

**PLANNING AND
COMMUNITY DEVELOPMENT**

Jeff Adams, Director
Ashley Minery, Planner
Darby Terrell, Planner



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**Joint Historic Preservation Commission May 13,
2025 at 3:45 PM
Champion Park Pavilion- Rosman Town Hall
SPECIAL MEETING**

AGENDA

CALL TO ORDER

- I. WELCOME**
- II. PUBLIC COMMENT** (15-minute time limit. Speakers are limited to three minutes.)
- III. AGENDA MODIFICATIONS**
- IV. CONSENT AGENDA**
 - A. Minutes (March 11, 2025)
- V. NEW BUSINESS**
 - A. Nonprofit Grant Funding
 - B. Staff's Report
- VI. PRESENTATION**
 - A. May Preservation Month- David Whitmire- Headwaters Outfitters
- VII. PUBLIC COMMENT** (15-minute time limit. Speakers are limited to three minutes.)
- VIII. COMMISSIONER MEMBERS' COMMENTS**

ADJOURNMENT

**Joint Historic Preservation Commission Meeting
March 11, 2025 at 4:00 PM
Cooperative Extension Conference Room, Regular Meeting
106 E. Morgan Steet, Brevard, NC 28712**

MINUTES

CALL TO ORDER

I. WELCOME: Mr. John Koury called the meeting to order at 4:01PM. Ms. Katherine Buzby, Ms. Chelsea Preciado, Mr. Andrew Wing, Ms. Nikki Ransdell, Ms. Geri Connell and Mr. Samuel Hayes were present. Mr. Billy Parrish and Ms. Nicole Bentley were absent (excused). A quorum was present. Ms. Ashley Minery and Mr. Jeff Adams (Planning Department staff) were present. The Haight family and Mr. Dakota Chapman were present.

II. PUBLIC COMMENT: (15-minute time limit. Speakers are limited to three minutes) There were no public comments.

III. AGENDA MODIFICATIONS: Ms. Minery informed the commission prior to the meeting that "Nonprofit Funding" would need to be added to the agenda. Ms. Buzby moved to add 'Nonprofit Funding as item D. under the New Business agenda section. Mr. Hayes seconded the motion. All present members voted in favor and the motion carried.

IV. CONSENT AGENDA:

A. Minutes (January 14, 2025)

Ms. Buzby moved to approve the consent agenda as presented. Ms. Connell seconded the motion. All present members voted in favor and the motion carried.

V. OLD BUSINESS:

A. The Inn at Brevard: Ms. Minery updated the commission that the Inn at Brevard was currently under contract and set to close in the coming months. Ms. Buzby had also been in contact with the prospective buyers to discuss conditional zoning changes on the property. They wish to continue using it as a Bed and Breakfast and restaurant. The JHPC can also provide recommendations for contractors that specialize in historic preservation.

VI. NEW BUSINESS:

- A. Certificate of Appropriateness Application: The owners of the Galloway-Radford House, located at 33 Deacon Lane in Brevard, applied for a COA to replace the exterior door's on the property. The property owners were in attendance, and explained the original doors were warped and had large gaps around the edges of the doors. They are concerned about energy efficiency, functionality and security. Mr. Dakota Chapman, of Sycamore Builders, has been hired for the project and explained the replacement doors would be an exact match. Some members of the JHPC recommended exploring if it would be possible to repair the original doors before deciding on replacements. Mr. Koury requested more documentation on the potential replacement doors, such as dimensions and wood species. Mr. Koury moved to conditionally approve the COA Application with the request for additional documentation. Mr. Hayes amended the motion to ask the doors try to be salvaged or donated instead of thrown away. Ms. Buzby seconded the amended motion. All present members voted in favor and the motion carried.
- B. Zachary House Local Designation Application: The commission briefly discussed the local designation application for the Zachary House, submitted by owner Ms. Kellyn Haight. The JHPC briefly discussed the application and report. Mr. Hayes and Mr. Wing volunteered to conduct a site visit and assist the applicant with editing the report. Mr. Koury moved to appoint the Designation Committee to assist the homeowners through this process, and Mr. Wing seconded the motion. All present members voted in favor and the motion carried.
- C. May: Preservation Month Events: The JHPC will hold its May meeting at the Champion Park Pavilion in Rosman on May 13 at 4:00PM. Ms. Preciado volunteered to assist in organizing the event. Mr. David Whitmire, of Headwaters Outfitters, will be the public speaker. The JHPC also received donated funds last year. Staff recommended the JHPC use some of those funds to pay for rack card printing by the Transylvania Heritage Museum. The cards can be placed at various locations and will list several events being held throughout the month of May for Preservation Month. Mr. Koury moved to use donation funds to pay for the rack cards for May. Ms. Buzby seconded the motion and all present members voted in favor. The motion carried.
- D. Nonprofit Funding: The JHPC learned only one application had been received for county nonprofit funding, from the Transylvania Heritage Museum. There were no comments on their application.
- E. Staff Report: The next regularly scheduled meeting on Tuesday, May 13, 2025, at 4:00PM at Champion Park Pavilion in Rosman.

VII. PUBLIC COMMENT: Ms. Haight thanked the JHPC for reviewing her application and report. She briefly mentioned her intentions to limewash the pebbledash in the future and inquired about the full designation process and restrictions. She also asked for feed back on some issues in her report, and Mr. Hayes volunteered to help edit it.

VIII. COMMISSION MEMBERS' COMMENTS: Mr. Koury discussed a potential yearly joint meeting of all historical groups in the county. This type of meeting had been held several years ago and helped with collaborative efforts. Ms. Buzby moved to adjourn the meeting. Mr. Wing seconded the motion. All present members voted in favor and the meeting adjourned at 5:01PM.

ADJOURNMENT

Ashley Minery, Planner

Katherine Buzby, Secretary

**PLANNING AND
COMMUNITY DEVELOPMENT**

Jeff Adams, Director
Ashley Minery, Planner
Darby Terrell, Planner



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Agenda Item: V-A

Memorandum

From: Ashley Minery, Planner
To: Transylvania County Joint Historic Preservation Commission
Date: May 7, 2025
Meeting Date: May 13, 2025
Subject: Non- Profit Funding Allocation
Contact Info: Ashley.Minery@transylvaniacounty.org or (828)884-1710
Attachment(s): 1. Non- Profit Agency Funding Applications
Purpose: Discuss and Allocate Transylvania County's Non- Profit Agency Funding for Historical Organizations
Background: As part of Transylvania County's 2025-2026 Fiscal Year's Budget, \$10,000 worth of funding is to be recommended for allocation to local Historic Organizations (Transylvania Heritage Museum and Transylvania County Historical Society) by the Joint Historic Preservation Commission.
Financial Impact: None
Recommendations: Staff recommends the Transylvania County Joint Historic Preservation Commission review the applications and allocate the available funding between the two organizations. Provide a recommendation to the grant committee how funds should be allocated.



TRANSYLVANIA COUNTY

Non-Profit Agency Funding Application

Fiscal Year 2026

101 South Broad Street
Brevard, NC 28712
Phone: 884-3100 Fax: 884-3119

SECTION I

ORGANIZATIONAL INFORMATION

Organization Name			Chief Executive		
Transylvania Heritage Museum			Susan Breedlove		
Mailing Address			Phone Number		
P.O. Box 2347			828-884-2347		
Contact Person for Appropriation			E-Mail		
Hale Campbell, Treasurer			halecampbell@yahoo.com		
Contact Person for Contract Signature			E-Mail		
Susan, Breedlove, President			susan@breedloveproperties.com		
City	State	Zip	Fax Number		
Brevard	North Carolina	28712			
Tax-Exempt Status (Check only one)			Received County funding in last three years?		
<input checked="" type="checkbox"/> 501(c)(3)	<input type="checkbox"/> 501(c)()<-insert #	<input type="checkbox"/> 4947(a)(1) or 527	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
Type of Application			Amount of funding requested		
<input checked="" type="checkbox"/> One-time Project	<input checked="" type="checkbox"/> Continuation	<input type="checkbox"/> Expansion	\$7,000		

SECTION II

SERVICE SUMMARY

1. Mission Statement

Please provide the organization's Mission Statement and/or general organizational information.

The mission of the Transylvania Heritage Museum (THM) is to protect and preserve the heritage of Transylvania County. Our interactive exhibits, multi-age educational programs, cultural events, and special collections foster an understanding of local culture to ensure it is appreciated by people of today and preserved for those of tomorrow. Our organizational tagline is *Connecting Community, History & Life*.

2. Funding Uses

How do you plan to use the requested funding? (for client services, personnel, operating expenses, capital, etc.)

Requested funds will be used for Client Services: 1). Develop and install exhibits and provide supporting programs related to Transylvania County history and cultural heritage. 2) Operating Costs: To house Transylvania County's artifacts (entrusted to us by the County in 2008) and a venue to showcase the unique cultural heritage of Transylvania County. 3) Enhance current technology to enhance visitor experience and reach a wider audience.

3. Need Statement and Service Goals

What are the identified needs and how will this service address those needs?

The THM's mission is to protect and preserve the cultural heritage of Transylvania County which is a need expressed in the County's Strategic Plan, Goal #3, Strategy C. The County identifies the need to provide residents resources to enhance education for all ages (Goal #2, Strategy A) and to educate both residents and visitors about the county's history and heritage (Goal #5, Strategy C).

Exhibits and supporting educational programs, (Goal #2, Strategy A, Goal #3, Strategy C. Goal #5, Strategy C)

Educational programming for students, (Goal #2, Strategy A, Goal #5, Strategy C)

Venue that ensures public access to collections and artifacts in an engaging and relevant way. (Goal #2, Strategy A, Goal #5, Strategy C)

4. Target Population/Citizen Impact

Describe the target population that will be served with the requested funds. How many citizens will be directly impacted by the program funds.

Our target population is the current residents and all those who visit Transylvania County. In 2024, the Transylvania Heritage Museum (THM) welcomed approximately 8,800 individuals who visited our museums—THM and the Silvermont House Museum (which THM operates FOR the County)—and participated in our programs and special events. Additionally, THM hosted nine school tours, providing educational programming to around 450 Transylvania County students. By upgrading technology at THM, we aim to enhance the visitor experience, increase the educational impact and reach a younger, more tech savvy audience.

5. Public Purpose

Explain how your program will expand or provide a complement to services that the County can legally provide or how you will provide these services in a more cost effective manner than government. Please identify what statutory authority the County has to fund this activity (please see Appendix B of the instructions.)

THM preserves and promotes the history and cultural heritage of Transylvania County through the goals outlined in the TC Strategic Plan. (Goal #5, Strategy C, Goal #2, Strategy A, Goal #3, Strategy C).

North Carolina G.S. § 160A-488 states that the county is authorized to establish and support museums so long as the facility is open to the public. The county can contract with any nonprofit organization to establish and support museums, and may appropriate funds to any such nonprofit organization for the purpose of establishing and supporting such museums. Neighboring counties support their heritage/history museums by line item or by committing a percentage of Occupancy taxes. Henderson County provides space and \$100,000 in funding to their Heritage Museum each year.

6. Partnerships

Describe the organization's relationship to County departments, if any. How does the organization coordinate its services with the County services?

THM works with Transylvania County Parks and Recreation to operate the Silvermont Second Floor House Museum. We collaborate with Transylvania County Library Staff, sharing resources and coordinating events and programs. THM provides educational resources to Transylvania County Schools and hosts school visits to THM, Silvermont and the Allison Deaver House. THM provide special tours to county departments when requested and displays history exhibits in county buildings. The THM also cares for and provides the public with access to many of the county's artifacts.

7. Strategic Plan

[Cite the goal and strategy your request will support and advance in the Transylvania County Strategic Plan.](#)

Goal #2, Strategy A: Provide resources to support quality educational opportunities. Goal #3, Strategy C: Protect and Preserve Cultural Heritage. Goal #5, Strategy C: Preserve and educate the public about the cultural heritage of the community. Goal #1 addresses quality of life which includes access to Museums. Strategy 3 mentions the importance of creating a Sense of Place. Local Museums that showcase the unique heritage of the county accomplish this most effectively.

SECTION III

PERFORMANCE MEASUREMENT

Key Activities

What key activities will you provide to your customers in order to accomplish the service goal(s) highlighted in statement number 3 above?

THM will provide a venue to showcase the history and cultural heritage of Transylvania County through exhibits, programs and the collections of artifacts. THM will operate the Second Floor House Museum at Silvermont for the County, providing onsite programming and increasing the public's access to the collections housed there. THM will provide programming for Transylvania County students and host class visits to several historic sites within the county. Updated technology at the THM will enhance visitors' experiences, improve educational interactions and allow a wider audience to engage with local history in a meaningful way.

Service Outcomes

Since you will not have actual numbers for FY25 you may either use projected data or actual data as of the submission of this application. Please note your method in the box below.

THM FY is Jan 1 - Dec 31. The data below is actual data for 2023 and 2024, and our budget projections for 2025.

Outcomes	FY 2023		FY 2024		FY 2025
	Target	Actual	Target	Actual	Target
# of visitors	2500	2820	2500	3,650	3500
Attendance at events/programs	4500	5000	4500	4,700	5000
Students/Youth Served	500	725	500	450	750
Days Silvermont Museum is Open*	48	64	48	48*	64
*No PumpkinFest in 2024					


SECTION IV

BUDGET DETAILS


Service Budget

REVENUE	FY 2023	FY 2024	FY 2025
Funds Received/Requested from Transylvania County	\$5,000	\$4,000	\$7,000
Other Grant Income	\$11,400	\$4,999	\$10,700
Membership	\$5,435	\$8,872	\$6,750
General Contributions	\$9,546	\$9,313	\$8,300
Program Revenue	\$8,981	\$6,812	\$8,250
Corporate Sponsors	\$3,500	\$1,500	\$8,000
Total Revenue	\$43,862	\$39,496	\$49,000
Percentage of Revenue Provided from County Funding (Note: Percentage will automatically calculate.)	11%	10%	14%

EXPENSES	FY 2023	FY 2024	FY 2025
Salaries and Related Expenses	\$1,736	0	
Operating Expenses	\$5,099	\$5,761	\$5,221
Direct Program Expenses	\$22,893	\$27,741	\$31,079
Capital Expenses			
Repairs/Restoration/Federal Grant			
Other (specify): Publicity; tech upgrades (grant dependent)	\$1,459	\$1,438	\$12,700
Total Expenses	\$31,188	\$34,940	\$49,000
Will any portion of the County funding be used to match grants?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
A portion of funds will be used to provide match for NC Humanities Community Grant			
I have reviewed and am aware of the accountability requirements, list of partnership services and restrictions related to K-12 programs and capital projects. (Appendices A, B, C and D of the Instructions)	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	


Fiscal Officer (Business Manager)

February 21, 2025
Date


Executive Director (Program Manager)

February 21, 2025
Date



TRANSYLVANIA COUNTY

Non-Profit Agency Funding Application

Fiscal Year 2026

101 South Broad Street
 Brevard, NC 28712
 Phone: 884-3100 Fax: 884-3119

SECTION I

ORGANIZATIONAL INFORMATION

Organization Name			Chief Executive		
Transylvania County Historical Society			Marjorie Lillard		
Mailing Address			Phone Number		
PO Box 5061			(201) 602-6947		
Contact Person for Appropriation			E-Mail		
Marjorie Lillard			tchsociety@yahoo.com		
Contact Person for Contract Signature			E-Mail		
Marjorie Lillard			marjiel@mac.com		
City	State	Zip	Fax Number		
Brevard	NC	28712			
Tax-Exempt Status (Check only one)			Received County funding in last three years?		
501(c)(3)	56-1586331	4947(a)(1) or 527	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		
Type of Application			Amount of funding requested		
One time project X	Continuation	Expansion	15,000		

SECTION II

SERVICE SUMMARY

1. Mission Statement

Please provide the organization's Mission Statement and/or general organizational information.

The mission of the Transylvania County Historical Society is to preserve the cultural and architectural history of Transylvania County through research, historic documentation and interpretation. This is accomplished through the stewardship of historic properties in Transylvania County, the Allison-Deaver House and the McGaha Chapel. Both properties are designated at local landmarks by the JHPC and the Allison-Deaver House is on the National Register of Historic Places..

2. Funding Uses

How do you plan to use the requested funding? (for client services, personnel, operating expenses, capital, etc.)

The most pressing need at this time is the repair of the double porches at the Allison-Deaver House. We have the job quoted and have secured a \$150,000 match. We are applying for various grants in order to raise our share. We hope knowing tany grants awarded will be matched 100% will figure favorably into any decisions. This repair/restoration is vital in order for TCHS to contine providing the services currently provided to both citizens of Transylvania County and their visitors.

3. Need Statement and Service Goals

What are the identified needs and how will this service address those needs?

<p>This project meets the following needs: Goal 2:A by serving as a hands-on educational resource; Goal 2:B by attracting a diverse audience through programs in a historical setting; and Goal 3:C by fostering cultural preservation. As one of four significant historic sites in Western North Carolina, the Allison Deaver House is a focal point for cultural preservation, offering tours, exhibits, and workshops that foster community engagement and tourism. Goal 5:C by serving educational purposes that support the preservation and dissemination of local heritage, enhancing the community's sense of place and identity. Through these initiatives, the Allison Deaver House plays a vital role in connecting the community with its historical and cultural roots. Without needed repairs to the Allison Deaver House, these activities will not continue.</p>
<p>4. Target Population/Citizen Impact</p>
<p>Describe the target population that will be served with the requested funds. How many citizens will be directly impacted by the program funds.</p>
<p>Activities at the Allison-Deaver House serves a diverse population, including Transylvania County residents and thousands of visitor each year. TCHS engaged 314 students and provides operating facilities to Pisgah Collective, who has 13 educators on the payroll and 94 students in attendance. Cultural events, guided house tours, and workshops attracted over 3,000 visitors. TCHS also serves civic groups, and promotes environmental education through native plant tours. The repairs will ensure those who utilize the property can continue to do so in a safe way.</p>
<p>5. Public Purpose</p>
<p>Explain how your program will expand or provide a complement to services that the County can legally provide or how you will provide these services in a more cost effective manner than government. Please identify what statutory authority the County has to fund this activity (please see Appendix B of the instructions.)</p>
<p>General Statutes § 160A-400.1 to § 160A-400.14: These sections empower local governments, including counties, to work on historic preservation, Statutes § 153A-149(c): States Counties have the authority to "appropriate funds for any public purpose," which could be interpreted to include support for historic preservation projects by nonprofits.</p>
<p>6. Partnerships</p>
<p>Describe the organization's relationship to County departments, if any. How does the organization coordinate its services with the County services?</p>
<p>TCHS coordinates activities and programs with the Transylvania County Library. TCHS also has a relationship with Transylvania County Schools through the educators who utilize the educational programs on a yearly basis. As the owner of a Locally Designated Landmark, TCHS also works with the Joint Historic Preservation Commission in matters related to the property.</p>
<p>7. Strategic Plan</p>
<p>Cite the goal and strategy your request will support and advance in the Transylvania County Strategic Plan.</p>
<p>The restoration project supports the strategic plan by enhancing economic development, improving customer service in investment (Goal 1:A), and making the area more desirable for living wage jobs via tourism (Goal 1:B). It balances growth with cultural preservation (Goal 1:C), elevates education by providing historical context (Goal 2:A), and removes educational barriers (Goal 2:B). It also boosts tourism, community engagement (Goal 3:A,B), and promotes cultural heritage (Goal 3:C). This aligns with cultural sustainability (Goal 4:A, B), and enhances quality of life (Goal 5:C)</p>
<p>SECTION III</p>
<p>PERFORMANCE MEASUREMENT</p>
<p>Key Activities</p>
<p>What key activities will you provide to your customers in order to accomplish the service goal(s) highlighted in statement number 3 above?</p>

The TCHS offers educational programs that allow students to explore local history hands-on experiences. TCHS hosts a variety of events and programs to engage a diverse audience. The TCHS collaborates with artists, historians, and cultural organizations to educate and engage visitors. Groups use the site for community gathering and heritage celebrations. The repair and restoration of the Allison-Deaver House is necessary for these activities to continue and vital in protecting and promoting our Cultural Heritage.

Service Outcomes

Since you will not have actual numbers for FY25 you may either use projected data or actual data as of the submission of this application. Please note your method in the box below.

TCHS FY is Jan 1 - Dec 31. The numbers provided are actual numbers from 2023 and 2024 and the current operating budget for 2025

Outcomes	2023		2024		2025
	Target	Actual	Target	Actual	Target
Fundraising for repair/restoration projects	30,000	20,277	20,000	16,460	65,000
Funds generated by House and Chapel Tours	3,000	1643	3,000	1624	3,000

SECTION IV

BUDGET DETAILS

Service Budget

REVENUE	2023	2024	2025
Funds Received/Requested from Transylvania County	\$4,000.00	\$6,000.00	\$15,000.00
Memberships and Contributions	\$16,227.00	\$13,940.00	\$17,000.00
CFWNC Endowment Interest		\$2,520.00	\$2,500.00
Program Revenue	\$4,516.00	\$11,829.00	\$1,000.00
Pisgah Collective	\$6,300.00	\$6,800.00	\$7,800.00
Lastinger Foundation Match			\$150,000.00
Grant Awards	\$2,500.00		\$135,000.00
Total Revenue	\$33,543.00	\$41,089.00	\$328,300.00

Percentage of Revenue Provided from County Funding (Note: Percentage will automatically calculate.)	11.90%	14.60%	4.60%
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EXPENSES	2023	2024	2025
Salaries and Related Expenses	\$10,252.00	\$11,220.00	\$2,000.00
Operating Expenses	\$5,505.00	\$6,393.00	\$5,530.00
Direct Program Expenses	\$15,897.00	\$9,863.00	\$10,670.00
Capital Expenses	\$1,850.00		
Repairs/Restoration/Federal Grant		\$6,309.00	\$305,100.00
Other: Saving			\$5,000.00
Consultant	\$3,645.00		
1/2 contribution to THM	\$500.00		
Total Expenses	\$37,649.00	\$33,785.00	\$328,300.00

Will any portion of the County funding be used to match grants?	Yes X	No
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Any grants awarded will be matched 100% by the Lastinger Foundation		
I have reviewed and am aware of the accountability requirements, list of partnership services and restrictions related to K-12 programs and capital projects. (Appendices A, B, C and D of the Instructions)	Yes	No
Marjorie O. Lillard	16-Feb-25	
Fiscal Officer (Business Manager)	Date	
Marjorie O. Lillard	16-Feb-25	
Executive Director (Program Manager)	Date	