

**PLANNING AND
COMMUNITY DEVELOPMENT**

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

August 14, 2018, 4:00 PM

I. Call to Order, Chair Marcy Thompson:

Marcy Thompson called the meeting to order. Members attending were Chair Marcy Thompson, Morris Davis, Ellen Pratt Harris, Jeff Mills, Betty Runion, and Melanie Spreen along with staff member Joy Fields. Commission members John Huggins, Aaron Bland (excused) and Rebecca Suddeth (excused) were absent. No public or media were in attendance.

II. Approval of Agenda and Minutes:

Morris Davis moved to approve the August 14th agenda and previous meeting minutes (July 10th) as presented. Ellen Pratt Harris seconded the motion and it carried unanimously.

III. Old Business:

A. CLG Grant:

- JHPC was awarded \$9,000 through the State Historic Preservation Office CLG Grant to fund the project "Survey of African American Communities in Transylvania County.
- The National Trust for Historic Preservation also awarded JHPC with \$5,000, which will serve as a portion of the local match for the CLG grant.
- As JHPC approved in March, proceeds from the sale of the book "Transylvania: The Architectural History of a Mountain County, will provide \$1,000-1,500 of the local match.
- The County Commissioners will consider the request to receive grant funds and enter into a contract with the State Historic Preservation Office for the Survey of African American Communities in Transylvania County. JHPC members are encouraged, but not required, to attend the Commissioners' meeting.
- Marcy Thompson requested that JHPC members volunteer to be on the subcommittee to work on the CLG grant. Ellen Pratt Harris, Melanie Spreen, and Rebecca Suddeth volunteered to be on the subcommittee.

B. Historic Downtown Walking Tour Brochure:

- Local design professional Katy Rosenburg, with ThinkIt Web and Graphic Design Studio has been contracted to develop the Historic Downtown Walking Tour Brochure.
- Marcy Thompson has already provided Katy with pictures of the buildings and the design process has begun.
- During the initial meeting with Katy Rosenburg, we discussed how the brochure is only a part of a larger project and the intent is for the brochure to lead people to a website for more information. She recommended that the website link that is included on the brochure be a short web address to help people find the correct

location. She also highlighted the benefit of having the website be the Transylvania County website for prestige.

- Staff shared that Transylvania County has a website that is: <http://www.transylvaniacounty.org/our-history>. JHPC reviewed the existing website and noted that it needs to be updated to include pictures, less text and links to the history related groups such as the Library and the local non-profits. Ellen Pratt Harris moved to have JHPC involved in updating the Our-History web page on the county's website. Jeff Mills seconded the motion, which carried.

IV. New Business

A. Review of Local Historic Landmarks

- The Transylvania County Web GIS is a great tool for JHPC members and the public who want to locate Local Historic Landmarks and those properties that are on the National Register. This is also a resource to determine if there is a non-contributing structure on the site and when additional structures were built.
- Staff encourage JHPC members to reach out if they wanted copies of the tax map, aerial images or a copy of the application for historic designation for any of the Local Historic Landmarks.
- JHPC members emphasized that they are not watchdogs and it is the responsibility of property owners to reach out if they are modifying their historic property owners.

B. 2018 Survey of Local Historic Landmark Property Owners

- The survey that JHPC members completed in 2017 had three questions. Those were good questions but more information needs to be provided to property owners to remind them that a COA may be required. The Historic Home Ramble and other efforts have highlighted that the addresses of many of the locally listed properties has changed and does not meet our records.
- The Local Landmark list has been updated but some of the addresses such as the Godfrey-Barnette House still need to be updated.
- This year instead of a survey, Marcy Thompson recommended that JHPC invite the property owners to an event where JHPC members can meet and greet the owners, highlight the Secretary of Interior Standards and remind property owners to get a COA when considering major or minor work. To make the event interesting, JHPC recommended having staff from the State Historic Preservation Office provide a presentation for homeowners and JHPC members.
- JHPC decided to hold a Special Meeting on November 13th in the Rogow Room of the Library and to invite all of the property owners to attend a short presentation by Jennifer Cathey on good practices and resources.

C. Other –

- JHPC members asked that future COA applications include photos of every side of the house and have construction documents or other relevant information.
- Mark Burrows will be retiring in September with 30 years of service. JHPC members recognized his hard work and wished him all the best.
- Several JHPC members have indicated that they are interested in attending the Western Regional CLG Training on August 17th. Members were asked to confirm their attendance and if they wanted assistance with transportation.

JHPC Meeting Minutes
Regular Meeting, August 14, 2018

V. **Public and Commission Member Comments**
None

VI. **Adjourn:** Betty Runion moved to adjourn. Morris Davis seconded the motion and it carried unanimously. The meeting adjourned around 4:55pm. The next meeting is scheduled for Tuesday September 11, 2018.

MINUTES APPROVED

Marcy Thompson 10/23/18
Marcy Thompson, Chair Date

[Signature] 10-23-18
Staff Date

