

**Boone Historic Preservation Commission
Meeting Minutes
December 16, 2009**

Committee Members in Attendance: Betty Bond-Chair, Chuck Watkins-Vice Chair, Bill Dixon, and Janet Pepin

Planning Staff in Attendance: Ricky Hurley, Staff Planner

Others in Attendance: Jules Oroukin-Intern

Call to Order

Chair Bond called the meeting to order at 3:32 p.m.

Member Dixon made a motion to approve the agenda, seconded by Member Watkins. Motion passed 4-0.

Approval of Minutes

Member Pepin stated that the minutes from November meeting needed to be amended to reflect actual person to whom tasks are assigned. Commission Member Dixon made a motion to approve the November 18, 2009 meeting minutes as corrected. Commission Member Watkins seconded the motion.

VOTE: Aye – All
 Nay – None

The motion was approved unanimously.

Chair Bond and Member Dixon stated they had schedule conflicts and would need to leave shortly.

Discussion as to next possible meeting and setting a recurring meeting date, agreed to the first Wednesday of each month at 3:30. Next scheduled date is Wednesday, January 6, 2010 at 3:30 in the Town Hall Conference room.

Member Pepin asked to amend the agenda to discuss Old Business items first. Member Pepin addressed why Ms. Oroukin's presentation was not scheduled for the December Town Council meeting, stating that the agenda was very full and should be scheduled later. Member Pepin stated that the approval for an internship for Ms. Oroukin did not follow the proper procedures. The Town is currently in a hiring freeze and request for town funds must be routed through the Town Manager's office and be given final approval by Town Council. Member Pepin asked that Member Watkins meet with the Town Manager to resolve the current coordinate future approvals

Member Pepin also announced that she will no longer be eligible to serve on the Commission as she is not a Town Council member as of tomorrow and plans to move beyond the Town jurisdiction.

Chair Bond left the meeting at 3:45. Vice Chair Watkins assumed the role as Chair for the remainder of the meeting.

Commission Member Dixon requested that the New Business items be tabled until the next regular meeting so that all members can participate.

Commission Member Pepin encouraged staff to take a role in assisting the Commission with procedural issues of the newly adopted Unified Development Ordinance language. She stated that the quasi-judicial hearing procedures will necessitate the addition of members who have an eye for process. Discussion ensued regarding new UDO language. Member Pepin added that Jim Byrne, Assistant to the Manager, was researching how the Town could become a Certified Local Government, which will open opportunities for grant applications not currently available. Member Pepin suggested that Mr. Byrne be invited to attend the January meeting to explain the process and what Certified Local Government means to this Commission. Member Pepin also suggested that the Commission review the UDO language and develop a flow chart that can graphically show the process for designation for historic properties and applications for Certificates of Appropriateness.

Commission Member Pepin requested that Ricky Hurley, staff planner, place Jules Oroukin on the January Town Council agenda as information only.

Adjournment

With no further business, Commission Member Dixon made a motion to adjourn the meeting at 3:55 p.m. The motion was seconded by Commission Member Pepin.

VOTE: Aye – All
 Nay – None