

JACKSON COUNTY HISTORIC PRESERVATION COMMISSION

MINUTES

Date: June 15, 2021								
Time Begin: 5:22 pm								
Time End: 6:47 pm								
Location: Jackson County Public Library, Community Room								
Members	Present	Absent		Present	Absent		Present	Absent
Daniel Peoples		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:

Michael Poston, Planning Director
 Anna Harkins, Planner I

Call to Order and Quorum Check

Chair Susan Leveille called the meeting to order at 5:22 p.m. and a quorum was present.

Approval of the Agenda

Luther Jones made a motion to approve the agenda as written. Connie Haire seconded the motion, and it passed unanimously.

Approval of the Minutes

Connie Hair made a motion to approve the minutes from December 15, 2020 and February 16, 2021. Jane Eastman seconded the motion, and it passed unanimously.

Public Comment (3 minutes per speaker)

There were no public comments.

New Business

a) Greening Up The Mountains Discussion

Mr. Poston stated the Commission participated in this festival in 2018 and 2019, but due to Covid-19 restrictions, it was cancelled in 2020. He asked the Commission if they would be interested in participating this year in Greening Up the Mountains which is currently set for August 28, 2021.

Pam Meister stated she believed it would be beneficial to be involved in the festival as she worked in the booth in 2019 that gained a lot of interest from the community. She stated the Commission had the following booth activities; coloring pages of the courthouse for children, and scavenger hunt of architectural features of buildings in downtown Sylva with a puzzle prize. In addition, "Then and Now" pictures of buildings in downtown Sylva were included in the booth that also gained interest from the community. Ms. Meister stated with the recently completed architectural survey, she suggested they consider featuring the new potential eligible buildings for the National Register.

Ms. Harkins stated she had brainstormed ideas to present to the Commission regarding Greening Up the Mountains from a preservation standpoint. She stated they could continue the coloring pages and highlight different buildings and/or areas of downtown Sylva. In addition, she discussed how to encourage the community to do their own historic house research. The Commission could provide resources of how to inform the community how to conduct their own research of homes/properties for the Commission to consider possible local designation.

Ms. Leveille stated asked staff to gather information to develop a list of questions regarding the homes/properties such as who was the last owner, who built it, etc.

Ms. Meister stated storytelling is very valuable in Jackson County, and every house has a story and it is vital to ask the community how their homes can help tell the story of Jackson County.

Mr. Poston stated staff would research and gather materials based on the feedback received for the next meeting. In addition, if the Commission has any further ideas regarding the festival to contact Ms. Harkins.

b) Design Standards Discussion

Mr. Poston stated staff had discussed with the NC Historic Preservation Office (HPO) that oversees the certified local government program that would allow for grant opportunities. The HPO informed staff the Commission has completed a lot of historical education but not much of historic preservation. Mr. Poston stated they currently do not have design standards, but they do have a few locally designated places within the county. The Commission was presented information in the past regarding design guidelines that would allow for a foundation towards a more robust preservation organization. In addition, having design standards in place would allow the Commission to enforce and evaluate other properties. Ms. Harkins stated it is necessary to have design standards for proposed changes to locally designated places that have the ability to receive a tax credit. The design standards would include what is permitted/not permitted in regards to alteration repairs, and additions, etc. These standards would be defined by building materials and architectural features. Different sections could include the following; wood, masonry, metals, glass, paint, windows, roofs, doors, columns, and porches. Which would allow the Commission to identify architectural features and replace those as close to the original. Mr. Poston stated the Commission did discuss using the Secretary of the Interior's Standards that are general broad standards that could be applied to the entire county. The Commission could eventually adopt more specified standards based on specific district zoning overlays in the county. Ms. Harkins stated she believes reviewing the historic architectural survey would help identify Jackson County's architectural history, character, and they could include what they find to be significant into these standards.

The Commission asked staff to bring back information regarding design standards.

c) Certified Local Government Commission Discussion

Mr. Poston stated the Commission discussed their overall goals when the county developed the Comprehensive plan and one goal was to become a Certified Local Government (CLG). Staff has re-evaluated and developed a list of tasks that need to be completed by the Commission as follows, (items listed in **BOLD** have been completed):

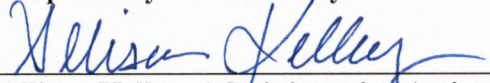
- Assurance Form
- **Rules of Procedures**
- **List of Members**

- Member Resumes
- **Documentation of Appointment**
- **Meeting Agendas from the past year**
- **Documentation of effort to seek “professional” members**
- **Documentation of education efforts**
- **Documentation of HPC training**
- Annual Report of commission activity
- **List of locally designated historic sites (may need a few more as there is only three)**
- **Local Preservation Ordinance**
- Design Guidelines
- Map of historic sites
- **Statement of Residency**
- **Staff Resume**
- Historic Structures Database

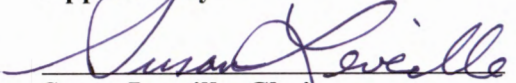
Adjournment:

With no further business, Connie Haire made a motion to adjourn. Jane Eastman seconded the motion, and the meeting adjourned at 6:47 p.m.

Respectfully Submitted by:


Allison Kelley, Administrative Assistant

Approved by:


Susan Leveille, Chair