

**PLANNING AND
COMMUNITY DEVELOPMENT**

Allen McNeill, Interim Director
Darby Terrell, Planner
Beth Webb, Program Assistant



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**Transylvania County Joint Historic Preservation Commission Minutes
June 9, 2020 Regular Meeting**

I. Call to Order

Rebecca Suddeth Chair, called the meeting to order once the committee was at a quorum at 4:06 pm. Members attending were Chair Rebecca Suddeth, Vice Chair Melanie Spreen, Nancy Henderson, Ellen Harris, Vera Taylor, and John Koury. Secretary Molly Jenkins was absent due to health and safety concern. Staff members attending where Interim Director Allen McNeill and Planner Darby Terrell.

II. Introduction of Interim Director Allen McNeill

Allen McNeill the new interim Director of the Planning and Community Development Department made an introduction. Interim Director McNeill is coming from the Administration Department as the Budget Analyst but has a background in Henderson County as a Planner and was over their Historic Resource Commission during his tenure. While he will be working with the Planning Department, he offered his help with anything the JHPC needed.

III. Approval of Agenda and Previous Meeting Minutes (March 10, 2020)

Ellen Harris moved to approve the June 9th, 2020, agenda as presented, and Vera Taylor seconded the motion and it was unanimously approved. Nancy Henderson moved to approve the previous meetings minutes (March 10, 2020). Melanie Spreen seconded the motion and it was unanimously approved.

IV. Old Business:

A. JHPC Local Historic Landmark Applicant

Darby Terrell, the Planner gave a report on staff review of the Local Designation application that was sent in by Ms. Deane for the Brevard Fire Station. Her recommendation is to ask for more detail on the historical context, the overall assessment, have them submit more substantial supporting documentation, and add a source citation and bibliography page. These recommendations come from the checklist that the State Historic Preservation Office uses during their evaluation of all local designation applications.

B. City Council Annual Report

Vice Chair Melanie Spreen gave the commission an update about the Annual Report to the City of Brevard. Vice Chair Spreen will be reporting to the City Council next Monday June 15, 2020. Vice Chair Spreen stated she will be using the presentation and report that staff pulled together earlier in the year. Chairwoman Suddeth mentioned that there is a need to present this same report to the County Commissioners when they have an availability on their agenda.

C. Walking Tour Guide Brochures

Beth Webb staff's Program Assistant had been working on a way to secure funding for more Walking Tour Guide brochures. She had found a grant from the County Tourism Development Authority and was waiting on the approval of the request. Due to COVID-

19 the County Tourism Development Authority board decided to suspend all grant programs indefinitely. Due to loss of revenue expected. The hope is that staff can shift the responsibility of the brochures to Tourism Authority since they are the ones who hand out the majority if not all to the public.

V. New Business

A. Letter to JHPC Local Historic Landmark Applicant

Darby Terrell the Planner put together a draft letter to the property owner Ms. Deane who is asking for a Local Designation of the Brevard Fire Station. The letter describes what is needed for the application to be considered by the Commission. In the letter it does state that we wish for the new backup documentation be sent in typed. Staff asks the members if the draft letter is approved or if they have any changes to be made. And if they would like Staff to send the letter out requesting these things with attached documents from the State Preservation Office that elaborates on what those requested additions require. Commissioner Harris asked to include in the letter more information on the Main Street National Registry specifically the date that it was listed. Darby Terrell the Planner offered to call the property owner before sending out the letter to touch base and send the board members any questions they have to the board.

VI. Public and Board Member Comments

Chairwoman Suddeth stressed the importance to reach out to the community that helped the commission put together the history of Rosenwald, to see if they would like to be presented with the information they collected and to present them the compiled report.

Vice Chair Spreen, asked for an update on the Courthouse and Silvermont discussion with County Commissioner Vice-Chair Page Lemel. Ellen Harris responded that she had not been in contact with Vice Chair Lemel due to COVID-19. Interim Director McNeill interjected and discussed the current situation of the Courthouse, stating that the Commissioners had not received the updated comparison yet. Though currently the Commissioners are planning on holding off on any new capital projects for the next fiscal year.

VII. Adjourn-

Ellen Harris motioned to adjourn the meeting. Vice Chair Melanie Spreen seconded the motion and it carried unanimously. The meeting adjourned around 4:34 p.m. The next meeting is scheduled on the regular meeting date of July 14th, 2020.

MINUTES APPROVED

Rebecca Suddeth, Chair

Darby Terrell, Planner

Date