

JACKSON COUNTY HISTORIC PRESERVATION COMMISSION

MINUTES

Date: April 15, 2025								
Time Begin: 5:16 pm								
Time End: 5:42 pm								
Location: Jackson County Public Library, Conference Room								
Members	Present	Absent		Present	Absent		Present	Absent
Susan Leveille	X		Michael Moore	X		Vacant		
Bill Crawford	X		Luther Jones	X		Vacant		
Brandon Core	X		Pam Meister		X			
Travis Mileti	X		Beth Parris	X				

Staff Present:

Michael Poston, Planning Director

Ashley Clapsaddle, Planner I

Allison Kelley, Administrative Assistant III

Call to Order and Quorum Check

Chairman Brandon Core called the meeting to order at 5:16 p.m. and a quorum was present.

Approval of the Agenda

Michael Moore made a motion to add "New Business" item "a) Appalachian Women's Museum – Danielle Duffy" to the agenda. Luther Jones seconded the motion, and it passed unanimously.

Approval of the Minutes

Beth Parris made a motion to approve the minutes from March 18, 2025 as written. Travis Mileti second the motion, and it passed unanimously.

Public Comment (3 minutes per speaker)

There were no public comments.

Old Business

a) Historic Preservation Month

Ms. Clapsaddle provided an update to the Commission that within the meeting packets is the finalized copy of the guidelines and flyer for the art contest that was sent out to the art teachers within the school districts. Ms. Clapsaddle also met with the County Public Information Officer (PIO) Bill Davis that provided guidance and feedback regarding the art contest. Staff plans to post the contest on the Historic Preservation Commission's Facebook page and post on different billboards throughout the community such as at the grocery store, library, etc. Mr. Davis suggested and offered to help develop an informational video that would be thirty seconds to a minute that could be posted on social media, if that is of interest to the Commission.

Mr. Jones asked staff to reach out to the local newspaper and Smoky Mountain News to see if they would do an article and if they would cover the winners of the art

contest. Ms. Leveille also suggested to reach out to WRGC radio. Staff plans to work with Mr. Davis to help facilitate contacting those places.

Ms. Clapsaddle informed the Commission that she created a Linktree link that includes the flyer, guidelines and entry form for the art contest along with links to the Historic Preservation Commission webpage and Facebook page.

New Business

a) Appalachian Women's Museum – Danielle Duffy

Ms. Duffy informed the Commission that she had an excel spreadsheet for those looking to volunteer between 8:00 a.m. and 4:00 p.m. for Airing of the Quilts on May 3rd that she would share with the Commission. The Museum is looking for volunteers for different duties such as helping hang the quilts, talking about the House, objects within it and the organization, and at the registration booth to help people sign in their quilts. The Museum is also interested in having the Commission set up a booth at the event and would provide a tent and table.

Ms. Duffy also informed the Commission that they are also looking for volunteers at the house on Saturdays throughout the rest of their season that starts in April and ends in October. The Museum has a separate spreadsheet for those looking to volunteer on an individual basis that she would share with the Commission. Also, they have opportunities for organizations and groups to have their own personal time with the house and to have meetings and events. In addition, the Museum is also open to have a conversation with the Commission if they are interested in having a separate event in May at the house to showcase what is the national registry and historic preservation in Jackson County.

The Commission expressed their interest in having a booth set up at Airing of the Quilts to provide information to the public regarding the historic preservation program in the County. Also, within the booth they would include the brochures they developed for the national register sites throughout the County and promote the art contest.

Mr. Poston provided an update that staff had been working with the municipalities regarding updating the Historic Preservation Ordinance and to begin working towards the adoption process. Staff went to the Town of Dillsboro's planning board meeting today and Ms. Parris was in attendance. Staff is also scheduled to be at the planning board meeting for the Town of Forest Hills on April 29th, the Town of Webster's board meeting on May 7th, and the County planning board on May 22nd. Also, they are waiting for the Town of Sylva to provide a date to come to that board. Staff anticipates that by the end of summer that they would have almost all communities through the adoption phase. Mr. Core stated the Commission can begin to think about collateral to encourage property owners to apply to the program such as brochures, web links, how to apply, and a FAQ to have at Mountain Heritage Day.

Adjournment:

With no further business, Michael Moore made a motion to adjourn. Beth Parris seconded the motion, and the meeting adjourned at 5:42 p.m.

Respectfully Submitted by:


Allison Kelley, Administrative Assistant

Approved by:


Brandon Core, Chair