop in Beaufort**
- **June 9<sup>th</sup> - Resilience and Disaster Planning NAPC CAMP in Wilmington**
- **August 24<sup>th</sup> - CLG/Commission Training in Washington** *(Register through August 14<sup>th</sup> at <https://www.surveymonkey.com/r/RNRNCRF>)*
- **August 31<sup>st</sup> - CLG/Commission Training in Mount Airy** *(Register through August 21<sup>st</sup> at <https://www.surveymonkey.com/r/7LSZS3X>)*
- **September 25<sup>th</sup> - CLG/Commission Training in Sanford** *(registration information will be sent out in August)*

## **Virtual Training Opportunities 2023**

*Three (3) educational webinars or educational videos = one (1) in-person training.*

*If a person opts to do virtual training, they should complete a virtual participant form for each video/webinar and email it to [Kristi.brantley@ncdcr.gov](mailto:Kristi.brantley@ncdcr.gov). Virtual sessions must be viewed by September 30th. Summaries are due by November 1<sup>st</sup>. Please include your name, commission name, and the session title in your email. \*Staff liaisons should each have a copy of the Virtual Participant Form. If not, please email me for a copy.*

- **CLG/Commission Staff Training** – October 31, 2022 via Zoom
- **School of Governments Quasi-judicial Preservation Decisions for Preservation Commissions** – December 1, 2022 via Zoom
- **Burlington’s Let’s Talk Series**
  - March 29<sup>th</sup> -Let’s Talk Processing
  - May 17<sup>th</sup> – Let’s Talk Standards
  - \*May 19<sup>th</sup> – Let’s talk Downtown
  - August 9<sup>th</sup> – Let’s Talk One Year Later (a year using new design standards)
- **National Park Service - CLG Technical Webinars**
  - Historic Masonry Façade Repairs – October 12<sup>th</sup>
  - San Francisco’s Façade Ordinance Requirements – May 9<sup>th</sup>
  - Assessing the Energy Benefits and Moisture Risks of Insulating Mass Masonry Walls -July 11<sup>th</sup>
- **National Trust for Historic Preservation’s Preservation Leadership Forum**  
<https://forum.savingplaces.org/learn/conferences-training/forum-webinar>
- **National Alliance of Preservation Commissions Webinar Series** *(there is a cost to view if you are not a member.)*  
<https://www.napcommissions.org/webinar-series>
- **HPO YouTube Channel** –  
[https://www.youtube.com/playlist?list=PL0D3Ny2CaPzmP4GfSci\\_X80\\_I3NYk0Nba](https://www.youtube.com/playlist?list=PL0D3Ny2CaPzmP4GfSci_X80_I3NYk0Nba)
  - **FYI -Most recent HPO YouTube Video-**
    - **CLG Role in the National Register Process** – November 9, 2023



[https://www.youtube.com/watch?v=22H4B7wlus&list=PL0D3Ny2CaPzmP4GfScj\\_X80\\_13NYk0Nba&index=1&t=3s](https://www.youtube.com/watch?v=22H4B7wlus&list=PL0D3Ny2CaPzmP4GfScj_X80_13NYk0Nba&index=1&t=3s)

- **NC African American Heritage Commission**
- African American Cemetery Preservation:  
<https://drive.google.com/drive/folders/1yEliOigwY4wCmYNaACWNYrrRswVkJTpom?usp=sharing>
- Preserving Historic African American Properties in NC:  
[https://www.zoomgov.com/rec/share/FTyhz2yevUOOm\\_dS-r5ZBOEaF5nEOtXpdi4NQTAWiAX8gX6mDrSSuszjcQz26h85.At138BNcfUa\\_EsHx?startTime=1655397651000](https://www.zoomgov.com/rec/share/FTyhz2yevUOOm_dS-r5ZBOEaF5nEOtXpdi4NQTAWiAX8gX6mDrSSuszjcQz26h85.At138BNcfUa_EsHx?startTime=1655397651000)
- Preserving African American Historic Properties Through Local Designation:  
[https://drive.google.com/drive/folders/1ZPFY2xfDfBn5LfBITJrHr\\_xKsSCbfN7?usp=sharing](https://drive.google.com/drive/folders/1ZPFY2xfDfBn5LfBITJrHr_xKsSCbfN7?usp=sharing)  
*(There seems to be some technical issues with this recording. Double click on the first link and when it freezes, exit out, and double click on the second link.)*
- **LeverageNC**
  - To view go to <https://www.leveragenc.org/webinar-archives>
    - **Building Block Video Series:**
      - *Historic Rehabilitation Tax Credits* by Brett Sturm
      - *The Secretary of the Interior's Standards for Rehabilitation* by Jennifer Cathey
      - *The National Register of Historic Places* by Sarah Woodard David
      - *Tutorial of the State Historic Preservation Office's GIS* by Andrew Edmonds
      - *Making Historic Bldgs. More Resilient to Hurricane & Flood Events* by Jeff Adolphsen
      - *Affordable Housing & the Intersection with Downtown* by Donovan Rypkema

\*\*\*\*\*Additional Virtual Webinars\*\*\*\*\*

These may be of interest, but cannot be used to meet CLG Training requirements

**NC African American Heritage Commission** – A variety of videos and webinars created to preserve, protect, and promote North Carolina’s African American history, art, and culture, for all people.

<https://www.youtube.com/channel/UCZNFbRqKlsD5xq60iEDhNUQ/videos>

**Submerged NC Webinar Series** <https://monitor.noaa.gov/gallery/webinar-archive.html>

Submerged NC webinars are part of the [National Marine Sanctuaries](#) webinar series and is brought to you by NOAA's Monitor National Marine Sanctuary and the North Carolina Office of State Archaeology

**LeverageNC** - [www.LeverageNC.org](http://www.LeverageNC.org)

Several additional (not mentioned above) videos can be found in the archives on LeverageNC’s webpage.

**NC Archives:** Tutorials on the Basics of Archives Management and Digitization - [https://www.youtube.com/playlist?list=PL2w9jUBdiGKsXPRatwH\\_4aFIRhuBxvy3](https://www.youtube.com/playlist?list=PL2w9jUBdiGKsXPRatwH_4aFIRhuBxvy3)