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**TRANSYLVANIA COUNTY JOINT HISTORIC PRESERVATION COMMISSION**

**MINUTES for**

**November 18, 2020, 4:00 PM on Zoom Virtual Meeting**

**I. Call to Order, Welcome and Introduction, Chair Melanie Spreen,** called to order at 4:04 pm. Members attending were Chair Melanie Spreen, Vice Chair Ellen Harris, Secretary John Koury, Molly Jenkins, and Commission Member Vera Taylor joined after the initial call to order. Rebecca Suddeth was absent from the meeting (excused). Darby Terrell, Planner was present for staff. There were no members of the public or media present on the Zoom call.

**II. Consent Agenda:** Chair Spreen motioned to approve the minutes (September 8<sup>th</sup>, 2020, October 13<sup>th</sup>, 2020) as presented with the change of October 29<sup>th</sup>, 2020 Minutes under Old Business to take out the two beginning sentences and add “Commission members to discuss the Annual Report” as suggested by Mrs. Jenkins. Mrs. Harris seconded the motion and it carried unanimously.

**III. Old Business:**

**A. Review and Discuss Strategic Goals:**

The Commission discussed further changes to the updated Strategic Goals Plan document. After much discussion, the Commission decided to have Mr. Koury review the document and restructure the document. Mr. Koury plans on having the document ready by the December 8<sup>th</sup> meeting. Mr. Koury outlined how he would structure the document by having it split into two separate documents, one laying out the actual goals of the JHPC that will be for every year and will not have a time limit. While the other goals listed can be considered more as an action because it is a one-time goal.

**B. Possible Local Landmark JHPC List Review and Discussion:**

The Vice Chair discussed her ideas for the Commission’s next moves with the list. The Commission discussed how the document still needs to be edited, but the Commission could start contacting specific property owners within the National Registry Districts that are not Locally Designated as of yet. The Commission decided that the Vice Chair will draft a letter to the property owners and it will be reviewed by the Commission.

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There was also discussion that Mrs. Jenkins would put together a draft for a newspaper article for the Transylvania Times and send to staff informing people about the upcoming January 12<sup>th</sup> meeting that will include a presentation from the State Historic Preservation Office on Local Designations. Ms. Terrell said she could post it on the webpage for JHPC and the County's main website.

**C. 2019 and 2020 Annual Report and Presentation to County Commissioners**

At the November 9<sup>th</sup>, 2020 County Commissioners Meeting, the Chair Melanie Spreen presented to the County Commissioners the past 2 years annual reports in a presentation. The County Commissioners received the annual report documents from staff. The Chair updated the Commission on the questions asked by the County Commissioners and discussed what new thoughts she wanted to present to the other members.

**D. CLG Training Videos Summary from Melanie Spreen**

The Chair Melanie Spreen discussed what she learned from the three (3) training videos she watched from the State Historic Preservation Office. The Commission had to have at least 2 members and a staff member watch 3 trainings for the Commission to keep their CLG status. The Commission discussed the observations the Chair gained from the videos she watched.

**IV. New Business**

**A. Courthouse and Community Outreach for Photos**

To get the community excited and involved, Vice Chair Harris thought of the idea to have a press release sent out on behalf of the Commission encouraging citizens to send in historic photos they have to the library for them to be digitized. Any photos collected could potentially be shared in the newspaper or on the website with history of brief article. Commission members can volunteer to help write these articles.

The Vice Chair also decided to create a draft letter from the Commission on their stance with the Courthouse and the need to preserve such a historically significant property.

**B. Staff Report update:**



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Ms. Terrell informed the Commission that she had received an email from the State Historic Preservation Office's CLG and Local Government Coordinator Kristi Brantley on her review of the Brevard Fire Station application. Ms. Terrell will send the email to the Commissioners for their review and discussion for the next meeting. Ms. Terrell gave a brief account, Mrs. Brantley asked for more information and outlined what specific information she needed as well as specific questions the applicant needs to answer. One specific example is she asked for a digital copy of up to date photos of the building.

Ms. Terrell presented to the Cedar Mountain Small Area Plan during their September 27<sup>th</sup> meeting about Historic Preservation Commissions.

**V. Public and Board Member Comments**

No board member comments or public comments.

**IV. Adjourn:** Mr. Koury motioned to adjourn the meeting. Mrs. Jenkins seconded the motion and it carried unanimously. The meeting adjourned around 5:16 p.m. The next meeting is scheduled on the regular meeting date of December 8th, 2020 at 4:00pm over Zoom.

MINUTES APPROVED

A handwritten signature in cursive script that reads "Melanie Spreen".

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Melanie Spreen, Chair

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Darby Terrell, Planner

Date