

# JACKSON COUNTY HISTORIC PRESERVATION COMMISSION

## MINUTES

<b>Date:</b> August 19, 2025								
<b>Time Begin:</b> 5:16 pm								
<b>Time End:</b> 5:47 pm								
<b>Location:</b> Jackson County Public Library, Conference Room								
<b>Members</b>	<b>Present</b>	<b>Absent</b>		<b>Present</b>	<b>Absent</b>		<b>Present</b>	<b>Absent</b>
Susan Leveille	X		Michael Moore		X	<i>Vacant</i>		
Bill Crawford	X		Luther Jones	X		<i>Vacant</i>		
Brandon Core	X		Pam Meister	X				
Travis Milet	X		Beth Parris	X				

### Staff Present:

Michael Poston, Planning Director  
 Ashley Clapsaddle, Planner I  
 Allison Kelley, Processing Assistant IV

### 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

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

### Approval of the Minutes

Luther Jones made a motion to approve the minutes from July 22, 2025 as written. Pam Meister second the motion, and it passed unanimously.

### Public Comment (3 minutes per speaker)

There were no public comments.

### New Business

#### **a) Mountain Heritage Day Discussion**

Ms. Clapsaddle updated the Commission that the time of the festival has changed to 11:00 am to 3:00 pm.

The materials that would be included in the booth are as follows:

- Drive-through Jackson County maps with the National Register sites
- Brochures of the Jackson County National Register sites and other brochures
- Coloring pages of the National Register sites
- GIS Story Map of Western
- The Jackson County Local Landmark Program Frequently Asked Questions (FAQs) document
- QR code to the Historic Preservation Commission Linktree that has additional materials

Ms. Clapsaddle informed the Commission they had requested three tables from the County maintenance department and tent from the County recreation department. In addition, she informed the Commission they would also have the A-frame sign out front of the tent with information and banner.

**b) Staff Updates**

Ms. Clapsaddle updated the Commission that staff would be meeting with Tabitha from the County tax assessor's office on Thursday to clarify questions that the Commission had at the last meeting. Staff is also working on finalizing the local landmark designation packet. Another update included that they are waiting on two people to come pick up their artwork from the art contest. A final update included that the Appalachian Women's Museum has asked the Commission if they would be interested in having a booth for their Music on the Porch event on September 6<sup>th</sup> from 2:00 pm to 7:00 pm. The Commission decided to participate and have a booth at the Music on the Porch event.

Mr. Poston updated the Commission on the new Board of Commissioners (BOC) policy for board appointments. The new policy has become more formalized to ensure that everyone has an opportunity to tell the BOC why they believe that they are qualified or want to be on a specific board. The Commission is a joint board and the new policy should only impact County appointments and not the members appointed by the municipalities. This board is not term limited and with the new policy, when a term is up for re-appointment they will be required to fill out a new application. Those that are up for re-appointment this year included Michael Moore and Pam Meister, and to serve again they would need to submit an application by October 15<sup>th</sup>. Staff reminded the Commission that this board was not term limited.

**Adjournment:**

With no further business, Brandon Core made a motion to adjourn and the meeting adjourned at 5:47 p.m.

Respectfully Submitted by:

  
Allison Kelley, Processing Assistant IV

Approved by:

  
Brandon Core, Chair

VICE-CHAIR