

JACKSON COUNTY HISTORIC PRESERVATION COMMISSION

MINUTES

Date: September 15, 2020								
Time Begin: 5:20 pm								
Time End: 5:50 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:

Caroline LaFrienier, Planner II
 Allison Kelley, Administrative Assistant

Call to Order and Quorum Check

Chair Susan Leveille called the meeting to order at 5:20 p.m. and a quorum was present.

Approval of the Agenda

Connie Haire made a motion to approve the agenda as written. Pam Meister seconded the motion, and it carried unanimously.

Approval of the Minutes

Bill Crawford made a motion to approve minutes from August 18th, 2020. Luther Jones seconded the motion, and it carried unanimously.

Public Comment (3 minutes per speaker)

There were no public comments.

New Business

a) Design Guideline Discussion

Caroline LaFrienier stated she had emailed out examples of design guidelines documents from the City of Washington and Albemarle North Carolina to the Commission to review. She inquired from the Commission where they would want the design guidelines to be applied for specific districts or properties. In addition, moving forward what was the best direction to take and whether they should wait until the update of Architectural Survey of Historic Resources is complete as there will be new some potential neighborhood districts.

Connie Haire stated the Commission of Washington has been in existence longer than Jackson County, and was established in 1977. Ms. Haire stated the Albemarle design guidelines seem to be more in line with Jackson County, and believed they could pull out the guidelines from this document that applies instead of reinventing guidelines from scratch. In addition, she noticed that Albemarle used some of the examples from the City of Washington guidelines, and believes to begin the process this would be a good first step.

Ms. LaFrienier inquired from the Commission what they believed the best sequence would be to begin this process. In addition, she stated since they are a countywide

Commission they would have to get permission from each municipality. The Commission should determine if it would be best to have a draft document that applies only to the locally designated landmarks that exist in the county, and then once they have identified districts they can reach out for adoption by the municipalities. Ms. LaFrienier stated the standards in these guidelines are not as specific as a zoning ordinance and is for guidance of the overall vision for a specific landmarks or districts. For example, if windows have wood trim, the guidelines can state to keep windows with wood trim. The Commission would determine the guidelines they plan to include in the document, and the biggest hurdle would be ensuring each municipality is in agreeance with these guidelines.

Pam Meister inquired the overall process of when the guidelines would be adopted. Ms. LaFrienier stated at the beginning of the document they list the districts where the guidelines would apply, and would have an overlay of those historic districts or properties. In addition, the Commission could later add to this document as an ordinance amendment, and in order to amend the document it would have to be adopted by the Board of Commissioners and each municipality. Luther Jones stated that any adopted guidelines or amendments would be required to have public meetings for comments from the public. In addition, he believes it would be beneficial to put as many guideline standards possible in the first document to reduce having to amend the document multiple times in the future. Ms. Haire stated the design guidelines can exist in draft form until the update of Architectural Survey of Historic Resources is complete, and the Commission can then compare the draft document with the survey and determine the standards that apply or do not apply.

Mr. Jones inquired if the Board of Commission adopted the guideline document, and the individual municipalities that wanted to participate would they still have a countywide document. Ms. LaFrienier stated she believed that is how they would enforce in the county, and she believed it would also satisfy the qualifications to become a Certified Local Government. In addition, the example documents are specific for municipalities and she is unaware of another Commission that is set up like ours. Ms. LaFrienier stated she would reach out to determine if it would affect their status if a municipality did not want to participate. Mr. Jones inquired if they could write exceptions from a municipality that did not want to include a specific guideline into the original guidelines. He stated, for example if the Town of Dillsboro objects to a specific guideline, do they have the ability to opt-out by making an exception and still move forward to adopting the other guidelines. Ms. LaFrienier stated she did not believe that was a possibility, as it would make it difficult for staff to enforce the document. In addition, she stated each municipality could start their own Historic Preservation Commission and create their own historic overlay. In the design guideline documents examples, there did not appear to be any exceptions, but there is an appeals process for property owners if they did not agree with the Commission's decision. If each municipality adopts these guidelines, and there is not a locally designated landmark or district within that municipality the guidelines would not apply.

Jane Eastman inquired if the guidelines are specific for different time periods and how would they apply, for example if windows from 1915 would have a different structure than windows from 1950. Ms. LaFrienier stated the window and door guidelines for Albemarle North Carolina state, "*whenever possible retain and preserve original windows and doors including their size, number and arrangement. Preserve original window and door details including sash, trim, muntins, clear glass, etc. Deteriorated windows and door elements should be repaired rather than replaced whenever possible. If replacement of a window or door is necessary, use materials that match the original as closely as possible.*" Ms. LaFrienier stated these standards are not as specific as saying wood has to stay wood, it is trying to maintain the original integrity and character of the building. In addition, the

process to obtain a Certificate of Appropriateness (COA) the applicant would show the existing window and provide a plan of the proposed changes and the Commission would determine if it is appropriate and fits with the design guidelines. She clarified that the guidelines would not have a separate requirement for each time period, and they would apply to all structures.

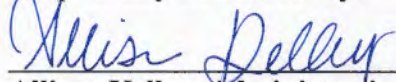
Ms. LaFrienier informed the Commission she would begin drafting a document over the next couple of months, and when the survey is completed, they would apply and compare to determine any modifications. In addition, she will speak with the county attorney about the overall process before approaching the municipalities, and if they create a new district based off of the survey in the county. Ms. Haire stated the Historic Preservation Office could aid in the overall relationship between the municipalities, and give clarification on municipal districts verses countywide. Ms. LaFrienier stated the process of completing, and adopting these guidelines would take a few years and the Commission would undergo training of the new process. In addition, she stated they might consider restructuring the Commission by having a separate sub-committee that reviews new construction and the entire Commission would review the COA's.

Ms. LaFrienier updated the Commission on the Architectural Survey of Historic Resources. Staff had emailed out Mr. Pezzoni's first draft of property descriptions and requested feedback and comments from the Commission over the new few weeks. Ms. Eastman inquired if there were any maps of the properties surveyed to see where the properties are located in the county. Ms. LaFrienier stated they did not have a map but she would correspond with the GIS Department to put PINs at the property addresses surveyed. In addition, she stated Mr. Pezzoni would be back in November to begin surveying the more rural areas in the county, and if there are any additional properties or locations that should be visited to contact the Planning Department. Some property owners have called staff to verify and confirm Mr. Pezzoni's position have been in correspondence with the property details of their property. Ms. Haire inquired if it would be beneficial to submit a letter or article to the Sylva Herald to inform the community about Mr. Pezzoni indicating when he would return to survey more properties. Ms. LaFrienier stated that was a good idea and she would gather some information and reach out to Jim Buchanan to see if he could run it in the paper.

Adjournment:

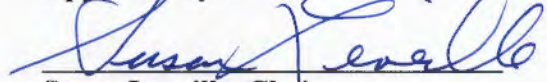
With no further business, Pam Meister made a motion to adjourn. Bill Crawford seconded the motion, and the meeting adjourned at 5:50 p.m.

Respectfully Submitted by:



Allison Kelley, Administrative Assistant

Approved by:



Susan Leveille, Chair