

**PLANNING AND
COMMUNITY DEVELOPMENT**

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**Transylvania County Joint Historic
Preservation Commission
Minutes for May 11, 2021, 4:00 pm Via Zoom**

I. Call to Order, Welcome, and Introduction, Chair Melanie Spreen called to order at 3:59 pm. Members in attendance were Chair Melanie Spreen, Vice Chair Ellen Harris, Secretary John Koury, Commission Members Molly Jenkins, Marcy Thompson, Leigh Huffman, and Talomy Vaughns. Commission Member Rebecca Suddeth (excused) was not present. Darby Terrell, Planner, Ashley Minery, Administrative Assistant, and Allen McNeill, Planning and Community Development Director, were in attendance. There were two members of the public present on the Zoom call.

II. Agenda Modification:

Mr. Koury asked to add an agenda modification to include 'New Business' item to discuss creating a form for reaching out to adjoining property owners of local designation applicants.

III. Consent Agenda:

Chair Spreen motioned to **approve the consent agenda with the agenda modification**. Mr. Koury seconded the motion, and the motion was approved. The minutes were approved for the April 13, 2021 regular meeting for the Joint Historic Preservation Commission in the motion above.

IV. Application Review

A. Bromfield Inn Local Landmark Designation Application

Mr. McNeill clarified on the staff report the Commissioners received earlier that day on the Bromfield Inn Application. During his clarification Mr. McNeill explained the process and stages presented on the local designation application was created by former staff and is incorrect. This process did not line up with the one that is proposed in the General Statutes, which require all HPC's to investigate and/or have a report presented to them or created by them when determining if a property meets the required qualifications to be considered for a local landmark designation. The Commission members asked clarification questions to staff and discussed how to proceed going forward. Mr. Pallas, the applicant, was present for the meeting and asked questions to staff as well. Staff informed the Commissioners they were going to use the next couple of months to ask the State Historic Preservation Office and other HPC's about their processes. In doing so, staff will work on creating policies and making the process for local designation coincide with requirements. Next week, staff will also work on improving the application so that it more accurately requests the

correct information and outlines duties and responsibilities of property owners seeking local designation.

V. Old Business:

A. County Driving Tour Brochure Discussion

The Commission recently discussed the idea of creating a County Driving Tour Brochure. Ms. Thompson informed the Commission of her progress in creating the document and asked for feedback, as well as volunteers' assistance. The Commission discussed different methods of creating maps and making them accessible. Staff also said the Planning Department had proposed funds for printing materials, in this year's budget, which is awaiting Transylvania County Commissioners' approval.

B. Preservation Month Scavenger Hunt

Staff sent out the scavenger hunt documents prepared by Ms. Thompson, with the help of the Commission members. The Commissioners discussed the final product. Staff also offered to send any social media proposals to the County Manger, Jaime Laughter, to be posted on the County's social media pages.

IV. New Business

A. Form- Announcement to Adjoining Property Owners (Agenda Modification)

Mr. Koury asked for an agenda modification to include an item to discuss creating a form to announce historic designation to adjoining property owners. Mr. Koury suggested it would be helpful to have a form created for this step, that is laid out in the Bylaws, pre-approved so the JHPC did not have to review the letter with each new designation. Mr. McNeill agreed with Mr. Koury and informed him that such a form is a best practice in planning for multiple ordinances. Mr. McNeill said staff plans to create this document during their review and updates to the historical preservation policies in Transylvania County.

B. Staff Report

Mr. McNeill informed the Commission that, starting next Month, he will be the primary staff support for the Joint Historic Preservation Commission. He will be working with Melanie to create agendas for upcoming meetings. Mr. McNeill also restated that staff will be aligning the JHPC's procedures with General Statutes, with the help of the State Historic Preservation Office, over the next few months. Mr. McNeill also informed them of next month's in-person meeting in the Commissioners' Chambers. Mr. McNeill asked if any member would like to continue Zoom to let staff know at least 24-hours in advance of a meeting due to technological preparation of using Zoom in the Chambers. Ms. Terrell also informed the Commissioners of the incomplete application, received by staff, for

the Bryant House. The application was missing required documentation and there was no report submitted with it by the property owner.


V. Public and Board Member Comments:

There was no public comment.

Vice Chair Ellen Harris- reminded everyone of the Commission's need to appoint Officers at the upcoming meeting. Commission members discussed who would be interested in the Officers' positions and when the next appointments would happen. Vice Chair Harris also mentioned that she and Ms. Spreen are involved with an ad hoc committee that deals with the Transylvania County Courthouse project and discussed previous and upcoming meetings with County Commissioners to discuss the project.

VI. Adjourn: Secretary John Koury motioned to adjourn the meeting. Vice Chair Ellen Harris seconded the motion, and it carried unanimously. The meeting adjourned at **5:27 p.m.** The next regularly scheduled meeting will take place in Transylvania County Board of Commissioners' Chambers, at 4:00 p.m. on June 8th, 2021.

MINUTES APPROVED



Darby Terrell, Planner

Date



John Koury, Secretary

