
TRANSYLVANIA COUNTY JOINT HISTORIC PRESERVATION COMMISSION
MINUTES

April 10, 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, Morris Davis, John Huggins, Jeff Mills, Melanie Spreen and Rebecca Suddeth along with staff member Joy Fields. Aaron Bland (excused) and Ellen Harris were absent.

II. Approval of Agenda and Minutes:

Morris Davis made a motion to approve the agenda and previous meeting minutes as presented from March 13, 2018. Jeff Carter seconded the motion, which carried unanimously.

III. Old Business:

A. Local History Ramble –JHPC reviewed and discussed:

- Staff have printed the brochure that will be distributed at the Chamber of Commerce, the Transylvania Heritage Museum, the Library and other venues as appropriate.
- Marcy Thompson and Joy Fields created the poster, which has been approved by the subcommittee. There are enough posters for each JHPC member to take at least one and put it up in a public location. Rebecca Suddeth took all of the extra posters to put up around Rosman.
- Tickets have been printed and will be cut by the Library History Room volunteer and distributed at the Transylvania Heritage Museum until the day of the event when they will be available at Silvermont.
- Although most of the JHPC members have signed up to be volunteers during the event, additional volunteers are still needed for a couple of time slots.
- Marcy Thompson has begun distributing publicity to the *Transylvania Times*, radio stations including WSQL, and WNCW. Additional publicity will be obtained at appropriate times from the different venues, including the Chamber's newsletter.

B. CLG Grant – Joy Fields shared that she and Marcy Thompson submitted the \$15,000 CLG grant application to conduct an architectural and cultural survey of the African American communities in Transylvania County as JHPC had previously requested.

C. Membership – JHPC members discussed that individuals from Cedar Mountain, Dunn's Rock, Lake Toxaway or other parts of the County would be best to fill the at-large-seat that will be vacated by Jeff Carter when his term expires in June. The potential of inviting Bill Minnich or Nory LeBrun from the Historic Toxaway Foundation to apply to be a JHPC member was discussed.

IV. New Business:

A. Changes to designated historic landmarks – The owners of the Red House Inn are considering their options and may request a retroactive COA from JHPC in May. Changes to the property were made without the understanding that the entire parcel was a historic landmark. JHPC discussed outreach to property owners of local historic landmarks to prevent this from happening again including:

- A draft letter (attached) to the owners of all of the local historic landmarks to remind them that any modifications to the structure or the site have to be approved through a Certificate of Appropriateness. JHPC wanted to refine the personalized letter to include the tax deferred amount and to highlight that if any changes are made to the outside of the structure or site, the without a COA, the owners risk losing the local historic designation.
- Morris Davis made a motion to refine the letter and send it along with the definition of minor works to the property owners of locally listed historic landmarks. Rebecca Suddeth seconded the motion, which carried unanimously.

B. Other –

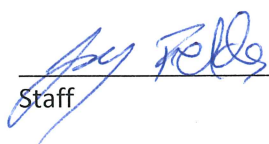
- Jeff Mills shared that when his brother passed away, the Terence L. Mills fund was established to help historic preservation efforts. The National Trust for Historic Preservation manages the Terence L. Mills fund out of the southern district office. Jeff Mills's mother reminded him of the fund when he was sharing information about the historic architectural and cultural survey of the African American Community. Jeff Mills' requested that staff determine how to access the Terence L. Mills fund and determine if it could be used as the 40% match required by the CLG grant that JHPC had applied for.
- Melanie Spreen inquired about the status and next steps for the Historic Downtown Walking Tour Brochure project. Joy Fields responded that she would develop an advertisement requesting design services and would request edits and approval from the subcommittee through email.

V. Public and Board Member Comments – None

VI. Adjourn: Rebecca Suddeth made a motion to adjourn and Melanie Spreen seconded the motion, which carried. The meeting adjourned around 5:10pm. The next meeting is scheduled for **Tuesday May 8th**.

MINUTES APPROVED


Marcy Thompson, Chair Date


Staff Date

**PLANNING AND
COMMUNITY DEVELOPMENT**

Mark Burrows, Director
Joy Fields, Planner
Kalen Lawson, Program Assistant



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April 10, 2018

Re: Name of Locally Designated Property

Dear Name,

At a recent Joint Historic Preservation Commission meeting, the board members discussed the importance of reaching out to the owners of locally designated properties and thanking them for their efforts to help maintain the historic fabric of Transylvania County. As you know, your property is a unique gem to be treasured and appreciated. Thank you! What you may not have known is the County's 2025 Comprehensive Plan specifically recognizes the importance of preserving the County's historic buildings and structures. Focus Area Four, Objective 3, Action Step b states:

"Help preserve and educate residents about the cultural and architectural heritage of the community."

As you know, local designation provides a 50% deferral of county property taxes as specified in the agreement you signed and the local ordinance that the County Commissioners [City Council] adopted on [Date]. As a reminder, in return for the tax deferral, you agreed not to make any changes to the exterior of your property, or the site without prior approval of the Joint Historic Preservation Commission in the form of a Certificate of Appropriateness (form included).

Should you have any questions or need more information about your properties local designation, please contact Joy Fields at 828.884.3205 or joy.fields@transylvaniacounty.org.

Again, thank you for helping to preserve our County's history!

Sincerely,

Marcy Thompson, Chair

Transylvania County, JHPC
