

**Transylvania County Joint Historic Preservation Commission Minutes
July 14, 2020 Regular Meeting**

I. Call to Order

Darby Terrell the Planner, called the meeting to order once the committee was at a quorum at 4:10 pm. Members attending were Melanie Spreen, Molly Jenkins, Nancy Henderson, Ellen Harris, Vera Taylor, and John Koury. Rebecca Suddeth was absent (excused). Staff members attending were Interim Director Allen McNeill and Planner Darby Terrell.

II. Election of Officers

Ellen Harris moved to nominate Melanie Spreen as the Chair, Molly Jenkins seconded, the commission approved unanimously. Melanie Spreen moved to nominate Ellen Harris as the Vice Chair, Molly Jenkins seconded the motion, the commission approved unanimously. Molly Jenkins moved to nominate John Koury as Secretary, Ellen Harris seconded, the commission unanimously approved.

III. Consent Agenda

Ellen Harris moved to approve the July 14th, 2020, agenda, and the previous meetings minutes (June 9, 2020) as presented, and Melanie Spreen seconded and unanimously approved.

IV. Old Business:

A. JHPC Local Historic Landmark Applicant Letter

Darby Terrell, the Planner made the changes to the letter that was asked of staff by the commission members last meeting. Staff would like to have a formal motion and approval from the commission to send out the letter with the State Preservation grading materials.

Ellen Harris motioned to have staff send the letter to the property owner, John Koury seconded, motion passed unanimously.

B. Walking Around the World Final Report

At the commissions last meeting then Chair of the commission Rebecca Suddeth suggested having the report given to the community surveyed in the report. The commission discussed ways to present this report with physical and digital copies to the community, as well as the transcripts of the interviews. Some of the suggested ideas, were to involve the Historical Society on distributing the material, reach out to the library on creating a lesson plan, and for Vice Chair Harris to reach out to the contact in the community, as well as present copies to Community Centers that are discussed in the survey.

V. New Business

A. Training

i. State Preservation Office Training Update

Darby Terrell, the Planner informed the commission that the State Preservation Office will be having all the CLG training online. To keep our CLG status staff as well as two designees of the board must watch at least three videos and give a summary of each video. This summary must be sent to the State Preservation office for completion of their training. The commission asked for when these synopsis or summaries will be due to the State Preservation office, staff was directed to update the board on the deadline. Two members of the board volunteered, Secretary John Koury and Chair Melanie Spreen will do the write up for the training.

ii. Overview of Historic Preservation Commission

Darby Terrell, the Planner gave a presentation of the requirements of the JHPC board and its members. The information was taken from the Handbook of JHPC that the State Preservation sent staff and that the commission already has in their binders.

B. Bylaw Review

The beginning of the new fiscal year staff thought it would be important for the commission to review their bylaws. Darby Terrell, the Planner went over mostly the beginning of the bylaws, that involve the members responsibilities, the makeup of the commission, and the officer's responsibilities.

VI. Staff Report

Darby Terrell, the Planner gave the commission updates:

- The offices of the County are now open to the public and are following the CDC and Health Department guidelines.
- The Planning and Community Development staff have been temporarily moved to the Community Services Conference Room on the 1st floor of the Community Services Building. The department will likely be moved next week back to the office.
- The Board of Commissioners will be presented with the apples to apples study in their August 24th meeting at the earliest.
- The City of Brevard is updating their Unified Development Ordinance per the passing of the new State statute 160D which involves all planning and land use development regulation for cities and counties. The commission was presented the changes per 160D requirements that involve the Historic District in Brevard.

VII. Public and Board Member Comments

Molly Jenkins has resigned as a member of the Joint Historic Preservation Commission.

Vice Chair Ellen Harris asked for an updated contact list/roster to be provided to commission members.

Commission members discussed ways to find new applicants for the vacancies with staff and the process of finding people for the vacant spots on the board.

Melanie asked about if there was a chance to get city planning representation or at least get updates from the city for upcoming meetings.

VIII. Adjourn-

Vera Taylor motioned to adjourn the meeting at 4:53pm. John Koury seconded the motion and it carried unanimously. The next meeting is scheduled on the regular meeting date of August 11th, 2020.

MINUTES APPROVED


Darby Tetrell, Planner


Date


Melanie Spreen, Chair