

JACKSON COUNTY HISTORIC PRESERVATION COMMISSION

MINUTES

Date: April 18, 2017								
Time Begin: 5:30 pm								
Time End: 6:51 pm								
Location: Jackson County Public Library – Conference Room								
Members	Present	Absent		Present	Absent		Present	Absent
Maudie Phillips		X	Jane Eastman	X		Carl Iobst		X
Susan Leveille	X		Joe Rhinehart	X		Beth Parris	X	
Connie Haire	X		Luther Jones	X				
Bill Crawford	X		Pam Meister	X				

Others Present:

Caroline Edmonds, Planner 1
 Shelby Cook, Administrative Assistant

Call to Order and Quorum Check

Susan Leveille called the meeting to order at 5:34 p.m. and a quorum was present.

Public Comment

There were no public comments.

Approval of the Agenda

Connie Haire made a motion to approve the agenda with no changes or additions. Jane Eastman seconded the motion and it carried unanimously.

Approval of the Minutes

Jane Eastman made a motion to approve the minutes from October 18, 2016. Pam Meister seconded the motion and it carried unanimously.

New Business:

By-Laws and General Rules of Procedure

The Commission was presented with a By-laws and General Rules of Procedure draft. After discussing the document in whole, members made the following comments and changes regarding the by-laws:

- Article 1: North Carolina General Statutes, Chapter 160A, Sec.400. What is the purpose of the commission?
- Article 2: Chairpersons and vice-chairpersons should be “elected”, not appointed.
- Article 2: A treasurer position should be added, to ensure there is someone to handle HPC book-keeping and be a liaison to the Jackson County Finance office.
- Article 3: Clarification needs to be made on required HPC membership. How will representation from Sylva, Dillsboro, Cashiers, etc. work with the joint-commission?
- Article 3: Excused/unexcused absences should be clarified in the attendance section.
- Article 3: How will vacancies work if a person is representing a particular municipality?

- Article 4: Clarify NCGS 160A, Sec.400.12 regarding expenditures.
- Article 5: Remove the specific meeting day, time, and location.
- Article 5: Clarify the definition of a quorum. Will a quorum change depending on the number of members? Can you consider a seat “vacant” if the member has not showed up in several months?
- Article 6: Can the Commission hold public hearings and vote on applications without being a Certified Local Government?
- Article 6: Remove Section 3 on faithful attendance, as it is redundant.

There was an inquiry regarding the addition of a section on sub-committees and advisory roles for the Commission. Outside expertise may be required for the Commission’s future endeavors; a non-voting advisory position or specific sub-committees could be useful to add in the by-laws. Staff will bring an updated draft of the by-laws to the next meeting.

Monteith House & Outbuildings

The Elias Brendle Monteith House and Outbuildings in Dillsboro will be featured on the HPC Facebook page for April. Pam Meister provided several photos and documents about the Monteith family that can be used. Staff will bring the laptop to the next meeting in May so the Commission can look at the Facebook page, photos, and posts.

National Register Properties

The Commission chose more Jackson County properties on the National Register to cover on the Facebook page in the coming months:

- May – Church of the Good Shepherd in Cashiers
- June – Elisha Calor Hedden House in Webster
- July – Camp Merrie-Woode in Cashiers
- August – Joyner Building (gone) at WCU in Cullowhee
- September – Jackson County School of Alternatives, formerly known as Scotts Creek School

Adjournment

With no further business to discuss, the meeting was adjourned at 6:51 p.m.

Submitted by:

Approved by:



 Shelby Cook, Administrative Assistant
 Planning Department



 Susan Morgan Leveille, Chair