

**TOWN OF BOONE
HISTORIC PRESERVATION COMMISSION
MEETING MINUTES
MARCH 7, 2023, 3:00 p.m.
WebEx Video Conferencing**

Historic Preservation Commission Members in Attendance:

Chair Eric Plaag, Vice-Chair Bettie Bond, Chuck Watkins, and James Sharp

Student Member: Riley Ziegler

Council Liaison: Virginia Roseman

Town Staff in Attendance:

Jessica Mitchell-Long-Range/Special Projects Planner, Marlene Crosby-Board Secretary, Laney Pilkington
- Administrative Support Specialist/Communications

Others in Attendance: Ellie McCorkle-HPC Intern

CALL TO ORDER

Chair Eric Plaag called the Boone Historic Preservation Commission meeting via WebEx to order at 3:04 p.m.

Chair Plaag welcomed new Student Member Riley Ziegler to the HPC. He asked everyone to introduce themselves. Student Member Ziegler stated that she is from the Miami, Florida, area. She is a junior at Appalachian State University with a major in Public History and a minor in Anthropology.

Chair Eric Plaag introduced himself as the Chair of the HPC, Digital Photography Project, and treasurer of the Watauga Historical Society. Member Watkins stated that he used to work with the Public History Programs at ASU. Vice-Chair Bettie Bond introduced herself as the HPC Vice-Chair, and President of the Watauga County Historical Society and noted that she also worked in the Public History Department at ASU with Member Watkins until she retired in 1996. Member Sharp introduced himself as an employee of ASU working in the Appalachian Energy Center, and he also lectures in Urban Planning.

Chair Plaag introduced Council Liaison, Virginia Roseman and explained that she takes information to Council from the HPC for their review and vice versa. Council Liaison Roseman explained to Student Member Zeigler how much she recognized the work that the HPC does on this Commission. She further explained to Student Member Zeigler that this was an opportunity for her to learn a lot from these Commission members, as well as Student Member Zeigler providing feedback on her studies and views from being a student.

Chair Plaag introduced Ms. Ellie McCorkle as the HPC Intern and he said she is employed by the Town of Boone. Ms. McCorkle said she is the Project Coordinator for Digital Watauga. She said she is working on the R.L. Clay Rivers House and the Jones House Local Landmark Historic Designation reports for the Town of Boone.

Chair Plaag recognized Ms. Laney Pilkington, who was attending the meeting. Ms. Pilkington explained that she oversees the Town of Boone's social media sites. She explained that she is attending this meeting to learn more about the Boone Cemetery Historic Marker project, so when it comes time to market it, she will have some background knowledge on the marker project.

Chair Plaag introduced Ms. Marlene Crosby as the Board Secretary for the HPC.

ADOPTION OF AGENDA

Vice-Chair Bond made a motion, seconded by Member Sharp, to adopt the agenda as presented.

Vote: Aye – All

Nay – None

The motion passed.

APPROVAL OF MINUTES

Chair Plaag made the following corrections to December 6, 2022, meeting minutes:

- Packet page 8, paragraph seven, second sentence change from: “He said he assumed that ahead of everything on his list was to occur between now and June of 2023” to “He said that all the things on the fiscal year 2023 priority list are ahead of any 2024 priorities and would be completed first”
- Packet page 8, paragraph 8, third sentence remove: “had been encumbered”
- Packet page 9, paragraph 2, fourth sentence change: “hire” to “hiring”
- Packet page 9, paragraph 4, last sentence “change: “Chair Plaag noted that he did include in his estimations the cost of a graphic designer to make the panels because he nor the HPC cannot do that type of work but can write the material” to “Chair Plaag noted that he did include in his estimations the cost of a graphic designer to make the panels because he neither the HPC can do that type of work but can write the narrative”
- Packet page 10, paragraph 3, fifth sentence change: “comprehensive” to “neighborhood”
- Packet page 10, paragraph third sentence change” “grant CLG-funded projects” to “CLG-grant-funded projects”
- Packet Page 10, paragraph 6, seventh sentence change: “we should exploring funds” to “we should be exploring funds”
- Packet Page 11, paragraph 1, second sentence change: “make recommendations” to “make grant recommendations”
- Packet Page 13, paragraph 5, third sentence change: “descendants from the Council’s” to descendants to the Council’s”
- Packet Page 13, paragraph 5, sixth sentence change: “method to due” to “method due”

Vice-Chair Bond made a motion, seconded by Member Watkins, to approve the amended December 6, 2022, meeting minutes.

Vote: Aye – All

Nay – None

The motion passed.

Chair Plaag made the following corrections to December 13, 2022, meeting minutes:

- Packet Page 15, paragraph 6, remove the whole paragraph
- Packet Page 16, paragraph 6, first sentence change” tenured” to “tendered”
- Packet Page 20, paragraph 6, second sentence change: “sprawled” to “spalled”
- Packet Page 21, paragraph 5, first sentence change: “about constructing” to “about whether constructing”
- Packet Page 21, paragraph 5, fifth sentence change: “short-signed” to “short, signed”
- Packet Page 22, paragraph 2, third sentence change: “permit” to “application”
- Packet Page 22, paragraph 5, third sentence change: “the damaged brick” to “the individual damaged brick”
- Packet Page 22, paragraph 5, fifth sentence change: “brick” to “bricks”
- Packet Page 22, paragraph 7, second sentence change: “would not be” to “would be”
- Packet Page 25, paragraph 3, first sentence change: “alternations” to “alterations”

- Packet Page 25, paragraph 3, second sentence change: district, he said would” to “district would”

Student Member Ziegler made a motion, seconded by Member Sharp to approve the amended December 13, 2022 meeting minutes.

Vote: Aye – All

Nay – None

The motion passed.

PUBLIC COMMENT

No individuals requested the opportunity to speak during public comment.

INTERPRETATIVE PANELS FOR BOONE CEMETERY

Chair Plaag asked Ms. Jessica Mitchell, Long-Range/Special Projects Planner, to explain why Staff chose the Vacker Sign Company to purchase the interpretative panels. Ms. Mitchell said that, to her knowledge, Staff had not purchased signs from this company before, but their products are similar to what Staff had worked with in the past. She said the Vacker Sign Company offered helpful materials, and design services (to design the layout on the panels), and their prices were reasonable. She added that she and Mr. Todd Moody, Public Works Deputy Director, researched other companies and decided that the Vacker Sign Company would be the best one to work with on the interpretative panels for the reasons listed above.

Chair Plaag pointed out that the HPC will also be working on the Stoneman’s Raid interpretative panels, which will presumably go in the vicinity of the Downtown Boone Post Office. He said if we have a good experience with the Vacker Sign Company for the Boone Cemetery interpretative panels, we might want to use this same sign company for the Stoneman’s Raid interpretative panels.

Chair Plaag reminded the HPC that at the last HPC meeting, he had asked the HPC to review the materials in the meeting packet regarding the interpretative panels. He said it was clear to him in the last discussion on the proposed panel text that the text would need to be reduced on the panels. He talked about the challenge of trying to tell the whole story in a brief manner while still keeping the interest of the reader. He said that this could be most successfully done by using a combination of images and text. He noted that when you reduce the text on the panels, it may be that some of the nuances of the story may not be included on the interpretative panels.

Chair Plaag said the goal is for the HPC to discuss what they would like for the interpretative panels to look like as far as the size and type of panel, then discuss the amount of text on the interpretative panels. He said once these topics have been decided on, then the HPC could send that information to the Vacker Sign Company to design the interpretative panels.

Discussion ensued on the size of the interpretative panels. Ms. Mitchell explained that she and Mr. Moody had discussed the various sizes for the interpretative panels, and they suggested the 24-inch x 36-inch (24” x 36”) size sign, with the one-half inch high-pressure laminate panel material. She noted that this is one of the better grades of material offered to print the text.

Ms. Mitchell noted that she and Mr. Moody had discussed a proposed sign height of 36 inches and if this height would be feasible at the Boone Cemetery if any visitor were to use a wheelchair there.

Ms. Mitchell mentioned the National Park Service guidelines previously shared with the HPC regarding choosing and installing interpretative panels. From the Vacker Sign Catalog, she suggested that the HPC review the frameless pedestal mount style for use with the self-supporting sign panel. She noted that the HPC had discussed using the frameless style because it would not collect as much debris as some of the other styles. She said she asked the Vacker Sign Company about the frameless style, and they said this style was chosen mostly because it has a more contemporary look. She said that the Vacker Sign Company told her that there are weep holes in the frames that allow for drainage; however, she thought that frameless might be a good choice for maintenance purposes. She also referenced the NPS Traditional Style Frameless Pedestal panel included in the sign catalog.

Ms. Mitchell said that she and Mr. Moody had some questions regarding the location of the panels in the cemetery, and the Commission could answer this particular question after this discussion.

Chair Plaag said after reviewing the materials in the meeting packet, he agreed that the 24" by 36" sign is a good size for the interpretative panels. Vice-Chair Bond agreed with Chair Plaag on the size of the signs and especially since there would be several of them in the cemetery. She pointed out that weep holes can freeze and can also get pine straw stuck in them. Member Watkins agreed with the size of the signs and confirmed that the signs would be 36 inches off of the ground. He pointed out that with the height of the signs being 36 inches off of the ground, the point size of the text would need to be increased so the average person can read it from that height. He said increasing the point size of the text would make it more difficult to reduce the word count on each interpretative panel.

Council Liaison Virginia Roseman let the HPC know that her husband, Mr. Roseman is a professional writer and editor. She had reviewed the sign material in the meeting packet with her husband, and he had offered to help the HPC with reducing the text for the interpretative panels. She said that her husband would need to know the information that the HPC would want to be included in the text, and Mr. Roseman could assist with the informational flow of the text. Chair Plaag said once the HPC has reviewed and tried to reduce the text as far as they can do it, he would like for Mr. Roseman to see if he can further reduce the text.

Vice-Chair Bond reminded the HPC that the Boone Cemetery is part of the Downtown Historic Boone Walking Tour. She pointed out that the information in the signage could include other things in Downtown Boone.

Discussion ensued on using QR codes. Council Liaison Roseman recalled a past discussion where QR codes might be used on some of the interpretative panels. Chair Plaag explained that we do not want the QR code embedded into what is printed because QR codes change for various reasons. He said we do not want to be stuck with a QR code that we cannot update. Council Liaison Roseman asked if the HPC had discussed using a metal QR code that could be replaced. Ms. Mitchell explained that she and Mr. Moody had discussed adding a QR code to the historic markers and using the same material on the interpretative panels. She noted that the Public Works Department had made a draft of a sticker using a durable blue material that could be attached to the signposts and is not on the actual interpretative panel.

Chair Plaag voiced his concern regarding the frameless or edgeless style sign mounted on a stake. He said the Vacker Sign Company noted in their materials that this style is not appropriate in places where you anticipate the possibility of vandalism. He said there had been quite a bit of vandalism at the Boone Cemetery over the last ten years. He said the Vacker Sign Company notes in their materials that a framed style is the better one to use, he said if the panel gets damaged or soiled over time, you would only need

to replace the panel and not the frame. Council Liaison Roseman referred to packet page 50 and the National Park Service (NPS) Traditional Style Frameless Pedestal – Posts with Flange. He said he was not clear on whether this style has the TUFF panel or the High-Pressure Laminate type panel. Ms. Mitchell said it was her understanding that any of the panels would work in any style of framing. She noted that the prices listed on (page 50) are for the height of the sign and the panel material prices are at the beginning of the catalog.

Chair Plaag referred to packet pages 35 and 36 and he agreed that the most durable frame and material type would be the NPS Traditional Style Frameless Pedestal with the one-half inch, High-Pressure Laminate type rather than the TUFF Panel type. He said the high-pressure laminate is scratch and gouge resistant. He said he has seen scratching and gouging on these signs when they are damaged, although he said he did not see as much graffiti. Student Member Ziegler said that you are more likely to see scratching and gouging on signs because people most always have their keys with them. She noted that stickers might be a concern to consider as well. Chair Plaag said with the level of the scratch and gouge resistance on the high-pressure laminate, it should endure the sticker issue better. Member Watkins pointed out that the Frame Mount Style is not self-supporting and will require a frame in an angle mount.

Chair Plaag said that if the Vacker Sign Company can do the High-Pressure Laminate in the Frameless Pedestal style that has no top or bottom frame, he would agree with using it. He added that this one costs a little more but it would be worth it.

Chair Plaag noted that the Tsunami cameras are expensive but he asked Ms. Mitchell if she would check to see if one of them could be placed in the Boone Cemetery. He said there is already a light pole in the center of the Boone Cemetery to install it on. Ms. Mitchell said she would check on it.

Ms. Mitchell asked the HPC if they wanted to go over the different frame-type mounts in the catalog. Chair Plaag said he heard consensus from the HPC on having the stocky legs and side frame and trying not to have the top and bottom sides to the frame. He asked Student Member Ziegler and Member Sharp to voice their feedback on this topic and they both were in agreement with Chair Plaag.

Council Liaison Roseman referred to packet page 50 and asked about the flanges. Chair Plaag read that the pre-drilled holes in the flange correspond with tapped or drilled holes. He further explained that the flange number corresponds to the height of the bottom edge of the sign once it is mounted.

Student Member Ziegler pointed out that she knows how some QR codes contain malware on the Appalachian State University campus. Ms. Mitchell showed the HPC the draft QR code that was made of durable blue material. She said this QR code could be mounted to a pole and could be changed out by placing another sticker over it. She said they are made in-house by the Public Works Department. She noted that she had not asked how much the QR code would cost the Town. Chair Plaag asked Student Member Ziegler if she felt that the draft QR code would stand out effectively. She said yes, it would stand out because of the reflective nature of it and because it is one piece, and if another sticker was placed over it, you could tell that sticker was not the correct QR code.

Chair Plaag referred to packet page 51 and an aluminum brochure box. He said there were four interpretative panels being proposed, and he did not think they needed four brochure boxes. He said since the Boone Cemetery is on the Downtown Historic Boone Walking Tour, the use of the brochure box would be an opportunity to alert people that there is a walking tour in Downtown Boone. He said they could plan to put a card or a tri-fold map of the walking tour with a QR code in the brochure box, and the public can

use that QR code to be informed of how they can follow the tour on their smartphone. He noted that the price of the brochure box was \$152.00.

Discussion ensued on the cost of the interpretative panels. Chair Plaag referred to the prices on packet page 43. He calculated that the cost for the four panels being proposed would be \$1,423.00 per sign, inclusive of the design work. He said the total would be approximately \$6,000.00, which includes the cost of \$152.00 for the Aluminum Brochure Box. He also said that approximately \$1,500.00 would be needed for the Stoneman's Raid interpretive panel, plus the labor for having them installed by the Public Works Department. Council Liaison Roseman asked the HPC to allow the Public Works Department to choose the date to install the interpretative panels when it comes time for installation. She noted that the Council is supportive of the interpretative panels being installed, and she will make sure that these dollar amounts are included in the budget for the Council's consideration.

Discussion ensued on the location of the aluminum brochure box. Ms. Mitchell pointed out that having one location for a brochure box would be easier to be maintained, whether it be the Planning and Inspections Department, the Cultural Resources Department, or the HPC maintaining it. Council Liaison Roseman mentioned perhaps putting the brochure box near the Stoneman's Raid interpretative panel in the Downtown area because there might be more exposure there, than at the Boone Cemetery. She added that the information included in the brochure box in the Downtown area could lead the public to the Boone Cemetery. Vice-Chair Bond agreed that having the brochure box in the Downtown area would have more exposure than having it at the Boone Cemetery. Student Member Ziegler said the HPC might want to consider having the brochure box at the Stoneman's Raid location because it would be in an area with more trash cans that would discourage litter, whereas at the Boone Cemetery, the brochure box might be used for a trash can and the tri-fold papers might get moved out of the brochure box.

Chair Plaag said that he would begin to draft some text and a design based on the decisions made in this meeting. He asked the HPC if there was a consensus for him to work on the proposed text and design. There was consensus from the HPC for him to do so.

He asked the HPC to give him two months' time to work on these things. He said in the meantime, this gives Council Liaison Roseman an opportunity to take the estimated cost of \$7,652.00 to Council for their consideration for this year's budget. He reiterated that this proposed dollar amount was for the four signs, three signs for Boone Cemetery interpretative panels, one sign for the Stoneman's Raid interpretative panel, and one brochure box. He estimated that it might be around May of this year before the HPC would know the Council's decision on approving the proposed budget amount.

Ms. Mitchell said she would consult with Mr. Moody, who is familiar with how the Town has done other interpretative panels. She also said she would discuss with Mr. Moody the next steps for these interpretative panels based on the decisions made by the HPC in this meeting.

Ms. Mitchell asked the HPC to think about the different locations where they want to place the interpretative panels. She said that Mr. Moody mentioned that it might be helpful, when it gets closer to time to install the interpretative panels, that the HPC go out and physically determine an exact location for the panels. She said part of figuring out the location would need to include which direction the sign should face. She said that Mr. Moody would be glad to meet the HPC at the Boone Cemetery to further the discussion of the installation of the interpretative panels. Chair Plaag pointed out that he really liked the idea of straddling the line with the interpretative panel sign, so you are standing on the line while reading the sign.

Chair Plaag reminded everyone that the fieldstones are now in the cemetery marking grave sites. He noted that we need to be careful, in particular with the Union Soldier's gravesites, not to be driving the legs of a sign through a grave site. He said there might be a spot between the two trees that is not a gravesite, and this might be the best spot for the Union soldier panel.

HPC INTERN LANDMARK REPORT UPDATE

Chair Plaag asked Ms. Ellie McCorkle, HPC Intern, to give a brief update on the Rivers House Landmark report. She said that she had updated the architectural context portion of the report. She said the reason that she revised the report was to reflect better the River's House compared to some of the other stone buildings within the district. She said she is still working to separate the criterion context of the House. She explained that she is making sure that the relationship with the person of interest criterion is separated from the architectural significance criterion. She said in her first draft, she had them combined. She said she separated them to make them clearer for the nomination.

Chair Plaag said that Ms. McCorkle had recently sent out the second draft of the landmark report to Staff. Ms. Mitchell said that Staff received it too late to get it into the meeting packet, and the Staff would place the draft landmark report on the next HPC Advisory meeting agenda for the HPC to review it.

Council Liaison Roseman explained that the Council is anxious to read the draft landmark report and find out what will become of the property. She said the Council wants to see the property become a highlight of the Downtown Corridor that helps pull the Historic District altogether. She asked Chair Plaag if there was a way that he could assure that some elements are in the landmark report that will preserve the history while allowing a new use.

Chair Plaag explained the most difficult thing about adaptively reusing that property is how one balances historic preservation with the new use. He explained that retailers do not want their building broken up into small rooms, instead, they want to see large spaces. He explained that the State Historic Preservation Office (SHPO) would say you cannot take out the walls on the interior of the building if you want to preserve it. He said the walls define the space in the rooms historically, and you have to figure out how to use your adaptively reused store space while leaving the primary wall and the things that historically define the space. He said the interior is less of an issue with the Rivers House because we don't, generally speaking, dedicate interiors in the local landmark process. He said an exception is the Downtown Boone Post Office because the interior is so unusual with the mural and what remains of the original Post Office operations. He added that landscaping is more challenging. He talked about adaptively reusing the Historical landscapes that still conveys visually to a visitor of the site what this property might have been like while also allowing for those new uses.

Chair Plaag pointed out that if the Town proposes to make the Rivers Property a landmark, any work will be presented to the HPC for their review of a COA. He said he did not want to pre-dictate what those outcomes would be by giving an opinion on them. He gave an example that if the Town decided they wanted to keep the general bowl shape of the area where Rachel's Meadow was and they wanted to make it a concrete amphitheater with fixed seats in it. He said this idea might not pass the approval of the SHPO if it was a National Register of Historic Places or tax credit property. He said a way to pass approval by the SHPO is to look at ways to approach the addition of an amphitheater and to retain the natural slope and appearance of it without the use of concrete.

Chair Plaag stated that he is careful to speak about specifics on what may or not be allowed for this property. He pointed out that standards will need to be written for the Rivers Property. He said the HPC would need to discuss what needs to be preserved on the property, and that the landmark report will cover this topic.

Council Liaison Roseman voiced that this is the beginning of what might be possibly done on the Rivers Property and is not the end to all progress. Chair Plaag stated that he would like to contact Ms. Kristi Brantley from the SHPO to request examples of local landmarks that have been adaptively reused by municipalities. He said this would be helpful to gather specific examples of what other towns have done well. Council Liaison Roseman stated that the information that Chair Plaag wants to obtain would be helpful to the Council as they review other proposed landmarks in the historic district.

Member Watkins talked about the Duke University area, where there are a lot of adaptive reuses in the residential areas, which are various kinds of law offices and other types of offices. He said it might be interesting to see how this area made this type of transition. Chair Plaag said that universities loathe allowing historic preservation designation of residences that they have bought because they feel like it ties their hands. He said there are exceptions to it, but the university wants to be able to do whatever they want to with their buildings. He noted that there had been some university buildings that were adaptively reused but not in the best way.

Ms. McCorkle left the meeting at approximately 4:30 p.m.

STAFF UPDATES

Chair Plaag asked Ms. Mitchell if the Junaluska Heritage Association (JHA) contacted the Town Manager or Town Staff about the proposal that they submitted regarding the fieldstones on the fence line in the Boone Cemetery. Ms. Mitchell said that the JHA had sent Town Staff their proposal for the fieldstone markers sometime before the end of 2022. She said she forwarded their proposal to Ms. Amy Davis, Town Manager, and Mr. Moody for their review. She said that the Town had given the JHA approval to move forward with their proposal to finish up with the remaining fieldstones in the cemetery. Ms. Mitchell said that the JHA was informed last week of this approval. She thought the JHA would contact the Public Works Department if they needed anything from them during this process.

Chair Plaag asked Ms. Mitchell if the JHA had a good understanding of where the fence line in the cemetery is located because the fence is not there anymore to show them where to put the fieldstones. Ms. Mitchell explained that the JHA did not submit a site plan or specific details of where they were to install the fieldstones, but she could contact them and ask them if they understood where the fence line is in the cemetery. Chair Plaag said that he had an understanding of where the fence line location is in the cemetery. He said he could meet at the cemetery either with a representative of the JHA or a Public Works Department employee to show them where the line is located. Ms. Mitchell said she would contact JHA Members, Ms. Roberta Jackson, and Dr. Sue O'Keefe to see if they are clear on where the line in the cemetery is located and include Chair Plaag in the response from them.

Ms. Mitchell informed the HPC that Ms. Kristi Brantley from SHPO is available on April 12, 2023, to conduct the CLG orientation from 9 a.m. to 12 noon. She said that Ms. Brantley did not say if the other individuals from SHPO were going to attend the orientation. She said she would keep the HPC updated through email on the orientation. She noted that the orientation would be held in a hybrid format. She said that the Town of Boone Planning and Inspections Department would host the in-person orientation at the Planning and Inspections office. Chair Plaag polled the HPC members and most of the HPC members were able to

attend the orientation, including Council Liaison Roseman, via WebEx. Chair Plaag confirmed with Ms. Mitchell that for the HPC members attending this orientation, it would count as a CLG training session for this federal year. She added that for the other CLG training credits, the HPC could watch some of the SHPO's YouTube videos either together or on their own. She said each HPC member would complete a summary form stating when it came time to complete the CLG training credits.

Ms. Mitchell informed the HPC that she had submitted an action request form to Town Council to be considered at their meeting this week for the Hayes-Bryan-Greene Cemetery Historic Marker ceremony to be held on June 2, 2023, at 1 p.m. She said the request included the road closure for the ceremony. She said at the next HPC meeting, she would let the HPC know of Town Council's decision on the ceremony.

Chair Plaag said in the past, at these types of ceremonies, there have been remarks from the Mayor and by Chair Plaag. Chair Plaag asked the HPC if anyone wanted to create and deliver the remarks at this ceremony on behalf of the HPC. There was no interest from the other HPC members to create and present remarks at the ceremony. Chair Plaag asked for an HPC member to make a motion and vote for him to create and make the remarks at the ceremony since no other HPC member wanted to do it.

Motion and Vote:

Member Watkins made a motion, seconded by Member Sharp to authorize Chair Plaag to create and make the remarks at the Hayes-Bryan-Greene Cemetery historical marker unveiling on June 2, 2023, at 1 p.m.

Vote: Aye – Nay

Nay – None

The motion passed.

Chair Plaag explained to Student Member Ziegler that he encouraged the HPC members to attend the historical marker unveiling ceremonies, including the Hayes-Bryan-Greene Cemetery ceremony. Student Member Ziegler noted that she might be taking an internship out of town at the time of the June 2nd ceremony. Chair Plaag asked Ms. Mitchell to tell the HPC when Student Member Ziegler's term would end. Ms. Mitchell said it would end on June 30, 2023. She said this student position would be advertised approximately a month before the term expires, and that Student Member Ziegler could apply again for this same position. Student Member Ziegler noted that she would be graduating in December of this year. Chair Plaag encouraged Student Member Ziegler to re-apply for this position after it expires, even if she cannot fulfill the full one-year term.

Ms. Mitchell discussed Appendix D revisions. She explained her review included Appendix D text regarding the COA application design review process and the steps that the applicant takes. She said she is trying to write those steps more concisely to make the applicant more aware of what is required of them and what they could expect during the hearing. She said Staff is basing these proposed changes on what they have learned so far since the beginning of the COA process. She said Staff would incorporate the table of minor and major works and create flow charts to make the process more descriptive. She explained her thoughts about making a separate document to include the revised language. She asked the HPC if they had any questions or concerns about what she is doing to let her know along the way as she continues to work on proposed changes to Appendix D.

Ms. Mitchell talked about the next topics that she would review in Appendix D. She said she would review the commercial standards. She said she would review the text for residential standards towards the end of the review of Appendix D. She informed the HPC that reviewing Appendix D would take time as Staff is

also in the Comprehensive Plan update process; she was not sure of a time frame of when she would be presenting text to the HPC.

Ms. Mitchell informed the HPC that Staff has and will continue to divide the agendas and packets for the Advisory meeting and the Quasi-Judicial meeting. She asked the HPC to let the Staff know if they had any questions about this change of the agendas and packets.

Ms. Mitchell said that Staff had finalized the list of the HPC's recommendations for the Doc and Merle Watson Mural, and she had forwarded them to Ms. Paige Henderson, Downtown Boone Development Coordinator. Ms. Mitchell said that Ms. Henderson would be presenting these recommendations to Council, and they have been submitted to Town Council for their next meeting. Ms. Mitchell told the HPC that Staff had contacted the applicant and given them the recommendations for the proposed mural. She said that as she worked with the applicant and Ms. Henderson, she made sure that they were aware of everything they needed to submit, including a final rendering for final Council approval.

Chair Plaag reminded Ms. Mitchell of a previous discussion where the HPC asked Staff to give them updates on all Statement of Conformity applications that were received by the Planning and Inspections Department. He asked Ms. Mitchell if she remembered what the HPC and Staff decided on how often they would inform the HPC on any Statement of Conformity applications. She said she could search through the meeting minutes to try to find out the decision that was made. She said she would ask Ms. Christy Turner, Senior Planner, who does the reviews for the Statement of Conformity applications, to give an update at the April advisory meeting. Ms. Mitchell suggested that Staff give an update every month.

HPC MEMBER UPDATES

Chair Plaag explained that the HPC does have some work plan topics that they are working on but there has not been any progress to report on them in the last month.

APRIL ADVISORY SESSION MATERIAL

Ms. Mitchell explained to the HPC that it would really help Staff be more efficient to know the agenda items prior to the next meeting. There was consensus from the HPC to outline the agenda items for each meeting.

Chair Plaag stated the following agenda items for the April meeting: HPC Intern Clay Rivers Landmark Report Update, Boone Cemetery Fieldstone Line Update of the JHA's Project, and Staff Updates on the Hayes-Bryan-Greene Cemetery Marker. Chair Plaag said he would consult with Ms. Mitchell on other topics for discussion before the next advisory meeting. Ms. Mitchell added that she would continue to email the HPC about one week from the advisory meeting date to ask for agenda items prior to the posting of the advisory meeting packet.

OTHER DISCUSSION

There were no other topics discussed at this meeting.

ADJOURNMENT

Vice-Chair Bond made a motion, seconded by Student Member Ziegler, to adjourn the meeting at 4:58 p.m.

Vote: Aye – All
Nay – None
The motion passed.

Eric Plaag, Chair

Marlene Crosby, Board Secretary