

**PLANNING AND  
COMMUNITY DEVELOPMENT**

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**TRANSYLVANIA COUNTY JOINT HISTORIC PRESERVATION COMMISSION (JHPC)  
MINUTES**

**May 8, 2018, 4:00 PM**

**I. Call to Order, Chair Marcy Thompson:**

Marcy Thompson called the meeting to order. Members attending were Chair Marcy Thompson, Vice-Chair Jeff Carter, Aaron Bland, Morris Davis, Ellen Pratt Harris, John Huggins, Jeff Mills, Melanie Spreen and Rebecca Suddeth along with staff members Joy Fields and Mark Burrows.

**II. Approval of Agenda and Minutes:**

Morris Davis made a motion to approve the modified agenda and previous meeting minutes as presented from April 10, 2018. Aaron Bland seconded the motion, which carried unanimously.

**III. Old Business:**

- A. Historic Home Ramble – Each JHPC member received a copy of the Historic Home Ramble booklet that Marcy Thompson and Joy Fields created with assistance from the subcommittee and the homeowners. Volunteers have been found to serve at each of the nine homes on May 19<sup>th</sup>. Thank you to all of the JHPC members who have volunteered.
- B. JHPC members were sworn in and affirmed that as members of JHPC, they would support and maintain the Constitution and laws of the USA and North Carolina.
- C. CLG Grant Match from the Trust for Historic Preservation – As directed by JHPC in April, Joy Fields reached out to the southern office of the National Trust for Historic Preservation to determine how to access funds in the Terence L. Mills Fund. Joy Fields discussed the Survey of African American resources in Transylvania County through architectural survey and oral history documentation with John Hillbrook from the Charleston Office (that office has been relocated to Atlanta but John still serves as a representative in Charleston). Any project requesting funds from the National Trust for Historic Preservation through any of their grants can access resources in the Terence L. Mills Fund if they meet the goals of the Fund. Jeff Mills made a motion to apply for National Trust for Historic Preservation funds to serve as match for the CLG grant. Melanie Spreen seconded the motion and discussion on how the oral histories documented through the CLG grant will be instrumental in a local component to the traveling museum exhibit and will inform planning efforts far into the future ensued. The motion carried unanimously.
- D. Non-Profit Applications – Members reviewed three history related applications submitted to Transylvania County for non-profit funding and discussed the following:
  - The County is trying to move away from providing non-profits with operating costs and is focused on providing funds for services that are an extension to those that the County is authorized to provide.
  - Three of the JHPC members are on the boards of either the Transylvania Heritage Museum and/or the Transylvania County Historical Society and request that they be recused from the vote on those two non-profit applications to ensure there is not a real or perceived conflict of interest.

- JHPC will take a leadership role and will lead a group discussion with history related non-profits about collaborative efforts and what the County is looking for.
  - WNC Military History Museum did not have a specific grant amount requested. The new non-profit was recognized for the amount of work they are doing to serve visitors. They currently receive assistance from the County by paying only \$625 a month for rent of a building with multiple rooms and a downtown location. This rent amount is likely below market rate and utilities are included in the rent. Being new, the museum has startup costs related to purchasing materials for their exhibits. Seeing actual visitation numbers for FY 2018 will benefit any future grant applications.
  - Melanie Spreen made a motion to offer the WNC Military History \$1,000, Aaron Bland seconded the motion, which carried unanimously.
  - The Transylvania County Historical Society requested \$4,000 in funds to repair or replace four windows following the Secretary of Interior Standards. The goal is to keep water from infiltrating and damaging the historical Allison-Deaver House. The cost of rehabilitating or replacing these windows is determined by their current state of disrepair and could be more or less than \$1,000. The TCHS is estimating \$1,000 based on figures provided by a window preservationist who visited the site during the roof repair project funded through a 2016 CLG grant made possible by JHPC. Repairing or replacing these windows is a real need and is active preservation.
  - The Transylvania County Heritage Museum requested \$7,000 to support their exhibits, programs, collections and cultural events that help to educate residents and visitors about the heritage of the community. The members noted the important service the Heritage Museum provides and wants to encourage the Museum to move away from requesting funds to support on-going operations.
  - Jeff Carter made a motion to allocate \$4,000 to the Transylvania County Historical Society and \$5,000 to the Transylvania Heritage Museum. Melanie Spreen seconded the motion, which carried unanimously. There were three abstaining votes from the motion due to their participation on the boards of these non-profit groups.
- E. Staff shared that the owners of the Red House submitted an application for a retroactive Certificate of Appropriateness (COA) six days prior to the JHPC meeting. Due to the stipulation in the JHPC Bylaws that applications are provided two weeks prior to a JHPC meeting to allow JHPC members enough time to visit the site and review the material, the Red House COA will need to be reviewed in June. Staff suggested that JHPC members visit the site but not discuss the COA with other JHPC members.
- F. Quasi-judicial process for the review of Certificates of Appropriateness (COA)–
- NC General Statute 160A-400.9 – Directs commissions to follow their rules of procedures or bylaws in regards to reviewing COAs. Commissions are also only allowed to review COAs for “exterior features”.
  - JHPC Bylaws were revised in 2016 and provide limited guidance for considering COAs in Article VIII. Article VIII Section B provides a detailed procedure for the meeting with a reiteration that any decisions “shall be supported by appropriate findings of fact”.
  - The Handbook for Historic Preservation Commissions in NC (SHPO 1994) provides details for reviewing COAs in multiple sections including:
    - i. Chapter 3: Rules of Procedure

**JHPC Meeting Minutes**  
**Regular Meeting, May 8, 2018**

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Page 27 - Standards for Evidence

Page 29 – COA

ii. Chapter 4: Design Guidelines

Page 35–36 - New Construction

iii. Chapter 6: Designation of Historic Landmarks

Page 51-53 – Effects of Landmark Designation/Requirement for a  
COA/Revocation of Landmark Designation

iv. Chapter 8: Certificates of Appropriateness

Page 68 – Order of Business

**IV. New Business:**

- A. JHPC Officers – JHPC officers include the Chair, Vice-Chair and Secretary. Officers are supposed to be elected at the first regularly scheduled meeting after June 1<sup>st</sup>.

**V. Public and Board Member Comments – The June Meeting will be rescheduled for June 19<sup>th</sup>.**

**VI. Adjourn:** Ellen Harris made a motion to adjourn and Rebecca Suddeth seconded the motion, which carried. The meeting adjourned around 5:15pm. The next meeting is scheduled for **Tuesday June 19<sup>th</sup>.**

MINUTES APPROVED

  
Marcy Thompson, Chair      Date

  
Staff

7-11-18  
Date







