

**Transylvania County Joint Historic Preservation Commission
Minutes for September 14, 2021, 4:00 pm
in the County Commissioners Chambers**

I. CALL TO ORDER AND WELCOME: John Koury, Vice Chair, called the meeting to order at 4:00 PM. Members in attendance were: John Koury, Marcy Thompson, Molly Jenkins, Rebecca Suddeth, and Ellen Harris. Commission Members Melanie Spreen (excused), Leigh Huffman (excused), and Talomy Vaughns (unexcused) did not attend. Darby Terrell, Planner, Ashley Minery, Administrative Assistant, and Allen McNeill, Planning and Community Development Director, were also in attendance. There were no members of the public present.

II. Agenda Modification:

Vice Chair John Koury asked for a motion to add Annual Report and Annual Training as A and B in New Business to the Agenda, Molly Jenkins motioned and Ellen Harris seconded the motion. The motion was approved.

III. Consent Agenda:

Marcy Thompson motioned to accept the minutes from last meeting; Ellen Harris seconded the motion and the motion was approved. The approved minutes were for the regular meeting on July 13, 2021.

IV. Old Business:

A. Inventory

Director Allen McNeill informed the Commission of the importance of having an Inventory and what statutes and bylaws require them to perform this task. Director McNeill explained there was no detailed description, in the statutes, as to what the Inventory List should look like, and discussed what staff prepared. The Commission members discussed having personal lists. The Vice Chair requested those lists be combined with the staff's presented list. The Commission gave staff direction to add the TV number from the State Historic Preservation Office, and to have an Alternate name(s) for each property, and to notate who the structure was built by, as well as the other suggestions that were presented at last meeting.

B. Designation Committee

Director Allen McNeill explained to the Commission what the Designation Committee would be and what is asked of them in the JHPC's Bylaws. The

Commission members discussed the Designation Committee. After the discussion, the Commission decided to appoint a Chair for the Designation Committee and allow them to pick the appropriate commission members to help with each new applicant.

Marcy Thompson motioned to have a Designation Committee in which Ellen will act as Chair and have the assistance of others. Vice Chair John Koury seconded the motion, and the motion passed.

C. Updated Application Process

Director Allen McNeill and staff completed the application, flow chart, and report guidance. The update included using State Historic Preservation Office resources, the state statutes that apply, and the JHPC's Bylaws as reference material to ensure the documents meet their standards and requirements. The Commission discussed the flowchart and asked questions. Ellen Harris, Commission Member, requested at least two more weeks to review it with other Commission members. There was a request for staff to fix the page numbers on the application document.

D. Budget

The Allen McNeill, the Director, informed the Commission of the available funds they must use for the Commissions business. Those numbers being below:

- \$5,473.37 from FY2020
- \$750 approved by the Board of Commissioners for this year.

The Commission discussed the next appropriate step for ordering more Historic Downtown Brochures. The Vice Chair, with the support of most of the Commission present, directed staff to get quotes for 1,000, 1,500, 2,000 copies of the brochures. The Vice Chair also directed staff, with the support of most of the Commission, to investigate the TDA grant to match half of the funds in getting more copies produced.

E. County Driving Tour Update

Marcy Thompson informed the Commission that she had done some work on the County Driving Tour, and would send staff the information to be presented at the next meeting. The Vice Chair John Koury informed that he did investigate mobile apps that provide maps but decided it would be too costly for the Commission to invest for this project.

V. **New Business**

A. Annual Report

The Vice Chair asked for the following topics to be included in the staff prepared Annual Report and for the Report to be presented to the Commission at the next meeting. Staff also included some topics

- Local Landmark Training
- Scavenger Hunt
- Preservation Month
- Updating Application Process
- Seeking Grant Funds from TDA

B. Annual Training

The Commission discussed the CLG Training required by the State Historic Preservation Office. During the discussion the Commission asked staff to reach out to the Local Government Liaison, Kristi Brantley when the next online video would be posted. The Commission determined Marcy Thompson and Rebecca Suddeth would be the representatives to send summaries and watch the videos.

C. Director's Report

Director Allen McNeill informed the Commission of the upcoming Summer Training Series provided by SHPO for the Certified Local Governments (CLGs'). The Commission must have at least two members watch three video and write a summary report for each to send to SHPO. Staff is also required to watch the video, but only one staff member is required to send the summary about the three videos. Director McNeill informed he would be the staff representative this year. Director McNeill also informed the Commission that the current Planner Darby Terrell, will be leaving the Department for a new position outside of the County, closer to her hometown. The next meeting is scheduled for October 12, 2021.

VI. Public Comment: There was no public comment.

VII. Commission Member Comments: There was no Commission Member Comment.

VIII. Adjourn: Molly Jenkins motioned to adjourn the meeting. Rebecca Suddeth seconded the motion and it carried unanimously. The meeting adjourned at **5:14 p.m.** The next regularly scheduled meeting will take place in Transylvania County Board of Commissioners' Chambers, at 4:00 PM on October 12th, 2021.

Joint Historic Preservation Commission
Regular Meeting on June 8, 2021


_____ 11/4/21

Ashley Minery, Admin. Assistant Date



Marcy Thompson, Secretary