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**TRANSYLVANIA COUNTY JOINT HISTORIC PRESERVATION COMMISSION**

**MINUTES for**

**October 13, 2020, 4:00 PM on Zoom Virtual Meeting**

**I. Call to Order, Welcome and Introduction, Chair Melanie Spreen,** called to order at 4:06 pm. Members attending were Chair Melanie Spreen, Vice Chair Ellen Harris, Secretary John Koury, Commission Member Molly Jenkins. Commission Member Rebecca Suddeth was absent from the meeting (excused) as well as Commission Member Vera Taylor (unexcused). Darby Terrell, Planner and Allen McNeill, Interim Director. There were two members of the public present on the Zoom call.

**II. Consent Agenda:** Ellen Harris moved to modify the agenda to move the Local Designation Application up, John Koury seconded and it was unanimously approved. John Koury motioned to postpone the approval of the previous meeting minutes (September 8<sup>th</sup>, 2020), until next month, so the changes can be added to those minutes. Molly Jenkins seconded the motion and it carried unanimously.

**III. Old Business:**

**A. Local Designation Application for Brevard Fire Station Discussion**

The Commission received an application back in March for the old Brevard Fire Station in Downtown Brevard. In April, the applicant was sent a letter and called by staff requesting additional documentation including photos in order to increase the possibility of the application being approved. Additional documentation was submitted as requested. Molly Jenkins motioned to open the discussion on whether to consider the application, John Koury seconded the motion and it was unanimously passed. The Commission discussed the application and asked questions of staff and Drew Deane, the applicant who was present for the Zoom call. Chair Melanie Spreen asked staff to research if the State Preservation Office needed a report from the Commission or just a cover letter. They approved to look at the application. After much discussion, John Koury motioned to approve the application and submit it to the State for further review, Molly Jenkins seconded and it unanimously passed.

**B. Annual Report 2020**

Per the JHPC bylaws, it is required for them to present an Annual Report to the Board of Commissioners every year. To keep with this timeline, staff created the Annual Report for the Commission's review. Staff asks for the Commission to approve or approve with edits the 2020 Annual Report. The Commissioners

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discussed the Annual Report. After much discussion, the Commissioners decided to hold a special meeting to place additional information into the report and gather feedback from people who were connected with the events listed in the Annual Report. The exact date will be decided by the Chair and will sent out to the committee member within at least 48-hours before the meeting date.

**C. Walking Around the World Presentation to the Community Update:**

Chair Melanie Spreen gave the Commissioners an update on the plan. Susan Threlkel and Edith Dardity will help plan the next steps and new ideas of how the Commission can help with future endeavors. Melanie discussed the group meetings will be postponed until Susan Threlkel has recovered from her surgery. Melanie informed the Commission of possible events and actions which could be taken by the small group. The information will be pulled from the report to support the events and actions. The event would have a presentation and a bag lunch, for the National Preservation month of May. The event was scheduled but canceled due to Covid-19.

**D. Local Landmark JHPC List Discussion:**

Vice Chair Ellen Harris showed the commission the Excel spreadsheet she had been working on. The file was received from Annie McDonald a representative from the State Preservation Office located in Asheville. The file was generated from their GIS tool which shows locations of surveyed architecture which could possibly be designated nationally or locally. The commission discussed the spreadsheet and approaches to use this document. Vice Chair Harris asked to have another month to get the spreadsheet organized before the commission would further review the document.

**E. Review Strategic Goals**

Last meeting the Commissioners discussed changes they would like to make to the Strategic Goals which were approved in 2017. Chair Melanie Spreen presented an editable document with the Strategic Goals. The document reflects the edits which she made based on comments and suggestions from last meeting. She asked for the Commission members to review this document.

**F. Summary of CLG Training Video**

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Due to time restraints the Chair asked the commission if she could present her summaries next month at the meeting. The commissioners gave a consensus of this being the best option.

#### **IV. New Business**

##### **A. Courthouse Statement Discussion**

This was asked to be postponed till next month as well due to the time being a factor. All agreed.

##### **B. Staff Report update:**

Ms. Terrell informed the Commission the Program Assistant Specialist Beth Webb is no longer with the Planning Department. She has moved to the Building and Inspections Department with the County. Ms. Terrell also informed the Commission Beth's position has been filled, Mrs. Anna Cain; she started last Monday.

The clerk to the board of commissioners Trisha Hogan has posted the 2021 First Quarter Board Vacancies in the Transylvania Times newspaper.

Also, the TDA has resumed their grant fund work, including the application for new Walking Tour's brochures. Our Committee is currently the only organization who have applied for the grant and are more than likely going to get the grant. We have discussed transferring the responsibility of reprinting the brochures to TDA. Most of the brochures are taken by tourists.

Also, staff shared with the Commissioners a presentation on Historic Preservation. The presentation JHPC will be given to the Cedar Mountain Small Area Plan Committee on October 27<sup>th</sup> at 6pm. This meeting will be livestreamed or attend in person. Staff will take suggestions and feedback for the presentation.

#### **V. Public and Board Member Comments**

Drew Deane a member of the public commented she was part of the North Carolina Modernist Group. They can be a resource for the commission because they help statewide.

Mr. Koury commented that we should add mid-century modern architecture to the local designation list.

Chair Spreen commented that placing the Mid-century and other properties into one list would be helpful and then plan to have speakers come to discuss their lists.

**PLANNING AND  
COMMUNITY DEVELOPMENT**



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**IV. Adjourn:** John Koury motioned to adjourn the meeting. Vice Chair Ellen Harris seconded the motion and it carried unanimously. The meeting adjourned around 5:21 p.m. The next meeting is scheduled on the regular meeting date of November 10th, 2020.

MINUTES APPROVED

A handwritten signature in blue ink, which appears to read "Melanie Spreen", is written over a horizontal line.

Melanie Spreen, Chair

A handwritten signature in blue ink, which appears to read "Darby Terrell", is written over a horizontal line. To the right of the signature, the date "11-23-2020" is handwritten in blue ink.

Darby Terrell, Planner

Date